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Jeffrey A. Meyers
Commissioner

Christine L. Santaniello
Director

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF ECONOMIC & HOUSING STABILITY

129 PLEASANT STREET, CONCORD, NH 03301
603-271-9474 1-800-852-3345 Ext. 9474
Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

May 24, 2019

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Economic & Housing Stability to amend a **sole source** agreements with the vendors identified below, for the provision of Comprehensive Family Support Services by increasing the price limitation by $3,106,197 from $11,030,985 to $14,137,182 and by extending the contract completion date from June 30, 2019 to June 30, 2020, effective upon Governor and Executive Council approval. 86.2% Federal Funds, 13.8% General Funds.

The agreements were approved and amended by the Governor and Executive Council as indicated below.

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
Waypoint (Concord Service Area)	177166-B002	464 Chestnut Street Manchester NH	$1,088,135	$324,607	$1,412,742	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A A3: 3/21/18 #14B
Waypoint (Manchester Service Area)	177166-B002	464 Chestnut Street Manchester NH	$1,088,135	$324,607	$1,412,742	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A A3: 3/21/18 #14B
Waypoint (Southern Service Area)	177166-B002	464 Chestnut Street Manchester NH	$1,088,135	$324,607	$1,412,742	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A A3: 3/21/18 #14B
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway NH	$859,789	$210,434	$1,070,223	O: 6/18/14 #80 A1: 6/10/15 #5D A2: 5/18/16 #9A A3: 3/21/18 #14B
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$1,033,883	$302,251	$1,336,134	O: 6/18/14 #80 A1: 5/18/16 #9A A2: 3/21/18 #14B
Greater Seacoast Community Health (f/k/a Families First)	TBD	100 Campus Drive, Suite 12 Portsmouth NH	$1,049,783	$305,431	$1,355,214	O: 6/18/14 #80 A1:6/10/15 #5C A2: 5/18/16 #9A A3: 3/21/18 #14B

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
TLC Family Resource Center (formerly Good Beginnings of Sullivan County)	170625-B001	109 Pleasant Street Claremont NH	$1,008,303	$284,691	$1,292,994	O: 6/18/14 #80 A1: 5/18/16 #9A
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$1,048,507	$304,793	$1,353,300	O: 6/18/14 #80 A1: 5/18/16 #9A
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$1,037,109	$299,094	$1,336,203	O: 6/18/14 #80 A1: 5/18/16 #9A
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$864,603	$212,841	$1,077,444	O: 6/18/14 #80 A1: 6/10/15 AG A2: 5/18/16 #9A
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$864,603	$212,841	$1,077,444	O: 6/18/14 #80 A1: 6/10/15 AG A2: 5/18/16 #9A
		Total	**$11,030,985**	**$3,106,197**	**$14,137,182**	

Funds to support this request are anticipated to be available in the following accounts in State Fiscal Year 2020, upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust encumbrances between State Fiscal Years through the Budget Office, if needed and justified.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

05-095-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT

05-095-042-421010-29580000-644-504187-42105874 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, TEMPORARY ASSISTANCE FOR NEEDY FAMILES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

This request is **sole source** because the funding added in State Fiscal Year 2018 exceeded 10% of the total contract value for each contract. As a result, these contracts continue to be sole source.

The purpose of this request is to continue providing Comprehensive Family Support Services, which assist pregnant women and families with children up to the age of 21 years by promoting family strengthening and family wellness; decreasing family stressors; and promoting the prevention of child maltreatment. Services provided are designed to enable families to access the services they need to be successful in their local community. The services empower parents and give families an opportunity to learn, grow, and prosper. Below is a breakdown of those served in 2018 through the Comprehensive Family Support Services contracts:

- Families served, 1,098
- Family members served, 3,204
- Total children served 1,843

Based on the numbers of children and families served and program outcomes from 2016 to 2018, there was considerable success for those who participated and successfully completed the program. Success is measured by future avoidance of services through the Division for Children, Youth, and Families (DCYF) services. Families are tracked for 3 years following the completion of services. Below are the outcome measures for the period identified:

- 2016, 93.6% did not require services through DCYF
- 2017, 90.0% did not require services through DCYF
- 2018, 92.8% did not require services through DCYF

The original agreements, included language in Exhibit C-2 that allows the Department to renew contracts for up to 4 (four) years, subject to the continued availability of funding, satisfactory performance of service, parties' written authorization and approval from the Governor and Executive Council. The Department is in agreement with renewing services for the last year of the four-year renewal option. The Department will publish a Request for Proposal for these services during State Fiscal Year 2020.

The services are available to any family in the State of New Hampshire with children under the age of 21 years, with priority given to those families referred by DCYF. Families are able to receive services to assist them with decreasing family stressors and barriers, gaining parenting skills towards becoming healthy and strong families.

The Department has demonstrated that these prevention services offered statewide assist in reducing incidents of child maltreatment resulting in a reduction of open cases with DCYF

Should the Governor and Executive Council not authorize this request, the flexibility of community-based family services will not be available to address the needs of children and families statewide. Lack of services may result in an increase of involvement with DCYF. Additionally, families seeking assistance with parenting when they feel assistance is needed, prior to a crisis, will not receive such services, resulting in negative outcomes for the child and family.

Area served: Statewide

Source of Funds: 86.2% Federal Funds from Title IV-B Subpart I (CFDA#:93.645, FAIN: 1901NHCWSS), Promoting and Stable Families (CFDA#: 93.556, FAIN: 1901FPSS), Title XX Grants – SSBG (CFDA#: 93.667, FAIN: 1901NHSOSR), Temporary Assistance to Needy Families (CFDA#: 93.558, FAIN: 18NHTANF), Maternal and Child Health Services Block Grant (CFDA# 93.994, FAIN: 90CA1858), 13.8% General Funds.

Respectfully submitted,

Jeffrey A. Meyers
Commissioner

FISCAL DETAILS COMPREHENSIVE
FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

100% Federal, CFDA #93.645, Title IV-B

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT	MATCH
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2019	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2020	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00	$1,136.25
			Total:	$22,725.00	$4,545.00	$27,270.00	$1,136.25

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT	MATCH
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2019	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2020	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00	$1,136.25
			Total:	$22,725.00	$4,545.00	$27,270.00	$1,136.25

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT	MATCH
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2019	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2020	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00	$1,136.25
			Total:	$22,725.00	$4,545.00	$27,270.00	$1,136.25

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 158114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT	MATCH
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2019	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2020	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00	$1,136.25
			Total:	$22,725.00	$4,545.00	$27,270.00	$1,136.25

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT	MATCH
2015	102-500734	Social Service Contract	42106802	$823.00		$823.00	
2016	102-500734	Social Service Contract	42106802	$1,907.00		$1,907.00	
2017	102-500734	Social Service Contract	42106802	$823.00		$823.00	
2018	102-500734	Social Service Contract	42106802	$1,907.00		$1,907.00	
2019	102-500734	Social Service Contract	42106802	$1,365.00		$1,365.00	
2020	102-500734	Social Service Contract	42106802	$0.00	$1,365.00	$1,365.00	$341.25
			Total:	$6,825.00	$1,365.00	$8,190.00	$341.25

GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT	MATCH
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2019	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2020	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00	$1,136.25
			Total:	$22,725.00	$4,545.00	$27,270.00	$1,136.25

TLC FAMILY RESOURCE CENTER (F/K/A GOOD BEGININGS OF SULLIVAN COUNTY) ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT	MATCH
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2019	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2020	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00	$1,136.25
			Total:	$22,725.00	$4,545.00	$27,270.00	$1,136.25

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT	MATCH
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2019	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2020	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00	$1,136.25
			Total:	$22,725.00	$4,545.00	$27,270.00	$1,136.25

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251- B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT	MATCH
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2019	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2020	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00	$1,136.25
			Total:	$22,725.00	$4,545.00	$27,270.00	$1,136.25

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT	MATCH
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2019	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2020	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00	$1,136.25
			Total:	$22,725.00	$4,545.00	$27,270.00	$1,136.25

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412- B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT	MATCH
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2019	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00	
2020	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00	$1,136.25
			Total:	$22,725.00	$4,545.00	$27,270.00	$1,136.25
			Sub-Total:	$234,075.00	$46,815.00	$280,890.00	$11,703.75

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

100% Federal, CFDA #93.556, Promoting Safe and Stable Families

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT	MATCH
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2019	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2020	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00	$5,227.25
			Total:	$104,545.00	$20,909.00	$125,454.00	$5,227.25

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT	MATCH
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2019	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2020	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00	$5,227.25
			Total:	$104,545.00	$20,909.00	$125,454.00	$5,227.25

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT	MATCH
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2019	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2020	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00	$5,227.25
			Total:	$104,545.00	$20,909.00	$125,454.00	$5,227.25

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 158114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT	MATCH
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2019	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2020	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00	$5,227.25
			Total:	$104,545.00	$20,909.00	$125,454.00	$5,227.25

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT	MATCH

2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2019	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2020	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00	$5,227.25
			Total:	$104,545.00	$20,909.00	$125,454.00	$5,227.25

GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT	MATCH
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2019	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2020	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00	$5,227.25
			Total:	$104,545.00	$20,909.00	$125,454.00	$5,227.25

TLC FAMILY RESOURCE CENTER (F/K/A GOOD BEGININGS OF SULLIVAN COUNTY) ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT	MATCH
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2019	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2020	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00	$5,227.25
			Total:	$104,545.00	$20,909.00	$125,454.00	$5,227.25

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT	MATCH
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2019	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2020	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00	$5,227.25
			Total:	$104,545.00	$20,909.00	$125,454.00	$5,227.25

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251- B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT	MATCH
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2019	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2020	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00	$5,227.25
			Total:	$104,545.00	$20,909.00	$125,454.00	$5,227.25

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT	MATCH
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2019	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2020	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00	$5,227.25
			Total:	$104,545.00	$20,909.00	$125,454.00	$5,227.25

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412- B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT	MATCH
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2019	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00	
2020	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00	$5,227.25
			Total:	$104,545.00	$20,909.00	$125,454.00	$5,227.25
			Sub-Total:	$1,149,995.00	$229,999.00	$1,379,994.00	$57,499.75

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

100% Federal Funds, CFDA #93.667, Title XX Grant

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2020	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	$392,005.00	$78,401.00	$470,406.00

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2016	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2017	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2018	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2019	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2020	102-500734	Social Service Contract	42106603	$0.00	$8,982.00	$8,982.00
			Total:	$44,910.00	$8,982.00	$53,892.00

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2020	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	$392,005.00	$78,401.00	$470,406.00

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 158114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2020	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	$392,005.00	$78,401.00	$470,406.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2020	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	$392,005.00	$78,401.00	$470,406.00

GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2020	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	$392,005.00	$78,401.00	$470,406.00

TLC FAMILY RESOURCE CENTER (F/K/A GOOD BEGININGS OF SULLIVAN COUNTY) ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 170626-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2020	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	$392,005.00	$78,401.00	$470,406.00

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2020	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	$392,005.00	$78,401.00	$470,406.00

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251- B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2020	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	$392,005.00	$78,401.00	$470,406.00

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2020	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	$392,005.00	$78,401.00	$470,406.00

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412- B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2020	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	$392,005.00	$78,401.00	$470,406.00
			Sub-Total:	$3,964,960.00	$792,992.00	$4,757,952.00

05-095-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: TRANSITIONAL ASSISTANCE, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT

100% Federal Funds, CFDA 93.558, Federal Funds from U.S Department of Health and Human Services, Temporary Assistance for Needy Families; FAIN 18NHTANF

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2018	102-500731	Contracts For Prog. Svc	45030353	$178,300.00		$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$178,300.00		$178,300.00
			Total:	$356,600.00	$0.00	$356,600.00

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2018	102-500731	Contracts For Prog. Svc	45030353	$178,300.00		$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$178,300.00		$178,300.00
			Total:	$356,600.00	$0.00	$356,600.00

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2018	102-500731	Contracts For Prog. Svc	45030353	$178,300.00		$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$178,300.00		$178,300.00
			Total:	$356,600.00	$0.00	$356,600.00

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT

2018	102-500731	Contracts For Prog. Svc	45030353	$64,127.00		$64,127.00
2019	102-500731	Contracts For Prog. Svc	45030353	$64,127.00		$64,127.00
			Total:	$128,254.00	$0.00	$128,254.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2018	102-500731	Contracts For Prog. Svc	45030353	$159,124.00		$159,124.00
2019	102-500731	Contracts For Prog. Svc	45030353	$159,124.00		$159,124.00
			Total:	$318,248.00	$0.00	$318,248.00

GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2018	102-500731	Contracts For Prog. Svc	45030353	$159,124.00		$159,124.00
2019	102-500731	Contracts For Prog. Svc	45030353	$159,124.00		$159,124.00
			Total:	$318,248.00	$0.00	$318,248.00

TLC FAMILY RESOURCE CENTER (F/K/A GOOD BEGININGS OF SULLIVAN COUNTY) ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2018	102-500731	Contracts For Prog. Svc	45030353	$138,384.00		$138,384.00
2019	102-500731	Contracts For Prog. Svc	45030353	$138,384.00		$138,384.00
			Total:	$276,768.00	$0.00	$276,768.00

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2018	102-500731	Contracts For Prog. Svc	45030353	$158,486.00		$158,486.00
2019	102-500731	Contracts For Prog. Svc	45030353	$158,486.00		$158,486.00
			Total:	$316,972.00	$0.00	$316,972.00

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251- B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2018	102-500731	Contracts For Prog. Svc	45030353	$152,787.00		$152,787.00
2019	102-500731	Contracts For Prog. Svc	45030353	$152,787.00		$152,787.00
			Total	$305,574.00	$0.00	$305,574.00

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2018	102-500731	Contracts For Prog. Svc	45030353	$66,534.00		$66,534.00
2019	102-500731	Contracts For Prog. Svc	45030353	$66,534.00		$66,534.00
			Total:	$133,068.00	$0.00	$133,068.00

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412- B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2018	102-500731	Contracts For Prog. Svc	45030353	$66,534.00		$66,534.00
2019	102-500731	Contracts For Prog. Svc	45030353	$66,534.00		$66,534.00
			Total:	$133,068.00	$0.00	$133,068.00
			Sub-Total:	$3,000,000.00	$0.00	$3,000,000.00

05-095-042-421010-29580000-644-504187-42105874 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

100% General Funds

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177186-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT

2020	644-504187	SGFSER SGF SERVICES	42105874	$0.00	$178,300.00	$178,300.00
			Total:	$0.00	$178,300.00	$178,300.00

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177168-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2020	644-504187	SGFSER SGF SERVICES	42105874	$0.00	$178,300.00	$178,300.00
			Total:	$0.00	$178,300.00	$178,300.00

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2020	644-504187	SGFSER SGF SERVICES	42105874	$0.00	$178,300.00	$178,300.00
			Total:	$0.00	$178,300.00	$178,300.00

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2020	644-504187	SGFSER SGF SERVICES	42105874	$0.00	$64,127.00	$64,127.00
			Total:	$0.00	$64,127.00	$64,127.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2020	644-504187	SGFSER SGF SERVICES	42105874	$0.00	$159,124.00	$159,124.00
			Total:	$0.00	$159,124.00	$159,124.00

GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2020	644-504187	SGFSER SGF SERVICES	42105874	$0.00	$159,124.00	$159,124.00
			Total:	$0.00	$159,124.00	$159,124.00

TLC FAMILY RESOURCE CENTER (F/K/A GOOD BEGININGS OF SULLIVAN COUNTY) ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2020	644-504187	SGFSER SGF SERVICES	42105874	$0.00	$138,384.00	$138,384.00
			Total:	$0.00	$138,384.00	$138,384.00

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2020	644-504187	SGFSER SGF SERVICES	42105874	$0.00	$158,486.00	$158,486.00
			Total:	$0.00	$158,486.00	$158,486.00

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251- B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2020	644-504187	SGFSER SGF SERVICES	42105874	$0.00	$152,787.00	$152,787.00
			Total	$0.00	$152,787.00	$152,787.00

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2020	644-504187	SGFSER SGF SERVICES	42105874	$0.00	$66,534.00	$66,534.00
			Total:	$0.00	$66,534.00	$66,534.00

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412- B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2020	644-504187	SGFSER SGF SERVICES	42105874	$0.00	$66,534.00	$66,534.00
			Total:	$0.00	$66,534.00	$66,534.00
			Sub-Total:	$0.00	$1,500,000.00	$1,500,000.00

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: TRANSITIONAL ASSISTANCE, DIV OF FAMILY ASSISTANCE, TEMPORARY ASSISTANCE FOR NEEDY FAMILES

100% Federal Funds, CFDA 93.558, Federal Funds from U.S Department of Health and Human Services, Temporary Assistance for Needy Families; FAIN 18NHTANF.

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2020	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	$184,355.00	$36,871.00	$221,226.00

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2016	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2017	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2018	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2019	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2020	502-500891	Payments To Providers	45030206	$0.00	$31,290.00	$31,290.00
			Total:	$156,450.00	$31,290.00	$187,740.00

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2020	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	$184,355.00	$36,871.00	$221,226.00

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2020	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	$184,355.00	$36,871.00	$221,226.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2020	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	$184,355.00	$36,871.00	$221,226.00

GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2020	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	$184,355.00	$36,871.00	$221,226.00

TLC FAMILY RESOURCE CENTER (F/K/A GOOD BEGININGS OF SULLIVAN COUNTY)
ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2020	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	$184,355.00	$36,871.00	$221,226.00

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2020	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	$184,355.00	$36,871.00	$221,226.00

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251- B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2020	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	$184,355.00	$36,871.00	$221,226.00

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2020	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	$184,355.00	$36,871.00	$221,226.00

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412- B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2020	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	$184,355.00	$36,871.00	$221,226.00
			Sub-Total:	$2,000,000.00	$400,000.00	$2,400,000.00

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMINITY SERVICES, MATERIAL AND CHILD HEALTH

100% Federal Funds, CFDA #93.994, Federal Funds from HRSA

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (CONCORD DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00

2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2020	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	$27,905.00	$5,581.00	$33,486.00

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2020	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	$27,905.00	$5,581.00	$33,486.00

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (SOUTHERN DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2020	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	$27,905.00	$5,581.00	$33,486.00

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) VENDOR # 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2020	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	$27,905.00	$5,581.00	$33,486.00

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR # 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2020	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	$27,905.00	$5,581.00	$33,486.00

GREATER SEACOAST COMMUNITY HEALTH (F/K/A Families First) (SEACOAST DISTRICT OFFICE SERVICE AREA) VENDOR# 154703-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2020	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	$27,905.00	$5,581.00	$33,486.00

TLC FAMILY RESOURCE CENTER (F/K/A GOOD BEGININGS OF SULLIVAN COUNTY) ROCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2020	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	$27,905.00	$5,581.00	$33,486.00

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) VENDOR # 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2020	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	$27,905.00	$5,581.00	$33,486.00

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) VENDOR # 177251- B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2020	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	$27,905.00	$5,581.00	$33,486.00

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) VENDOR # 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2020	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	$27,905.00	$5,581.00	$33,486.00

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) VENDOR # 162412- B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2020	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00

	Total:	$27,906.00	$5,581.00	$33,486.00
	Sub-Total:	$306,955.00	$61,391.00	$368,346.00

100% General Funds

WAYPOINT (F/K/A CHILD AND FAMILY SERVICES) (MANCHESTER DISTRICT OFFICE SERVICE AREA) VENDOR# 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT	MATCH
2015	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00	
2016	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00	
2017	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00	
2018	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00	
2019	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00	
2020	102-500731	Contracts For Prog. Svc	90004015	$0.00	$75,000.00	$75,000.00	
			Total:	$375,000.00	$75,000.00	$450,000.00	
			Sub-Total:	$375,000.00	$75,000.00	$450,000.00	
			Grand Total:	$11,030,985.00	$3,106,197.00	$14,137,182.00	$69,203.50

State of New Hampshire
Department of Health and Human Services
Amendment #4 to the Comprehensive Family Support Services

This 4th Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #4") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Waypoint, (fka Child and Family Services of New Hampshire) (hereinafter referred to as "the Contractor"), a nonprofit with a place of business at 464 Chestnut Street, Manchester, NH, 03105.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80), and as amended on May 22, 2015 (approved by the Attorney General's Office), May 18, 2016 (Item #9A), and March 21, 2018 (Item #14B), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules or terms and conditions of the contract; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-2 Additional Special Provisions, Paragraph #1, the State may modify the scope of work and the payment schedule of the contract upon written agreement of the parties and approval from the Governor and Executive Council; and

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

WHEREAS, all terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #4 remain in full force and effect; and

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

1. Form P-37 General Provisions, Block 1.3 Contractor Name to read: Waypoint

2. Form P-37 General Provisions, Block 1.6, Account Number to add:

   05-095-045-450010-61270000-102-500731
   05-095-042-421010-29580000-644-504187

3. Form P-37 General Provisions, Block 1.7, Completion Date, to read:

   June 30, 2020.

4. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:

   $1,412,742.

5. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:

   Nathan D. White, Director.

6. Form P-37, General Provisions, Block 1.10, State Agency Telephone Number, to read:

   603-271-9631.

7. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 2.2, to read:

   2.2 Expenditures shall be in accordance with the approved line item budget shown in Exhibit B-1 – Amendment #1, B-2, B-3 - Amendment #2, B-4 – Amendment #3, Exhibit B-5 Amendment #3, and Exhibit B-6, Budget Amendment #4.

8. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 1.2 to read:

   1.2 The Contractor agrees to provide the services in Exhibit A, Scope of Service in compliance with funding requirements, which includes an in-kind match of an amount equal to a minimum of 25% of the federal Title IV-B grant identified in Subsection 1.1, above and 25% of the federal Promoting Safe and Stable Families grant identified in Subsection 2.2, above.

9. Add Exhibit B, Methods and Conditions Precedent to Payment, Section 1.3 to read:

   1.3 The Contractor shall ensure the annual 25% required match in Section 1.2 above, is in non-federal contributions either in cash or in-kind related to directly providing Title IV-B and Promoting Safe and Stable Families project activities and goals related to Comprehensive Family Support Services as approved by the Department.

10. Add Exhibit B-6, Budget Amendment #4

11. Add Exhibit K, DHHS Information Security Requirements

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

5/28/19
Date

Christine Santaniello
Name: Christine Santaniello
Title: Director

Waypoint

5/21/19
Date

Name: Borja Alvarez de Toledo
Title: President / CEO

Acknowledgement of Contractor's signature:

State of NH, County of HILLSBOROUGH on 5/21/19, before the undersigned officer, personally appeared the person identified directly above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

Jill M. Lowell
Signature of Notary Public or Justice of the Peace

Jill M. LOWELL - NOTARY
Name and Title of Notary or Justice of the Peace

My Commission Expires: 2022

JILL M. LOWELL, Notary Public
State of New Hampshire
My Commission Expires January 18, 2022

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

OFFICE OF THE ATTORNEY GENERAL

6/4/2019
Date

Name: Wendy J. Smith
Title: Sr. Asst. Atty General

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

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

Contractor name Waypoint

Budget Request for: Comprehensive Family Support Services (Manchester)

Budget Period: July 1, 2019 through June 30, 2020

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	$ 189,185.00	$ 23,022.00	$ 212,207.00	$ -	$ -	$ -	$ 189,185.00	$ 23,022.00	$ 212,207.00
2. Employee Benefits	$ 53,477.00	$ 4,073.00	$ 57,550.00	$ -	$ -	$ -	$ 53,477.00	$ 4,073.00	$ 57,550.00
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ 1,813.00	$ 1,813.00	$ -	$ -	$ -	$ -	$ 1,813.00	$ 1,813.00
Purchase/Depreciation	$ -	$ 1,186.00	$ 1,186.00	$ -	$ -	$ -	$ -	$ 1,186.00	$ 1,186.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 2,000.00	$ 255.00	$ 2,255.00	$ -	$ -	$ -	$ 2,000.00	$ 255.00	$ 2,255.00
6. Travel	$ 5,000.00	$ 266.00	$ 5,266.00	$ -	$ -	$ -	$ 5,000.00	$ 266.00	$ 5,266.00
7. Occupancy	$ 19,000.00	$ 1,622.00	$ 20,622.00	$ -	$ -	$ -	$ 19,000.00	$ 1,622.00	$ 20,622.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 4,000.00	$ 582.00	$ 4,582.00	$ -	$ -	$ -	$ 4,000.00	$ 582.00	$ 4,582.00
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ 2,000.00	$ 322.00	$ 2,322.00	$ -	$ -	$ -	$ 2,000.00	$ 322.00	$ 2,322.00
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 1,000.00	$ 357.00	$ 1,357.00	$ -	$ -	$ -	$ 1,000.00	$ 357.00	$ 1,357.00
11. Staff Education and Training	$ 3,000.00	$ 271.00	$ 3,271.00	$ -	$ -	$ -	$ 3,000.00	$ 271.00	$ 3,271.00
12. Subcontracts/Agreements	$ 3,000.00	$ 1,965.00	$ 4,965.00	$ -	$ -	$ -	$ 3,000.00	$ 1,965.00	$ 4,965.00
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Interest Expense	$ -	$ 5,011.00	$ 5,011.00	$ -	$ -	$ -	$ -	$ 5,011.00	$ 5,011.00
Organization Dues	$ 1,200.00	$ -	$ 1,200.00	$ -	$ -	$ -	$ 1,200.00	$ -	$ 1,200.00
Purchased Services/In-kind donations	$ 6,365.00	$ -	$ 6,365.00	$ 6,365.00	$ -	$ 6,365.00	$ -	$ -	$ -
TOTAL	$ 290,227.00	$ 40,745.00	$ 330,972.00	$ 6,365.00	$ -	$ 6,365.00	$ 283,862.00	$ 40,745.00	$ 324,607.00

Indirect As A Percent of Direct 14.0%

Contractor Initials BA
Date 5/21/19

A. Definitions

The following terms may be reflected and have the described meaning in this document:

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, " Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.

2. "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.

3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

   Confidential Information also 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 Protected Health Information (PHI), Personal Information (PI), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.

5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.

6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss or misplacement of hardcopy documents, and misrouting of physical or electronic

mail, all of which may have the potential to put the data at risk of unauthorized access, use, disclosure, modification or destruction.

7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.

8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.

9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.

10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.

11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.

12. "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.

I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR

A. Business Use and Disclosure of Confidential Information.

1. The Contractor must not use, disclose, maintain or transmit Confidential Information except as reasonably necessary as outlined under this Contract. Further, Contractor, including but not limited to all its directors, officers, employees and agents, must not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
2. The Contractor must not disclose any Confidential Information in response to a

request for disclosure on the basis that it is required by law, in response to a subpoena, etc., without first notifying DHHS so that DHHS has an opportunity to consent or object to the disclosure.

3. If DHHS notifies the Contractor that DHHS 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 Contractor must be bound by such additional restrictions and must not disclose PHI in violation of such additional restrictions and must abide by any additional security safeguards.
4. The Contractor agrees that DHHS Data or derivative there from disclosed to an End User must only be used pursuant to the terms of this Contract.
5. The Contractor agrees DHHS Data obtained under this Contract may not be used for any other purposes that are not indicated in this Contract.
6. The Contractor agrees to grant access to the data to the authorized representatives of DHHS for the purpose of inspecting to confirm compliance with the terms of this Contract.

II. METHODS OF SECURE TRANSMISSION OF DATA

1. Application Encryption. If End User is transmitting DHHS data containing Confidential Data between applications, the Contractor attests the applications have been evaluated by an expert knowledgeable in cyber security and that said application's encryption capabilities ensure secure transmission via the internet.
2. Computer Disks and Portable Storage Devices. End User may not use computer disks or portable storage devices, such as a thumb drive, as a method of transmitting DHHS data.
3. Encrypted Email. End User may only employ email to transmit Confidential Data if email is encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
4. Encrypted Web Site. If End User is employing the Web to transmit Confidential Data, the secure socket layers (SSL) must be used and the web site must be secure. SSL encrypts data transmitted via a Web site.
5. File Hosting Services, also known as File Sharing Sites. End User may not use file hosting services, such as Dropbox or Google Cloud Storage, to transmit Confidential Data.
6. Ground Mail Service. End User may only transmit Confidential Data via *certified* ground mail within the continental U.S. and when sent to a named individual.
7. Laptops and PDA. If End User is employing portable devices to transmit Confidential Data said devices must be encrypted and password-protected.
8. Open Wireless Networks. End User may not transmit Confidential Data via an open

wireless network. End User must employ a virtual private network (VPN) when remotely transmitting via an open wireless network.

9. Remote User Communication. If End User is employing remote communication to access or transmit Confidential Data, a virtual private network (VPN) must be installed on the End User's mobile device(s) or laptop from which information will be transmitted or accessed.
10. SSH File Transfer Protocol (SFTP), also known as Secure File Transfer Protocol. If End User is employing an SFTP to transmit Confidential Data, End User will structure the Folder and access privileges to prevent inappropriate disclosure of information. SFTP folders and sub-folders used for transmitting Confidential Data will be coded for 24-hour auto-deletion cycle (i.e. Confidential Data will be deleted every 24 hours).
11. Wireless Devices. If End User is transmitting Confidential Data via wireless devices, all data must be encrypted to prevent inappropriate disclosure of information.

III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS

The Contractor will only retain the data and any derivative of the data for the duration of this Contract. After such time, the Contractor will have 30 days to destroy the data and any derivative in whatever form it may exist, unless, otherwise required by law or permitted under this Contract. To this end, the parties must:

A. Retention

1. The Contractor agrees it will not store, transfer or process data collected in connection with the services rendered under this Contract outside of the United States. This physical location requirement shall also apply in the implementation of cloud computing, cloud service or cloud storage capabilities, and includes backup data and Disaster Recovery locations.
2. The Contractor agrees to 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.
3. The Contractor agrees to provide security awareness and education for its End Users in support of protecting Department confidential information.
4. The Contractor agrees to retain all electronic and hard copies of Confidential Data in a secure location and identified in section IV. A.2
5. The Contractor agrees Confidential Data stored in a Cloud must be in a FedRAMP/HITECH compliant solution and comply with all applicable statutes and regulations regarding the privacy and security. All servers and devices must have currently-supported and hardened operating systems, the latest anti-viral, anti-hacker, anti-spam, anti-spyware, and anti-malware utilities. The environment, as a

whole, must have aggressive intrusion-detection and firewall protection.

6. The Contractor agrees to and ensures its complete cooperation with the State's Chief Information Officer in the detection of any security vulnerability of the hosting infrastructure.

B. Disposition

1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor 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 by the Contractor 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 and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute of Standards and Technology, U. S. Department of Commerce. The Contractor 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 Contractor prior to destruction.
2. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.
3. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

IV. PROCEDURES FOR SECURITY

A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:

1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.

2. The Contractor will 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.).

3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.

4. The Contractor will 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.

5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.

6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor 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 Contractor, including breach notification requirements.

7. The Contractor 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 Contractor and any applicable sub-contractors prior to system access being authorized.

8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.

9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.

10. The Contractor 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 Information Security Office leadership member within the Department.

11. 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.

12. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.

13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at https://www.nh.gov/doit/vendor/index.htm for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.

14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer and the State's Security Officer of any security breach immediately, at the email addresses provided in Section VI. This includes 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.

15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.

16. The Contractor must ensure that all End Users:

    a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.

    b. safeguard this information at all times.

    c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.

    d. send emails containing Confidential Information only if <u>encrypted</u> and being sent to and being received by email addresses of persons authorized to receive such information.

e. limit disclosure of the Confidential Information to the extent permitted by law.

f. Confidential Information received under this Contract and individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).

g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.

h. in all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.

i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.

Contractor is responsible for oversight and compliance of their End Users. DHHS reserves the right to conduct onsite inspections to monitor compliance with this Contract, including the privacy and security requirements provided in herein, HIPAA, and other applicable laws and Federal regulations until such time the Confidential Data is disposed of in accordance with this Contract.

V. LOSS REPORTING

The Contractor must notify the State's Privacy Officer and Security Officer of any Security Incidents and Breaches immediately, at the email addresses provided in Section VI.

The Contractor must further handle and report Incidents and Breaches involving PHI in accordance with the agency's documented Incident Handling and Breach Notification procedures and in accordance with 42 C.F.R. §§ 431.300 - 306. In addition to, and notwithstanding, Contractor's compliance with all applicable obligations and procedures, Contractor's procedures must also address how the Contractor will:

1. Identify Incidents;
2. Determine if personally identifiable information is involved in Incidents;
3. Report suspected or confirmed Incidents as required in this Exhibit or P-37;
4. Identify and convene a core response group to determine the risk level of Incidents and determine risk-based responses to Incidents; and

5. Determine whether Breach notification is required, and, if so, identify appropriate Breach notification methods, timing, source, and contents from among different options, and bear costs associated with the Breach notice as well as any mitigation measures.

Incidents and/or Breaches that implicate PI must be addressed and reported, as applicable, in accordance with NH RSA 359-C:20.

VI. PERSONS TO CONTACT

A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov

B. DHHS Security Officer:

DHHSInformationSecurityOffice@dhhs.nh.gov

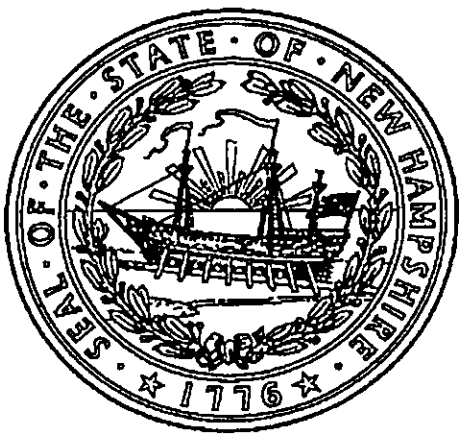
State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that WAYPOINT is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on September 25, 1914. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: **62585**

Certificate Number: **0004508530**



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 2nd day of May A.D. 2019.

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

I, __WILLIAM CONRAD_____, do hereby certify that:
(Name of the elected Officer of the Agency; cannot be contract signatory)

1. I am a duly elected Officer of _____WAYPOINT_____.
(Agency Name)

2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of

the Agency duly held on __12/4/18_____:
(Date)

RESOLVED: That this corporation enters into a contract with the State of New Hampshire, acting through its Department of Health and Human Services.

RESOLVED: That the _____PRESIDENT AND CEO_____
(Title of Contract Signatory)

is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

___BORJA ALVAREZ DE TOLEDO ___ is the duly elected _____PRESIDENT/CEO_____
(Name of Contract Signatory) (Title of Contract Signatory)

of the Agency.

3. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of

the 21ST day of May 2019.

(Signature of the Elected Officer)
BOARD CHAIR

STATE OF NEW HAMPSHIRE

County of HILLSBOROUGH

The forgoing instrument was acknowledged before me this 21ST day of May, 2019.

By William Conrad.
(Name of Elected Officer of the Agency)

(Notary Public/Justice of the Peace)

JILL M. LOWELL, Notary Public
State of New Hampshire
(NOTARY SEAL) My Commission Expires January 18, 2022

Commission Expires: 2022

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 04/08/2019

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

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

PRODUCER
FIAI/Cross Insurance
1100 Elm Street
Manchester NH 03101

CONTACT NAME: Andrea Nicklin
PHONE (A/C, No, Ext): (603) 669-3218 FAX (A/C, No): (603) 645-4331
E-MAIL ADDRESS: anicklin@crossagency.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Philadelphia Indemnity Ins Co	18058
INSURER B: Granite State Health Care and Human Services Self-	
INSURER C: Travelers Casualty & Surety Co of America	31194
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Waypoint
Po Box 448
Manchester NH 03105

COVERAGES CERTIFICATE NUMBER: 18-19 All/19-20 WC REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR [X] Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [X] OTHER: Professional Liability			PHPK1842147	07/01/2018	07/01/2019	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
							Aggregate- Prof liab	$ 2,000,000
A	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			PHPK1842135	07/01/2018	07/01/2019	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
							Medical payments	$ 5,000
A	[ ] UMBRELLA LIAB [X] OCCUR [X] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000			PHUB635723	07/01/2018	07/01/2019	EACH OCCURRENCE	$ 4,000,000
							AGGREGATE	$ 4,000,000
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		HCHS20190000118 (3a.) NH	02/01/2019	02/01/2020	[X] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
C	Fidelity & Forgery			105912196	04/01/2019	04/01/2020	Limit	$500,000
							Deductible	$5,000

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

Confirmation of Coverage.

CERTIFICATE HOLDER

State of NH Department 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

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WAYPOINT
Help Along the Way

Formerly
CHILD AND FAMILY SERVICES

MISSION STATEMENT:

Empowering people of all ages through an array of human services and advocacy

HEADQUARTERS

toll free (800) 640.6486
office (603) 518.4000
fax (603) 668.6260

464 Chestnut Street
PO Box 448
Manchester, NH 03105
waypointnh.org

WAYPOINT

Consolidated Financial Statements

For the Year Ended December 31, 2018

(With Independent Auditors' Report Thereon)

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MELANSON HEATH
ACCOUNTANTS · AUDITORS

121 River Front Drive
Manchester, NH 03102
(603)669-6130
melansonheath.com

Additional Offices:
Nashua, NH
Andover, MA
Greenfield, MA
Ellsworth, ME

INDEPENDENT AUDITORS' REPORT

To the Board of Trustees
Waypoint

Report on the Financial Statements

We have audited the accompanying consolidated financial statements of Waypoint, which comprise the consolidated statement of financial position as of December 31, 2018, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements

in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

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

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Waypoint as of December 31, 2018, and the changes in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited Waypoint's 2017 consolidated financial statements, and we expressed an unmodified opinion on those audited consolidated financial statements in our report dated March 27, 2018. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2017 is consistent, in all material respects, with the audited consolidated financial statements from which it has been derived.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The Consolidated Schedules of Operating Expenses for 2018 and 2017 are presented for purposes of additional analysis and are not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the consolidated financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 26, 2019 on our consideration of Waypoint's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Waypoint's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Waypoint's internal control over financial reporting and compliance.

Melanson Heath

March 26, 2019

WAYPOINT

Consolidated Statement of Financial Position

December 31, 2018
(with comparative totals as of December 31, 2017)

	Without Donor Restrictions	With Donor Restrictions	2018 Total	2017 Total
ASSETS				
Current Assets:				
Cash and cash equivalents	$ 231,128	$ 847,449	$ 1,078,577	$ 890,431
Accounts receivable, net	714,112	-	714,112	884,748
Contributions receivable	60,000	-	60,000	40,000
Prepaid expenses	192,744	-	192,744	241,546
Total Current Assets	1,197,984	847,449	2,045,433	2,056,725
Investments	14,007,444	2,132,950	16,140,394	17,630,209
Beneficial interest held in trusts	-	1,679,591	1,679,591	1,867,906
Property and equipment, net	6,358,505	-	6,358,505	6,266,362
Total Assets	$ 21,563,933	$ 4,659,990	$ 26,223,923	$ 27,821,202
LIABILITIES AND NET ASSETS				
Current Liabilities:				
Accounts payable	$ 217,685	$ -	$ 217,685	$ 95,667
Accrued payroll and related expenses	564,736	-	564,736	666,502
Other liabilities	67,299	-	67,299	69,062
Bonds payable	140,000	-	140,000	140,000
Total Current Liabilities	989,720	-	989,720	971,231
Bonds payable, net of current portion	4,065,000	-	4,065,000	4,205,000
Deferred loans - NHHFA	1,250,000	-	1,250,000	1,250,000
Interest rate swap agreements	885,525	-	885,525	1,062,342
Total Liabilities	7,190,245	-	7,190,245	7,488,573
Net Assets:				
Without donor restrictions:				
Undesignated	366,244	-	366,244	167,293
Board designated	14,007,444	-	14,007,444	15,309,844
With donor restrictions	-	4,659,990	4,659,990	4,855,492
Total Net Assets	14,373,688	4,659,990	19,033,678	20,332,629
Total Liabilities and Net Assets	$ 21,563,933	$ 4,659,990	$ 26,223,923	$ 27,821,202

The accompanying notes are an integral part of these financial statements.

WAYPOINT

Consolidated Statement of Activities

For the Year Ended December 31, 2018
(with comparative totals for the year ended December 31, 2017)

	Without Donor Restrictions	With Donor Restrictions	2018 Total	2017 Total
Support and Revenue:				
Support:				
Contributions	$ 386,091	$ 1,336,501	$ 1,722,592	$ 1,722,683
Government grants	5,401,404	-	5,401,404	5,007,897
In-kind contributions	94,633	-	94,633	159,343
Income from special events, net	369,175	-	369,175	392,160
Revenue:				
Service fees	5,422,960	-	5,422,960	4,504,096
Other	64,715	-	64,715	32,023
Net assets released from restriction:				
Program releases	1,139,556	(1,139,556)	-	-
Endowment releases	80,674	(80,674)	-	-
Endowment transfer to support operations	661,375	-	661,375	694,255
Total Support and Revenue	13,620,583	116,271	13,736,854	12,512,457
Operating Expenses:				
Program services	11,550,792	-	11,550,792	10,374,824
Management and general	1,380,172	-	1,380,172	1,350,475
Fundraising	427,546	-	427,546	397,992
Total Operating Expenses	13,358,510	-	13,358,510	12,123,291
Change in net assets before non-operating items	262,073	116,271	378,344	389,166
Non-Operating Items:				
Investment income (loss)	(882,572)	(123,458)	(1,006,030)	2,426,476
Unrealized gain (loss) on interest rate swap	176,817	-	176,817	106,042
Change in beneficial interest	-	(188,315)	(188,315)	131,927
Interest income	1,608	-	1,608	699
Endowment transfer to support operations	(661,375)	-	(661,375)	(694,255)
Total Non-Operating Items	(1,365,522)	(311,773)	(1,677,295)	1,970,889
Change in net assets	(1,103,449)	(195,502)	(1,298,951)	2,360,055
Net Assets, Beginning of Year, as restated	15,477,137	4,855,492	20,332,629	17,972,574
Net Assets, End of Year	$ 14,373,688	$ 4,659,990	$ 19,033,678	$ 20,332,629

The accompanying notes are an integral part of these financial statements.

WAYPOINT

Consolidated Statement of Functional Expenses
For the Year Ended December 31, 2018
(with comparative totals for the year ended December 31, 2017)

	Program Services	Management and General	Fundraising	2018 Total	2017 Total
Personnel expense:					
Salaries and wages	$ 6,614,360	$ 849,923	$ 316,127	$ 7,780,410	$ 6,928,730
Employee benefits	742,615	66,141	19,071	827,827	781,346
Payroll related costs	743,794	65,549	25,122	834,465	751,020
Mileage reimbursement	442,792	1,878	413	445,083	421,527
Contracted services	560,035	96,132	6,553	662,720	547,074
Subtotal personnel expense	9,103,596	1,079,623	367,286	10,550,505	9,429,697
Accounting	-	28,700	-	28,700	30,330
Assistance to individuals	718,608	-	-	718,608	744,299
Communications	148,344	10,147	8,249	166,740	154,946
Conferences, conventions, meetings	34,183	19,533	2,302	56,018	45,719
Depreciation	298,245	36,417	-	334,662	316,750
In-kind contributions	90,213	3,420	1,000	94,633	159,403
Insurance	62,170	9,468	2,466	74,104	74,678
Interest	250,245	67,527	-	317,772	300,049
Legal	-	3,949	-	3,949	27,320
Membership dues	18,132	7,947	3,913	29,992	40,626
Miscellaneous	24,352	13,167	2,674	40,193	43,065
Occupancy	495,619	41,188	11,700	548,507	426,568
Printing and publications	55,968	12,656	22,916	91,540	68,101
Rental and equipment maintenance	95,167	25,586	2,029	122,782	109,469
Supplies	94,685	17,700	2,655	115,040	92,986
Travel	61,265	3,144	356	64,765	59,285
Total Functional Expenses	$ 11,550,792	$ 1,380,172	$ 427,546	$ 13,358,510	$ 12,123,291

The accompanying notes are an integral part of these financial statements.

WAYPOINT

Consolidated Statement of Cash Flows
For the Year Ended December 31, 2018
(with comparative totals for the year ended December 31, 2017)

	2018	2017
Cash Flows From Operating Activities:		
Change in net assets	$ (1,298,951)	$ 2,360,055
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	334,662	316,750
Contributions restricted for endowment and long-term purposes	(16,717)	(265,005)
Realized (gain) loss on investments	(136,619)	60,566
Unrealized (gain) loss on investments	1,688,070	(2,049,713)
Change in beneficial interest in trusts	188,315	(131,927)
Change in interest rate swap	(176,817)	(106,042)
Changes in operating assets and liabilities:		
Accounts receivable	170,636	(281,333)
Prepaid expenses	48,802	(40,494)
Contributions receivable	(20,000)	-
Accounts payable	122,018	(31,103)
Accrued expenses	(101,766)	(149,642)
Other liabilities	(1,763)	47,675
Net Cash Provided (Used) By Operating Activities	799,870	(270,213)
Cash Flows From Investing Activities:		
Purchases of investments	(693,481)	(15,732,031)
Proceeds from sale of investments	631,845	15,991,440
Purchase of fixed assets	(426,805)	(261,461)
Net Cash Provided (Used) By Investing Activities	(488,441)	(2,052)
Cash Flows From Financing Activities:		
Contributions restricted for endowment and long-term purposes	16,717	265,005
Payment of long-term debt	(140,000)	(135,005)
Net Cash Provided (Used) By Financing Activities	(123,283)	130,000
Net Change in Cash and Cash Equivalents	188,146	(142,265)
Cash and Cash Equivalents, Beginning	890,431	1,032,696
Cash and Cash Equivalents, Ending	$ 1,078,577	$ 890,431
SUPPLEMENTAL INFORMATION:		
Interest Paid	$ 317,772	$ 300,049

The accompanying notes are an integral part of these financial statements.

WAYPOINT

Notes to Consolidated Financial Statements
For the Year Ended December 31, 2018

1. Description of Organization

In 2018, Child and Family Services of New Hampshire changed its name to Waypoint. Waypoint (the Organization) is a nonprofit organization, founded in 1850, that currently aids more than 20,000 individuals, statewide, through an array of social services.

These services span the life cycle from prenatal to seniors, and can be grouped into the following categories:

Early Childhood – Family Support & Education Services
Over 4,500 parents received education and support to improve parenting, strengthen families, prevent child abuse and neglect, and ensure healthy development of children. Over 500 young children starting life at a disadvantage received critical services to ensure a good beginning and to optimize their chance for life-long success. Some of the programs focused on early childhood include:

Early Support and Services – Early Support and Services provides family-centered support and therapies to infants and toddlers who have developmental disabilities, delays or are at risk of developmental delays. Services work to optimize babies' cognitive, physical, emotional and social development, and chance for success. Services are provided in the child's natural environment (home, day care, playground, etc.).

Home Visiting Services – A number of different prevention programs are offered in the home during those critical early years of a child's life. A spectrum of services includes support to new mothers and those struggling to parent; services for children with chronic health conditions; prenatal services for babies being born at a disadvantage into low-income families; and programs to encourage positive early parent/child relationships and promote optimal early childhood development. Services are provided by nurses, social workers, developmental specialists, occupational therapists, health educators, and home visitors.

Adoption – A licensed child-placing agency, the Organization has been forming families through adoption since 1914. The Organization's adoption professionals provide home studies and adoption services for families looking to adopt and provide counselling and support to birth-parents who are considering the adoption option.

Children, Youth, and Family - Intervention and Treatment Programs
The Organization contracts with the State of New Hampshire, the federal government, and insurance companies, to provide a continuum of services for children, adolescents and young adults. Programs are delivered in the home, schools, or community, and include mental health counseling and substance abuse treatment, as well as a complex system of family stabilization and preservation programs, child protection services, and services for at-risk youth. Some of the programs include:

Foster care – The Organization works with the State of New Hampshire in placing children who have been rescued from dangerous home environments, into safe, stable, loving homes. The Organization recruits and supports foster families and works to facilitate permanency for each child.

Home Based Services – The Organization has a number of programs provided in the family home that are designed to help families who are struggling through daily life - where children are at risk. Services work to thwart domestic violence, rebuild families, and to improve family functioning. The Organization empowers families with the skills and resources they need to provide for their children and become self-sufficient.

Runaway and Homeless Youth Services
The Organization is the sole provider of services for runaway and homeless youth in Manchester and the Seacoast. A full spectrum of services features outreach to at-risk youth that includes survival aid on the streets and basic needs fulfillment at the drop-in center, as well as crisis intervention, educational and vocational advocacy, housing, and case management. The Organization also provides behavioral health and substance use counseling where needed. The Organization works with school systems, police, and other agencies in addressing the needs of New Hampshire's homeless youth.

Senior Care and Independent Living
The Organization helps seniors and individuals with chronic illness or disability to live at home safely and with dignity, and to maintain quality of life. Under the title of Home Care, services are delivered by homemakers, companions, personal care service providers, and LNAs. The Organization's caregivers go to client homes to help with everything from cooking and cleaning to personal hygiene, medication reminders, mobility, travel to appointments, paying bills, help with daily tasks, and communication with family members.

Additionally, the Organization runs two unique programs:

Camp Spaulding – Since 1921, Camp Spaulding has helped campers from all types of backgrounds enjoy the benefits of a traditional, resident camp experience. In 2015, the Organization formed a partnership with the YMCA of Greater Nashua whereby the Organization will own the camp and the YMCA will handle daily operations and summer programming. This collaboration will combine a 96-year camp history, an exceptional facility,

strong community support, and the expertise of two premier New Hampshire nonprofit organizations.

The New Hampshire Children's Lobby – Established in 1971, the New Hampshire Children's Lobby is the advocacy wing of Child and Family Services. The program's mission is to improve the lives of children and families through legislative, judicial, and public policy initiatives. This combination of advocacy and direct service practice uniquely positions the Organization to serve the best interest of New Hampshire children.

2. Significant Accounting Policies

Change in Accounting Principle

On August 18, 2016, FASB issued Accounting Standards Update (ASU) 2016-14, Not-for-Profit Entities (Topic 958) – Presentation of Financial Statements of Not-for-Profit Entities. The update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. ASU 2016-14 has been implemented in 2018 and the presentation in these consolidated financial statements has been adjusted accordingly. The ASU has been applied retrospectively which increased net assets without donor restrictions by $926,308 and decreased net assets with donor restrictions by $926,308, resulting from the reclassification of long-lived assets with implied time restrictions as required under ASU 2016-14.

Principles of Consolidation

The consolidated financial statements include Waypoint (formerly Child and Family Services of New Hampshire) and Child and Family Realty Corporation, a commonly controlled organization. All inter-organization transactions have been eliminated.

Comparative Financial Information

The accompanying consolidated financial statements include certain prior-year summarized comparative information in total, but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with Accounting Principles Generally Accepted in the United States of America (GAAP). Accordingly, such information should be read in conjunction with the audited consolidated financial statements for the year ended December 31, 2017, from which the summarized information was derived.

Cash and Cash Equivalents

All cash and highly liquid financial instruments with original maturities of three months or less, and which are neither held for nor restricted by donors for long-term purposes, are considered to be cash and cash equivalents. Cash and highly liquid financial instruments invested for long-term purposes, including endowments that are perpetual in nature, are excluded from this definition.

Accounts Receivable

Accounts receivable consists primarily of noninterest-bearing amounts due for services and programs. The allowance for uncollectable accounts receivable is based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Accounts receivable are written off when deemed uncollectable.

Contributions Receivable

Unconditional contributions that are expected to be collected within one year are recorded at net realizable value. Unconditional contributions that are expected to be collected in future years are initially recorded at fair value using present value techniques incorporating risk-adjusted discount rates designed to reflect the assumptions market participants would use in pricing the asset. In subsequent years, amortization of the discounts is included in contribution revenue in the Consolidated Statement of Activities. The allowance for uncollectable contributions is based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Contributions receivable are written off when deemed uncollectable. Management has determined that contributions receivable are fully collectable, therefore no allowance has been recorded.

Investments

Investment purchases are recorded at cost, or if donated, at fair value on the date of donation. Thereafter, investments are reported at their fair values in the Consolidated Statement of Financial Position. Net investment return/(loss) is reported in the Consolidated Statement of Activities and consists of interest and dividend income, realized and unrealized gains and losses, less external investment expenses.

The Organization maintains pooled investment accounts for its restricted endowment. Realized and unrealized gains and losses are allocated to the individual endowments based on the relationship of the market value of each endowment to the total market value of the pooled investment accounts, as adjusted for additions to or deductions from those accounts.

Beneficial Interest Held in Trusts

The Organization is the beneficiary of perpetual charitable trusts. The beneficial interest in the trust is reported at its fair value, which is estimated as the fair value of the underlying trust assets. Distributions of income from the trust assets are restricted to use and are reported as increases in net assets with donor restrictions until expended in accordance with restrictions. The value of the beneficial interest in the trusts is adjusted annually for the change in its estimated fair value. Those changes in value are reported as increases in net assets with donor restrictions. The assets in the trusts will never be distributed to the Organization.

Property and Equipment

Property and equipment additions over $1,000 are recorded at cost, if purchased, and at fair value at the date of donation, if donated. Depreciation is computed using the straight-line method over the estimated useful lives of the assets ranging from 5 to 50 years, or in the case of capitalized leased assets or leasehold improvements, the lesser of the useful life of the asset or the lease term. When assets are sold or otherwise disposed of, the cost and related depreciation is removed, and any resulting gain or loss is included in the Consolidated Statement of Activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed.

The carrying values of property and equipment are reviewed for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of asset impairment in 2018.

Interest-Rate Swap

An interest-rate swap is utilized to mitigate interest-rate risk on bonds payable. The related liability is reported at fair value in the Consolidated Statement of Financial Position, and unrealized gains or losses are included in the Consolidated Statement of Activities.

Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions. The Board has designated, from net assets without donor restrictions, net assets for a board-designated endowment.

Net Assets With Donor Restrictions – Net assets subject to donor- (or certain grantor-) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity while permitting the Organization to expend the income generated by the assets in accordance with the provisions of additional donor imposed stipulations or a Board approved spending policy. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Revenue and Revenue Recognition

Revenue is recognized when earned. Program service fees and payments under cost-reimbursable contracts received in advance are deferred to the applicable period in which the related services are performed or expenditures are incurred, respectively. Contributions are recognized when cash, securities or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give are not recognized until the conditions on which they depend have been substantially met.

Donated Services and In-Kind Contributions

Volunteers contribute significant amounts of time to program services, administration, and fundraising and development activities; however, the consolidated financial statements do not reflect the value of these contributed services because they do not meet recognition criteria prescribed by Generally Accepted Accounting Principles. Contributed goods are recorded at fair value at the date of donation. Donated professional services are recorded at the respective fair values of the services received.

Advertising Costs

Advertising costs are expensed as incurred and are reported in the Consolidated Statement of Activities and Consolidated Statement of Functional Expenses.

Functional Allocation of Expenses

The costs of program and supporting services activities have been summarized on a functional basis in the Consolidated Statement of Activities. The Consolidated Statement of Functional Expenses presents the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Measure of Operations

The Consolidated Statement of Activities reports all changes in net assets, including changes in net assets from operating and non-operating activities. Operating activities consist of those items attributable to the Organization's ongoing programs and services and include the Organization's annual endowment transfer to support operations. Non-operating activities are limited to resources outside of those programs and services and are comprised of non-recurring gains and losses on sales and dispositions, investment income, changes in the value of beneficial interests and interest rate swaps.

Tax Status

Waypoint has been recognized by the Internal Revenue Service (IRS) as exempt from federal income taxes under Internal Revenue Code (IRC) Section 501(a) as an organization described in IRC Section 501(c)(3), qualifies for charitable contribution deductions, and has been determined not to be a private foundation. Child and Family Realty Corporation is exempt from federal income tax under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(25).

Both entities are annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. In addition, they are subject to income tax on net income that is derived from business activities that are unrelated to their exempt purpose. In 2018, Waypoint was subject to unrelated business income tax and filed an Exempt Organization Business Income Tax Return (Form 990-T) with the IRS.

Estimates

The preparation of consolidated financial statements in conformity with Generally Accepted Accounting Principles requires estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results may differ from those estimates, and those differences could be material.

Financial Instruments and Credit Risk

Deposit concentration risk is managed by placing cash accounts with financial institutions believed to be creditworthy. At times, amounts on deposit may exceed insured limits. To date, no losses have been experienced in any of these accounts. Credit risk associated with accounts and contributions receivable is considered to be limited due to high historical collection rates. Investments are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment

securities will occur in the near term and that such change could materially affect the amounts reported in the Consolidated Statement of Financial Position. Although the fair values of investments are subject to fluctuation on a year-to-year basis, the Investment Committee believes that the investment policies and guidelines are prudent for the long-term welfare of the Organization.

Fair Value Measurements and Disclosures

Certain assets and liabilities are reported at fair value in the consolidated financial statements. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions regardless of whether that price is directly observable or estimated using another valuation technique. Inputs used to determine fair value refer broadly to the assumptions that market participants would use in pricing the asset or liability, including assumptions about risk. Inputs may be observable or unobservable. Observable inputs are inputs that reflect the assumptions market participants would use in pricing the asset or liability based on market data obtained from sources independent of the reporting entity. Unobservable inputs are inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset or liability based on the best information available. A three-tier hierarchy categorizes the inputs as follows:

> Level 1 – Quoted prices (unadjusted) in active markets for identical assets or liabilities that are accessible at the measurement date.
>
> Level 2 – Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. These include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the asset or liability, and market-corroborated inputs.
>
> Level 3 – Unobservable inputs for the asset or liability. In these situations, inputs are developed using the best information available in the circumstances.

In some cases, the inputs used to measure the fair value of an asset or a liability might be categorized within different levels of the fair value hierarchy. In those cases, the fair value measurement is categorized in its entirety in the same level of the fair value hierarchy as the lowest level input that is significant to the entire measurement. Assessing the significance of a particular input to entire measurement requires judgment, taking into account factors specific to the asset or liability. The categorization of an asset within the hierarchy is based upon the pricing transparency of the asset and does not necessarily correspond to the assessment of the quality, risk, or liquidity profile of the asset or liability.

When available, the Organization measures fair value using Level 1 inputs because they generally provide the most reliable evidence of fair value. However, Level 1 inputs are not available for certain assets and liabilities that the Organization is required to measure at fair value (for example, unconditional contributions receivable and in-kind contributions).

The primary uses of fair value measures in the Organization's consolidated financial statements are:

- Initial measurement of noncash gifts, including gifts of investment assets and unconditional promises to give.
- Recurring measurement of endowment investments (Note 6) – Level 1.
- Recurring measurement of beneficial interests in trusts (Note 7) – Level 3.
- Recurring measurement of line of credit (Note 9) – Level 2.
- Recurring measurement of bonds payable and interest rate swap (Note 10) – Level 2.
- Recurring measurement of deferred loans (Note 11) – Level 2.

The carrying amounts of cash and cash equivalents, accounts and contributions receivable, prepaid expenses, accounts payable, accrued payroll and related expenses, and other liabilities approximate fair value due to their short-term nature.

3. Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the balance sheet date, are comprised of the following at December 31, 2018:

Financial assets at year end:		
Cash and cash equivalents		$ 1,078,577
Accounts receivable, net		714,112
Contributions receivable		60,000
Investments		16,140,394
Beneficial interest held in trusts		1,679,591
Total financial assets		19,672,674
Less amounts not available to be used within one year:		
Net assets with donor restrictions	4,659,990	
Less:		
Net assets with purpose restrictions to be met in less than a year	(847,449)	
Donor-restricted endowment subject to spending policy rate (4.25%) and appropriation	(90,650)	3,721,891
Board-designated endowment	14,007,444	
Less: Board-designated endowment annual spending policy rate (4.25%)	(595,316)	13,412,128
Less total amounts not available to be used within one year		17,134,018
Financial assets available to meet general expenditures over the next year		$ 2,538,656

Endowment funds consist of donor-restricted endowments and funds designated by the Board as endowments. Income from donor-restricted endowments is restricted for specific purposes. The portion of endowment funds that are perpetual in nature are not available for general expenditure.

Board-designated endowment is subject to an annual spending rate as determined by the Board. Although there is no intention to spend from board-designated endowment (other than amounts appropriated for general expenditure as part of the Board's annual budget approval and appropriation), these amounts could be made available if necessary.

As part of its liquidity management plan, the Organization also has a $1,500,000 revolving line of credit available to meet cash flow needs.

4. Accounts Receivable

Accounts receivable consisted of the following at December 31:

	2018			2017		
	Receivable	Allowance	Net	Receivable	Allowance	Net
Grants receivable	$ 379,362	$ -	$ 379,362	$ 628,244	$ (3,900)	$ 624,344
Fees for service	338,650	(3,900)	334,750	260,404	-	260,404
	$ 718,012	$ (3,900)	$ 714,112	$ 888,648	$ (3,900)	$ 884,748

5. Prepaid Expenses

Prepaid expenses at year end relate primarily to prepaid insurance and contracts.

6. Investments

Investments at fair value consist of mutual funds totaling $16,140,394 and $17,630,209 at December 31, 2018 and 2017, respectively.

Under the terms of the Organization's line of credit agreement (Note 9), the Organization has agreed not to pledge these investments as security on any other debt.

The Organization's policy is to avail itself of a Board-approved percentage of investment income for operations with any remaining interest, dividends, or appreciation reinvested. The spending policy approved by the Board of Trustees for 2018 is 4.5% of the average fair market value of all investments over the previous twelve quarters.

As discussed in Note 2 to these consolidated financial statements, the Organization is required to report its fair value measurements in one of three levels, which are based on the ability to observe in the marketplace the inputs to the Organization's valuation techniques. Level 1, the most observable level of inputs, is for investments measured at quoted prices in active markets for identical investments as of the December 31, 2018. Level 2 is for investments measured using inputs such as quoted prices for similar assets, quoted prices for the identical asset in inactive markets, and for investments measured at net asset value that can be redeemed in the near term. Level 3 is for investments measured using inputs that are unobservable, and is used in situations for which there is little, if any, market activity for the investment.

The Organization uses the following ways to determine the fair value of its investments:

Mutual funds: Determined by the published value per unit at the end of the last trading day of the year, which is the basis for transactions at that date.

7. Beneficial Interest Held in Trust

The Organization is the sole beneficiary of three funds that are administered by the New Hampshire Charitable Foundation (NHCF). Income from the funds is to provide assistance to children attending Camp Spaulding and for capital improvements to the camp. The fund resolution provides that distributions from the funds can be made at the discretion of the NHCF Board of Directors.

At December 31, 2018 and 2017, the fair market value of the funds, which approximates the present value of future benefits expected to be received, was $800,624 and $868,099, respectively.

In addition, the Organization has a split-interest in three charitable remainder trusts. The assets are held in trust by banks as permanent trustees of the trusts. The fair value of these beneficial interests is determined by applying the Organization's percentage interest to the fair value of the trust assets as reported by the trustee.

Trust	Percentage Interest	2018	2017
Greenleaf	100%	$ 350,806	$ 401,167
Spaulding	100%	297,837	336,123
Cogswell	50%	230,324	262,517
Total		$ 878,967	$ 999,807

Beneficial interest in funds held by others is reported at its fair value, which is estimated as the present value of expected future cash inflows on a recurring basis. As discussed in Note 2, the valuation technique used by the Organization is a Level 3 measure because there are no observable market transactions. Changes in the fair value of assets measured at fair value on a recurring basis using significant unobservable inputs are comprised of the following:

Balance at December 31, 2016	$ 1,735,979
Change in value of beneficial interest	131,927
Balance at December 31, 2017	1,867,906
Change in value of beneficial interest	(188,315)
Balance at December 31, 2018	$ 1,679,591

8. Property, Equipment and Depreciation

A summary of the major components of property and equipment is presented below:

	2018	2017
Land and land improvements	$ 1,114,949	$ 1,114,949
Buildings and improvements	8,335,089	8,072,313
Furniture, fixtures, and equipment	796,686	796,686
Vehicles	107,581	101,585
Software	285,372	166,592
Construction in progress	38,870	17,217
Subtotal	10,678,547	10,269,342
Less: accumulated depreciation	(4,320,042)	(4,002,980)
Total	$ 6,358,505	$ 6,266,362

9. Line of Credit

The Organization has a $1,500,000 revolving line of credit agreement with a bank. The line of credit expired on June 30, 2018 and was extended through June 30, 2019. The line is secured by a first lien on accounts receivable, double negative pledge on all investments of the borrower, and carries a variable rate of interest at the Wall Street Journal prime rate (5.50% at December 31, 2018), adjusted daily. At December 31, 2018, the balance on this line of credit was $0. The line was not utilized in 2018.

10. Bonds Payable

During 2007, the New Hampshire Health and Education Facilities Authority (the "Authority") sold $5,540,000 of its Revenue Bonds, Child and Family Services Issue, Series 2007, and loaned the proceeds of the bonds to the Organization to refund its Series 1999 Series Bonds and to finance certain improvements to the Organization's facilities. The Series 2007 Bonds were issued with a variable interest rate determined on a weekly basis. Prior to issuing the Bonds, the Organization entered into an interest rate swap agreement (the "Swap Agreement") with Citizens Bank of NH (the "Counterparty") for the life of the bond issue to hedge the interest rate risk associated with the Series 2007 Bonds. The interest rate swap agreement requires the Organization to pay the Counterparty a fixed rate of 3.915%; in exchange, the Counterparty will pay the Organization a variable rate on the notional amount based on the 67% of one month LIBOR. Counterparty payments to the Organization were intended to offset Organization payments of variable rate interest to bond holders. Counterparty credit worthiness and market variability can impact the variable rates received and paid by the Organization, with the potential of increasing Organization interest payments. As a result, the cost of the interest rate swap

for 2018 and 2017 is added to interest expense in the Consolidated Statement of Functional Expenses. The bonds mature in 2038 and can be repaid at any time.

The Organization is required to include the fair value of the swap in the Consolidated Statement of Financial Position, and annual changes, if any, in the fair value of the swap in the Consolidated Statement of Activities. For example, during the bond's 30-year holding period, the annually calculated value of the swap will be reported as an asset if interest rates increase above those in effect on the date of the swap was entered into (and as an unrealized gain in the Consolidated Statement of Activities), which will generally be indicative that the net fixed rate the Organization is paying on the swap is below market expectations of rates during the remaining term of the swap. The swap will be reported as a liability (and as an unrealized loss in the Consolidated Statement of Activities) if interest rates decrease below those in effect on the date the swap was entered into, which will generally be indicative that the net fixed rate the Organization is paying on the swap is above market expectations of rates during the remaining term of the swap. The annual accounting adjustments of value changes in the swap transaction are non-cash recognition requirements, the net effect of which will be zero at the end of the bond's 30-year term. At December 31, 2018 and 2017, the Organization recorded the swap liability position of $885,525 and $1,062,342, respectively. During 2009, there occurred a downgrading of the credit rating of the Counterparty to the letter of credit reimbursement agreement, which triggered a mandatory tender of the Series 2007 Bonds in whole and a temporary conversion of one-hundred percent of the principal amount to a bank purchase mode under the terms of said letter of credit reimbursement agreement. Since it became evident that the credit markets would not soon return to normalcy, the Organization elected to convert the Series 2007 Bonds from a weekly rate mode to a bank purchase mode. This new bank purchase mode created a rate period in which the Series 2007 Bonds bear interest at the tax adjusted bank purchase rate of 68% of the sum of the adjusted period LIBOR (30 day) rate and 325 basis points. The bank purchase mode commenced on July 31, 2009 and expired on July 31, 2014; however, the expiration date was extended by the Counterparty and the Organization had the option to convert back to the weekly rate mode. The Series 2007 Bond documents require the Organization to comply with certain financial covenants. As of December 31, 2018, the Organization was in compliance with these covenants.

The following is a summary of future payments on the previously mentioned bonds payable:

Year	Amount
2019	$ 140,000
2020	150,000
2021	160,000
2022	165,000
2023	175,000
Thereafter	3,415,000
	$ 4,205,000

11. Deferred Loans - NHHFA

Note payable to the New Hampshire Housing and Finance Authority dated June 7, 2005. The face amount of the note is $550,000, does not require the payment of interest, and is due in 30 years. The note is secured by real estate located in Dover, New Hampshire.

Note payable to the New Hampshire Housing and Finance Authority dated May 22, 2007. The face amount of the note is $700,000, does not require the payment of interest, and is due in 30 years. The note is secured by real estate located in Manchester, New Hampshire.

12. Endowment Funds

The Organization's endowment consists of various individual funds established for a variety of purposes. Its endowment includes both donor-restricted funds and funds designated by the Board of Trustees to function as endowments. As required by Generally Accepted Accounting Principles, net assets associated with endowment funds, including funds designated by the Board of Trustees to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

Board-designated Investments

As of December 31, 2018, the Board of Trustees had designated $14,007,444 of net assets without donor restrictions as a general endowment fund to support the mission of the Organization.

Donor-designated Endowments

The Board of Trustees of the Organization has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date for donor-restricted perpetual endowment funds, absent explicit donor stipulations to the contrary. As a result of this interpretation, the Organization classifies as perpetually restricted net assets (a) the original value of gifts donated to the endowment, (b) the original value of subsequent gifts to the endowment, and (c) accumulations to the endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added. The remaining portion of the donor-restricted endowment fund that is not classified as perpetually restricted is classified as donor-restricted net assets until those amounts are appropriated for expenditure by the Organization in a manner consistent with the standard of prudence prescribed by UPMIFA. In accordance with UPMIFA, the Organization considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (1) the duration and preservation of the various funds, (2) the purposes of the donor-restricted endowment funds, (3) general economic conditions, (4) the possible effect of inflation and deflation, (5) the expected total return from income and the appreciation of investments, (6) other resources of the Organization, and (7) the Organization's investment policies.

Funds with Deficiencies

The Organization considers a fund to be underwater if the fair value of the fund is less than the sum of (a) the original value of initial and subsequent gift amounts donated to the fund and (b) any accumulations to the fund that are required to be maintained in perpetuity in accordance with the direction of the applicable donor gift instrument. The Organization complies with UPMIFA and has interpreted UPMIFA to permit spending from underwater funds in accordance with prudent measures required under the law. The Organization had no underwater endowment funds at December 31, 2018.

Investment Policy

The Organization has adopted an investment and spending policy to ensure a total return (income plus capital change) necessary to preserve and enhance the principal of the fund and, at the same time, provide a dependable source of support for current operations and programs. The withdrawal from the fund in support of current operations is expected to remain a constant percentage of the total fund, adjusted for new gifts to the fund.

In recognition of the prudence required of fiduciaries, reasonable diversification is sought where possible. Experience has shown financial markets and inflation rates are cyclical and, therefore, control of volatility will be achieved through investment styles. Asset allocation parameters have been developed for various funds within the structure, based on investment objectives, liquidity needs, and time horizon for intended use.

Measurement of investment performance against policy objectives will be computed on a total return basis, net of management fees and transaction costs. Total return is defined as dividend or interest income plus realized and unrealized capital appreciation or depreciation at fair market value.

Spending Policy

The Organization's spending policy in 2018 is 4.5% (4.25% in 2019) of the average total endowment value over the trailing 12 quarters with a 1% contingency margin. This includes interest and dividends paid out to the Organization.

The net asset composition of endowment investments as of December 31, 2018 is as follows:

	Without Donor Restrictions	With Donor Restrictions	Total Net Endowment Assets
Board-designated endowment funds	$ 14,007,444	$ -	$ 14,007,444
Donor-restricted endowment funds:			
Original donor-restricted gift amount and amounts required to be maintained in perpetuity by donor	-	1,679,406	1,679,406
Accumulated investment gains	-	453,544	453,544
Total funds	$ 14,007,444	$ 2,132,950	$ 16,140,394

Changes in endowment net assets as of December 31, 2018 are as follows:

	Without Donor Restrictions	With Donor Restrictions	Total Net Endowment Assets
Endowment net assets, beginning of year	$ 15,309,844	$ 2,320,365	$ 17,630,209
Contributions	99,498	16,717	116,215
Appropriations from endowment	(519,326)	(80,674)	(600,000)
Investment income, net	(882,572)	(123,458)	(1,006,030)
Endowment net assets, end of year	$ 14,007,444	$ 2,132,950	$ 16,140,394

13. Net Assets With Donor Restrictions

Net assets with donor restrictions are restricted for the following:

	2018	2017
Subject to expenditure for specified purpose:		
Camp	$ 113,699	$ 134,161
Child abuse prevention	153,836	322,306
Early intervention	-	2,000
Family counseling	14,160	20,860
Homecare	92,430	50,000
Human trafficking	30,000	6,000
IT and other projects	208,891	-
Teen and youth	234,433	131,895
	847,449	667,222
Endowment:		
Accumulated earnings restricted by donors for:		
General operations	131,716	162,919
Camp operations	92,896	165,335
Other purposes	228,932	329,422
	453,544	657,676
Original gift restricted by donors for:		
General operations	133,407	133,407
Camp operations	548,988	532,271
Other purposes	997,011	997,010
	1,679,406	1,662,688
Total restricted endowment	2,132,950	2,320,364
Not subject to spending policy or appropriation:		
Beneficial interest in trusts	1,679,591	1,867,906
Total	$ 4,659,990	$ 4,855,492

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purpose or by occurrence of the passage of time or other events specified by the donors as follows for the year ended December 31, 2018:

Satisfaction of purpose restrictions:	
Camp	$ 144,888
Child abuse prevention	295,614
Early intervention	2,000
Family counseling	10,200
Homecare	265,542
Human trafficking	26,000
IT and other projects	227,130
Teen and youth	168,182
	1,139,556
Restricted-purpose spending-rate distributions and appropriations:	
General operations	13,335
Camp operations	30,959
Other purposes	36,380
	80,674
Total	$ 1,220,230

14. Assistance to Individuals

The $718,608 in "Assistance to individuals" (see Consolidated Statement of Functional Expenses) is comprised of the following (rounded to the nearest thousand):

Payment to parents of foster children	$ 325
Housing assistance to youth at risk of homelessness	115
Gift cards provided to families during holiday season	65
Food for at risk youth	38
Other assistance such as medical, childcare, transportation, and family activities	176
	$ 719

15. Functionalized Expenses

The consolidated financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include clerical, IT, and administration, which are allocated to program and supporting services based primarily on a percentage of personnel costs related to programs.

16. Defined Contribution Plan

The Organization maintains a 403(b) Thrift Plan (the Plan). The Plan is a defined contribution plan that all eligible employees may immediately make elective participant contributions to upon hire. A pretax voluntary contribution is permitted by employees up to limits imposed by the Internal Revenue Code and other limitations specified in the Plan. There were no contributions made to the plan by the Organization for the years ended December 31, 2018 and 2017, respectively.

17. Operating Leases

The Organization leases office space under the terms of non-cancellable lease agreements that expired at various times through 2018. The Organization also rents additional facilities on a month to month basis. Rent expense under these agreements totaled $182,368 and $141,787 for the years ended December 31, 2018 and 2017, respectively.

18. Transactions with Related Parties

The Organization procures a portion of their legal services from a local law firm that employs an attorney who also serves on the Organization's Board of Directors. The attorney board member does not personally perform the legal services. For the year ended December 31, 2018, the total legal expense from related parties was $403.

19. Concentrations of Risk

The majority of the Organization's grants are received from agencies of the State of New Hampshire. As such, the Organization's ability to generate resources via grants is dependent upon the economic health of that area and of the State of New Hampshire. An economic downturn could cause a decrease in grants that coincides with an increase in demand for the Organization's services.

20. Subsequent Events

Subsequent events have been evaluated through March 26, 2019, the date the consolidated financial statements were available to be issued.

WAYPOINT

Consolidated Schedule of Operating Expenses
For the Year Ended December 31, 2018

	Family Counseling	Teen and Youth	Child Abuse Treatment & Family Strengthening	Child Abuse Prevention	Early Intervention	Homecare	Adoptions and Pregnancy Counseling	Child Advocacy	Summer Camp	Total Program	Management and General	Fundraising	2018 Total
Salaries and wages	$ 466,270	$ 940,297	$ 1,571,090	$ 1,435,811	$ 344,092	$ 1,649,813	$ 61,328	$ 118,831	$ 6,728	$ 6,614,360	$ 849,923	$ 316,127	$ 7,780,410
Employee benefits	39,799	135,622	190,979	181,757	33,860	144,054	12,964	2,883	897	742,815	68,141	19,071	827,827
Payroll related costs	58,967	100,911	173,279	161,282	37,294	196,825	7,437	9,278	521	743,794	65,549	25,122	834,465
Mileage reimbursement	5,860	41,849	249,508	66,137	18,647	59,274	1,294	69	156	442,792	1,878	413	445,083
Contracted services	28,809	43,507	95,385	185,055	20,355	23,246	9,429	2,312	171,937	560,035	96,132	6,553	662,720
Accounting	-	-	-	-	-	-	-	-	-	-	28,700	-	28,700
Assistance to individuals	5,064	190,794	368,345	133,828	-	3,014	10,071	-	7,494	718,608	-	-	718,608
Communications	8,493	38,575	41,973	33,808	4,940	16,451	1,998	1,522	584	148,344	10,147	8,249	168,740
Conferences, conventions, meetings	3,014	3,681	2,415	19,919	1,544	1,649	3	1,957	1	34,183	19,533	2,302	56,018
Depreciation	7,672	118,639	44,925	40,542	7,670	7,670	4,383	2,191	64,553	298,245	36,417	-	334,662
In-kind contributions	1,510	61,077	27,626	-	-	-	-	-	-	90,213	3,420	1,000	94,633
Insurance	5,681	11,048	17,880	15,802	3,228	6,877	711	775	168	62,170	9,458	2,486	74,104
Interest	13,902	39,721	81,429	73,485	13,903	13,903	7,944	3,972	1,986	250,245	67,527	-	317,772
Legal	-	-	-	-	-	-	-	-	-	-	3,949	-	3,949
Membership dues	1,531	1,254	1,224	7,241	8	6,366	3	502	3	18,132	7,947	3,913	29,992
Miscellaneous	1,847	4,518	6,725	3,475	1,052	5,881	648	174	232	24,352	13,167	2,674	40,193
Occupancy	45,179	148,783	140,092	111,318	10,107	27,452	3,222	3,587	5,889	495,619	41,188	11,700	548,507
Printing and publications	2,881	9,092	14,541	12,070	3,003	12,054	435	1,220	672	55,968	12,656	22,916	91,540
Rental and equipment maintenance	5,310	15,574	30,366	27,270	5,186	6,293	2,860	1,485	823	95,167	25,586	2,029	122,782
Supplies	10,874	28,700	21,931	17,739	3,589	12,408	654	719	71	94,685	17,700	2,655	115,040
Travel	958	36,453	4,662	14,225	989	3,233	134	147	464	61,265	3,144	356	64,765
Total	$ 711,421	$ 1,968,075	$ 3,084,373	$ 2,520,762	$ 509,267	$ 2,196,563	$ 145,518	$ 151,634	$ 263,179	$ 11,550,792	$ 1,380,172	$ 427,546	$ 13,358,510

See Independent Auditors' Report.

WAYPOINT

Consolidated Schedule of Operating Expenses
For the Year Ended December 31, 2017

	Family Counseling	Teen and Youth	Child Abuse Treatment & Family Strengthening	Child Abuse Prevention	Early Intervention	Homecare	Adoptions and Pregnancy Counseling	Child Advocacy	Summer Camp	Total Program	Management and General	Fundraising	2017 Total
Salaries and wages	$ 522,885	$ 852,919	$ 1,354,855	$ 1,048,937	$ 269,423	$ 1,598,573	$ 78,399	$ 111,610	$ 8,707	$ 5,842,108	$ 821,492	$ 265,130	$ 6,928,730
Employee benefits	37,324	150,239	149,749	143,568	25,368	152,914	17,178	2,894	885	680,093	75,328	25,925	781,348
Payroll related costs	60,648	89,118	157,560	114,720	28,621	179,648	8,661	8,721	534	648,231	73,785	31,004	751,020
Mileage reimbursement	9,801	40,061	235,980	57,575	18,478	56,311	1,708	217	74	418,205	2,363	959	421,527
Contracted services	22,582	31,653	60,627	153,644	18,505	20,030	7,847	8,968	163,932	485,788	44,338	16,950	547,074
Accounting	-	-	-	-	-	-	-	-	-	-	30,330	-	30,330
Assistance to individuals	5,012	197,639	390,953	138,033	1,505	2,431	500	-	8,026	744,299	-	-	744,299
Communications	10,050	40,518	39,937	25,217	4,881	20,441	2,329	1,569	742	145,684	3,950	5,312	154,946
Conferences, conventions, meetings	3,595	3,026	2,650	15,405	2,038	1,002	410	1,723	1	29,850	12,376	3,493	45,719
Depreciation	22,292	59,535	65,161	66,591	10,289	12,003	5,144	3,430	1,715	248,160	68,590	-	316,750
In-kind contributions	40	98,448	39,108	-	17	-	196	-	-	135,809	23,594	-	159,403
Insurance	5,371	10,827	18,288	14,174	3,224	10,907	752	833	227	64,583	7,550	2,545	74,678
Interest	22,944	35,300	67,070	70,600	10,590	12,355	5,295	3,530	1,785	229,449	70,600	-	300,049
Legal	-	-	-	-	-	-	-	-	-	-	27,320	-	27,320
Membership dues	1,795	1,024	1,425	6,195	450	6,514	-	800	-	18,203	20,019	2,404	40,626
Miscellaneous	1,904	4,475	9,008	3,468	4,318	6,800	178	220	278	30,645	10,129	2,291	43,065
Occupancy	36,936	128,658	107,440	67,757	9,760	36,536	2,575	3,394	363	393,419	24,954	8,195	426,568
Printing and publications	1,213	2,117	6,925	15,350	806	5,968	764	855	1	33,999	4,097	30,005	68,101
Rental and equipment maintenance	8,210	13,799	24,712	24,656	3,898	7,292	1,610	1,317	839	86,533	21,602	1,334	109,469
Supplies	5,700	29,306	19,274	11,666	1,734	13,904	575	598	47	82,804	7,679	2,303	92,986
Travel	1,511	30,869	7,144	14,168	862	3,940	176	219	275	58,964	179	142	59,285
Total	$ 779,613	$ 1,817,531	$ 2,757,646	$ 1,993,722	$ 412,763	$ 2,147,569	$ 130,493	$ 148,896	$ 188,391	$ 10,374,624	$ 1,350,475	$ 397,992	$ 12,123,291

See Independent Auditors' Report.

WAYPOINT
Help Along the Way

Formerly
CHILD AND FAMILY SERVICES

BOARD OF TRUSTEES

December 2018

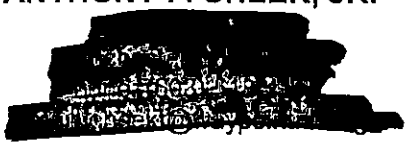
Borja Alvarez de Toledo
President/CEO
Lauren Adams
Melissa Biron
Elaine Brody
Bill Conrad
Maria Devlin
Tiffany Diamond
Kara Dougherty
Wendy Gladstone
Lou Kaucic
Brad Kuster
Peggy Lambert
Kirk Leoni
Marilyn Mahoney
Lyndsee Paskalis
Ken Sheldon
Jeffrey Seifert
Stephanie Singleton
Jennifer Stebbins

HEADQUARTERS

toll free (800) 640.6486
office (603) 518.4000
fax (603) 668.6260

464 Chestnut Street
PO Box 448
Manchester, NH 03105
waypointnh.org

ANTHONY F. CHEEK, JR.



EXPERIENCE: Waypoint, formerly Child & Family Services Manchester, NH
01/11- Present ***Vice President/CFO***

Oversee all finance, facilities and information technology functions for a private non-profit human services agency with 300 employees and a budget of $14 Million.

Fountains America, Inc., Pittsfield, NH
3/07- 1/11 ***Vice President/Director of Finance***

Overall responsibility for the corporate finance, human resource and information technology functions of a US holding company and its three operating divisions, all subsidiaries of fountains plc headquartered in the UK.

- US budget responsibility $7 Million, Group budget $100 Million.
- Prepare and monitor annual budgets.
- Provide monthly financial analysis and forecasts to US President and UK group CFO.
- Manage corporate risk matters including legal, insurance and compliance issues.
- Oversee corporate tax matters and accounting standards compliance.
- Manage accounting department staff of six for maximum efficiency and responsiveness to internal and external stakeholders.
- Manage all human resource and payroll functions.
- Manage IT infrastructure and support needs.
- Work with US President and Division Presidents on strategic issues, company growth initiatives, product and regional cost analysis and acquisition/due diligence projects.

Lakes Region Community Services Council, Inc., Laconia, NH
2/96- 3/07 ***Director of Finance*** (3/98-3/07)

Oversee finance, human resource and information technology functions for a private non-profit human services agency with 300 employees, involving four corporate entities and a budget of $20 Million.

- Prepare and monitor annual budgets, and report monthly to Board of Directors.
- Negotiate funding with the New Hampshire Department of Health and Human Services.
- Prepare and manage contracts with funding sources and vendors.
- Supervision of 15 staff in finance, human resources and other administrative functions.
- Administer the agency's personnel policies, compensation and benefit plans.
- Ensure compliance with state and federal labor regulations.
- Oversee the installation and support of agency computer systems and networks.

- Implemented new IT network infrastructure for satellite offices to improve communication and optimize operations.
- Implemented new Medicaid billing and data collection software system.
- Manage all corporate risk management including legal issues, insurance coverage and corporate compliance matters.

Assistant Controller *(2/96-3/98)*

- Manage Accounting department responsible for five interrelated corporations.
- Oversee general ledgers for all corporations including timely monthly closings and account reconciliations.
- Present financial statements at monthly Board meeting.
- Manage staff of five including A/R, A/P, and G/L staff.
- Responsible for coordination of annual audits.
- Assist in preparation and maintenance of annual budgets.
- Converted general ledger software from an in-house system to Solomon IV, a Windows based multi-company software system.
- Responsible for the startup of two new corporations.
- Provide Executive Directors with accurate and timely operating statements and financial analysis.
- Responsible for daily cash management and banking relationships.

11/87 - 2/96 Boyd's Potato Chip Co., Inc., Lynn, MA

Controller/General Manager

- Prepared and analyzed monthly profit and loss statement.
- Monitored and controlled the flow of cash receipts and disbursements.
- Researched, designed specifications for and implemented a computer system to automate order entry, A/R, A/P, and inventory control, reducing data entry by 25% and improving inventory control.
- Coordinated annual audits.
- Administered group insurance plans and workers compensation program. Introduced new programs that resulted in savings to company and reduced workplace accidents.
- Renegotiated union contracts with union management.
- Managed all aspects of transportation and distribution, to ensure prompt deliveries and customer satisfaction.
- Supervised a staff of 20 including office, warehouse and transportation personnel.

EDUCATION:

1986 ***Bachelor of Science in Business Administration***
University of New Hampshire, Durham, NH

COMPUTER SKILLS:

Advanced computer skills including Microsoft Excel, Word and Access. Solomon Dynamics and Sage Accpac accounting systems. Crystal and FRx report writers.

Borja Alvarez de Toledo, M.Ed.

[redacted]

Professional Profile

- A seasoned leader with more than 18 years of senior level non-profit management experience.
- Strong business acumen with emphasis on developing processes to ensure the alignment of strategy, operations, and outcomes with a strength based approach to leadership development.
- Collaborative leader using systemic and strategic framework in program development, supervision and conflict resolution.

Professional Experience

Waypoint, ***formerly Child and Family Services of New Hampshire***
Manchester, NH — December 2013- Present

~ President and CEO

- Responsible for program planning and development, insuring that Waypoint meets the community needs.
- Advance the public profile of Waypoint by developing innovative approaches and building productive relationships with government, regional and national constituencies.
- Acts as advisor to the Board of Directors and maintains relationships with the regional Boards
- Responsible for all aspects of financial planning, sustainability and oversight of Waypoint's assets
- Work with Development staff and Board of Directors to design and implement all fundraising activities, including cultivation and solicitation of key individuals, foundations and corporations

Riverside Community Care
Dedham, MA — 2009- 2013

~ Division Director, Child and Family Services

- Responsible for strategic vision, planning and implementation of the programmatic, operational and financial sustainability of a $17M division with more than 300 employees.
- In partnership with The Guidance Center, Inc.'s board of directors, played leadership role in successfully merging with Riverside Community Care, through a process that involved strategic planning, analysis and selection of a viable partner.
- Provide supervision to managers using a strength based approach and a collaborative coaching model to leadership development.

The Guidance Center, Inc.
Cambridge, MA — 1998 - 2009

~ Chief Operating Officer — 2007 - 2009

- Hired initially as Director of an intensive home-based family program and through successive promotions became responsible for all operations in the organization.
- Responsible for supervision of Division Directors, strategic planning and development of new initiatives.
- Developed strategic relationships with state and local funders, and partnered with community agencies to support the healthy growth of children and families.

Private Practice in Psychotherapy and Clinical Consultation
Madrid, Spain — 1992 - 1998

Universidad Pontificia de Comillas
Madrid, Spain
1991 - 1998

~Adjunct Faculty

- Taught graduate level courses in Family and Couples Therapy program
- Practicum program supervisor: Supervised first year Master's Degree students through live supervision in the treatment of multi-problem families.

Centro Médico-Psicopedagógico
Madrid, Spain
1994 - 1997

~Clinical Coordinator/Director of Training.

- Member of a multi-disciplinary team that provided assessment and treatment to families victims of terrorism and had developed Post Traumatic Stress Disorder.

ITAD (Institute for Alcohol and Drug Treatment),
Madrid, Spain
1991- 1994

~ Senior Drug and Alcohol Counselor, Drug and Alcohol Program

- Provided evaluation and treatment for chemically dependent adults and their families.

~ Senior Family Therapist, Couples and Family Therapy Program

- Worked as a family therapist in the evaluation and treatment of adolescents and families.

Charles River Health Management
Boston, MA
1989 - 1991

~ Senior Family Therapist, Home Based Family Treatment Program.

Education

Graduate Certificate of Business
University of Massachusetts, Lowell, 2000.
Master's Degree in Education
Counseling Psychology Program. Boston University, 1989.
B.A. in Clinical Psychology
Universidad Pontificia de Comillas, Madrid, Spain. 1988

Publications

2009 Ayers,S & Alvarez de Toledo, B. Community Based Mental Health with Children and Families. In A. R. Roberts (Ed.) ,*Social Worker's Desk Reference* (2nd ed.),New York: Oxford University Press, 2009

2006 *Topical Discussion: Advancing Community-Based Clinical Practice and Research: Learning in the Field.* Presented at the 19th Annual Research Conference: A System of Care for Children's Mental Health: Expanding the Research Base, February 2006, Tampa, FL.

2001 Lyman, D.R.; Siegel, R.; Alvarez de Toledo, B.; Ayers, S.; Mikula, J. *How to be little and still think big: Creating a grass roots, evidence based system of care.* Symposium presented at the 14th Annual Research Conference in Children's Mental Health, Research and Training Center for Children's Mental Health, February 2001, Tampa, FL.

2006 Lyman, D.R., B. Alvarez de Toledo, *The Ecology of intensive community based intervention.* In Lightburn, A., P. Sessions. Handbook of Community Based Clinical Practice. Oxford University Press, 2006, England.

2001 Lyman, D.R., B. Alvarez de Toledo (2001) *Risk factors and treatment outcomes in a strategic intensive family program.* In Newman, .C, C. Liberton, K. Kutash and R. Friedman, (Eds.) A System of Care for Children's Mental Health: Expanding the Research Base (2002), pp. 55-58. Research and Training Center for Children's Mental Health, University of South Florida, Tampa, FL.

1994-98 Research papers and professional presentations in peer reviewed journals in Spain

Languages

Fluent in Spanish, French and Italian.

Maryann Evers LICSW

Professional Overview

Clinical Social Worker/Manager with over 25 years of professional, clinical and managerial experience focusing on trauma, child welfare, early childhood, mental health. Skilled at working with state and private nonprofits to develop and provide a full range of services to children and families. Experienced in identifying programmatic and systemic barriers to optimum care and developing and sustaining programs to address these challenges.

Experience

Program Director/Early Childhood Home Visiting/Waypoint March 2016 – present

Responsible for clinical, administrative and programmatic oversight of several Early Childhood Home visiting programs providing services to children and families in the greater Manchester, Concord, Nashua and Portsmouth areas.Waypoint is a non-profit specializing in the elimination of abuse and neglect. Early Childhood Home Visiting programs are preventative in nature and focus primarily on supporting the relationship between children and their caregivers.

Regional Clinical Director/MA Department of Children and Families 2010-june 2015

Responsible for oversight and implementation of agency policy and procedures in Boston MA. Direct supervision of multi-disciplinary staff including Quality Improvement, Risk Management, Adoption, Substance Abuse, Domestic Violence and Mental Health Consultation. Facilitate meetings with office middle and senior management. Liaison to child serving state, municipal and private agencies. Familiar with performance based management. Oversee system of after hours emergency response teams. Responsible for training, team building

Mental Health Specialist/ MA Department of Children and Families 2001-2010

Provide consultation to staff on issues involving mental health concerns. Helped design data collection and analysis to understand and address problem of children "stuck" in hospitals. Liaison with acute psychiatric facilities, Department of Mental Health and Developmental Disability Services. Developed and maintained interagency teams and group home with focus on children transitioning from child to adult services. Key developer of child psychopharmacology training for DCF workers. Implementation, oversight and analysis of consultation with community child psychiatrists. Leader in critical incident management, crisis debriefing and wellness initiative in the region. Promotes professional development of staff including intern supervision. Developed and implemented crisis planning teams with Boston Psychiatric Emergency Service Team.

Private Practice **2001-2012**

Andover and Revere Ma

Provided outpatient child and family therapy. Special emphasis on adolescent adjustment, child development, child behavior and parenting strategies.

Director Child Services/North Suffolk Mental Health **1992-2001**

Clinical and administrative oversight for all child and family out patient services at this private non-profit in Chelsea, Revere and East Boston Ma. Contracts management, budget development. Created and implemented one of the first in home family stabilization teams in the Boston area. Provided direct services, consultation and supervision to Early Intervention Program. Supervised, hired and trained staff of 30 clinical social workers. Involved in grant writing. Provided program oversight of children's afterschool for seriously emotionally disturbed latency age children. Member of labor relation's team. Facilitate utilization and Risk management forums. Provided family and child therapy. Coordinated and implemented Psychological First Aid to incidents of community violence.

Clinician/ Project Cope **1988-1992**

Clinician working with individuals and groups affected by substance use disorder.

Ma. Department of Social Services **1980-1990**

Case manager, protective service investigator in Cambridge Ma. Promoted to supervisor and transferred to Beverly Ma to oversee protective service investigations in the Beverly area. Supervised staff of 6.

Education

University of New Hampshire **1977**

Bachelor of Arts in Social Services

Boston University **1988**

Masters in Social Work

Wheelock **2014**

Advanced Certificate in Early Childhood Mental Health

Skills

Advanced training in; Critical Incident Debriefing; Crisis Prevention Intervention; EMDR; Family Systems

treatment; substance abuse; early childhood mental health; CBT; DBT; Trauma informed treatment; clinical supervision; interest based bargaining; cultural competence. Advanced Reflective Practice Consultant(NH)

Awards

Commonwealth of Ma Citation for Outstanding Performance 2015, Massachusetts DCF Commissioner's award for clinical excellence 2014, Massachusetts DCF Commissioner's Award for Permanency Planning Training 2013; Commissioner's Award for Student Field Supervision2011; Commissioner's Award for Mental Health Specialist 2008

Personal

Vista Volunteer 1977; exercise enthusiast, avid reader

License

Ma LICSW since 1990

NH LICSW #1913

COLLEEN M. IVES

CHIEF OPERATING OFFICER

Proactive executive with a formidable record of driving systemic change and business expansion. Nimble administrator with strategic planning, business process improvement, cost controls and performance management experience. Collaborative leader with inspirational and decisive management style who achieves exceptional, rather than expected, results. Catalyst for open communications towards a climate of learning to benefit company and individuals.

PROFESSIONAL EXPERIENCE

WAYPOINT, Manchester, NH • 2018-Present
Statewide private nonprofit that works to advance the well-being of children and families through an array of community-based services.

Chief Operating Officer
- Oversees all aspects of program delivery including; fiscal and personnel management, quality assurance and program development

ROCKPORT MORTGAGE CORPORATION, Gloucester, MA • 2008-2017
Leading national lender of US Housing & Urban Development insured commercial loans in healthcare, multifamily and affordable housing sectors.

Vice President, Operations & Quality Control
- Report to principals with overall responsibility for achieving strategic objectives through oversight of the day-to-day operations of five multi-disciplinary underwriting teams by providing support at the transactional level as well as in the development of procedures and operating practices to match RMC's continued growth.
- Ensure RMC'S compliance with their federally mandated Quality Control Plan through employee development initiatives, monitoring of RMC'S operational practices while integrating new HUD directives into RMC'S existing best practices.

IVES DEVELOPMENT ASSOCIATES, Manchester, NH • 2005-2016
Consultancy providing strategic planning and leadership development to public, private and nonprofit companies throughout New England.

Principal
Design and facilitate customized corporate retreats, including strategic planning sessions, executive and Board of Directors' training and development, creation or re-affirmation of vision, mission and values and efforts to re-align leadership around key priorities and future direction of the organization. Integrate opportunities to shift organizational culture to more open and candid communications.
- Led an 18-month comprehensive change initiative that:
  - Resulted in the development of a transition plan for the assimilation of an Interim Executive Director including an operations plan that aimed to recalibrate the culture;
- Transformed climate of accountability for a $55M client by implementing Balanced Scorecard strategic measurement system. Designed, coordinated and facilitated on-site internal and external analysis of 11 retail locations in 9 states, analyzing threats and weaknesses in business to build a platform for growth.

CAREER NOTE: Concurrent with consulting enterprise (2006 – 2010), designed and taught introductory and upper level psychology and sociology courses at Granite State College in Concord, Manchester and Portsmouth, New Hampshire.

GRANITE STATE INDEPENDENT LIVING, Concord, NH • 2001-2005
Statewide nonprofit offering long-term care, employment, transportation, advocacy, and other community-based services.

Acting Executive Director & Chief Operating Officer
Led internal operations, including service and program delivery, finance, human resources, fundraising and marketing. Transformed organization's culture by promoting a climate of excellence, systemic solutions and learning that benefited the organization and individual employees. Evaluated operational results and facilitated business processes and controls that promoted efficiency and internal information flow. Developed short- and long-range operating plans. Supported up to 14 management-level employees, staff of 90, and $13M annual operating budget. Held complete performance management authority as well as autonomy to engage in private and state/federal contracts.

- Increased revenue by 78% with more effective grant administration, successful applications for new competitive grants, initiating a comprehensive development / fundraising plan, and increasing the fee-for-service lines of business.
- Increased consumers served from 400 to 3,000+ individuals within three-year period by restructuring existing programs, developing new programs and increasing program accountability with monthly management reports.
- Established foundation for 36-month capacity building plan to enhance infrastructure and overall operations by conducting full organizational audit and successfully presenting to Board of Directors.
- Expanded services and leveraged long-term grant opportunity through company acquisition. Successfully integrated organizational cultures and business practices, including human resource policies, management teams and compensation/benefits.
- Recommended, designed and implemented internal controls and operating procedures for all departments (Human Resources, Finance, Public Relations/ Development, Long-Term Care, Community Living and Employment Services).
- Increased efficiency, raised credibility of financial reporting and reduced headcount by implementing state of the art technology with expertise of retained IT consultant.

NEW HAMPSHIRE DEPARTMENT OF EDUCATION, VOCATIONAL REHABILITATION, SERVICES FOR BLIND AND VISUALLY IMPAIRED, Concord, NH • 1992-2000
Statewide organization providing Registry of Legal Blindness, Sight Services for Independent Living, Vocational Rehabilitation and a Business Enterprise program.

Statewide Director
Managed professional staff of 8 to deliver services that included 15 statewide rehabilitative support groups, career counseling and vending machine/food service enterprises in State and Federal buildings.

- Awarded $1.2M 3-year federal grant to provide peer support services in 15 locations across the state
- Led Department to highest rank in standards and benchmarks among 7 other regional offices.
- Enhanced team atmosphere by integrating 4 distinct statewide programs into a cohesive unit.
- Cultivated relationships and formal partnerships with various stakeholders in the statewide network of social and human services and employment arenas.

EDUCATION

Doctorate in Human and Organizational Systems
Master of Arts in Human Development
Fielding Graduate University, Santa Barbara, California

Master of Arts/CAGS in Rehabilitation Counseling
Bachelor of Arts in Psychology and Philosophy
Assumption College, Worcester, Massachusetts

Waypoint

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Borja Alvarez de Toledo	CEO	$185,411	0	0
Colleen Ives	COO	$108,139	0	0
Anthony Cheek	CFO	$103,355	0	0
Maryann Evers	Program Director	$74,797	10%	$7,480

14B mac

Jeffrey A. Meyers
Commissioner

Christine Tappan
Associate Commissioner

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

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

March 9, 2018

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division For Children, Youth and Families, to enter into **sole source** amendments with the vendors identified below, for the provision of Comprehensive Family Support Services by increasing the price limitation by $4,606,197 from $6,424,788 to $11,030,985 and by extending the contract completion date from June 30, 2018 to June 30, 2019 effective upon Governor and Executive Council approval. 97.59% Federal Funds, 2.41% General Funds.

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway NH	$585,228	$274,561	$859,789	O: 6/18/14 #80 A1: 6/10/15 #5D A2: 5/18/16 #9A
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$572,508	$461,375	$1,033,883	O: 6/18/14 #80 A1: 5/18/16 #9A
Greater Seacoast Community Health (f/k/a Families First)	TBD	100 Campus Drive, Suite 12 Portsmouth NH	$585,228	$464,555	$1,049,783	O: 6/18/14 #80 A1:6/10/15 #5C A2: 5/18/16 #9A

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
TLC Family Resource Center (formerly Good Beginnings of Sullivan County)	170625-B001	109 Pleasant Street Claremont NH	$585,228	$423,075	$1,008,303	O: 6/18/14 #80 A1: 5/18/16 #9A
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$585,228	$463,279	$1,048,507	O: 6/18/14 #80 A1: 5/18/16 #9A
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$585,228	$451,881	$1,037,109	O: 6/18/14 #80 A1: 5/18/16 #9A
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$585,228	$279,375	$864,603	O: 6/18/14 #80 A1: 6/10/15 AG A2: 5/18/16 #9A
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$585,228	$279,375	$864,603	O: 6/18/14 #80 A1: 6/10/15 AG A2: 5/18/16 #9A
		Total	**$6,424,788**	**$4,606,197**	**11,030,985**	

Funds to support this request are available in the following accounts in State Fiscal Year 2018 and in State Fiscal Year 2019, with the ability to adjust encumbrances between state fiscal years through the Budget Office without further approval from the Governor and Executive Council, if needed and justified.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

05-095-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, TEMPORARY ASSISTANCE FOR NEEDY FAMILES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

This request is **sole source** because the funding being added in State Fiscal Year 2018 exceeds 10% of the total contract value for each contract. The addional funding is being utilized by the vendors to increase staff capacity to provide services to families who had a an abuse/neglect assessment conducted by the Division for Children, Youth and Families that was closed unfounded or unfounded with conerns.

The purpose of these amendments is to increase capacity for programs and utilize one (1) of the two (2) years available for renewing services, as specified in Exhibit C-2 of the original agreements.

Comprehensive Family Support Services assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents and give families an opportunity to learn and grow.

Below is a breakdown of those served in 2016 through the original Comprehensive Family Support Services contracts:

- Families served, 1,027.
- Family members served, 2,979.
- Total children served 1,695
- 50% of families served had a single caregiver.
- 48% of families served have mental health issues.
- 33 % of families served have chronic health issues.
- 93% of children served have child Medicaid insurance.
- 12% of adults served are without any insurance

Considering those served and program outcomes from 2014 to 2016 there have been considerable success for those who have participated and successfully completed or graduated from the program. Success is measured by future avoidance of DCYF services. Families are tracked for 3 years following the completion of services. Below are the outcome measures for the period identified

- 2014, 91.8%
- 2015, 93.1%
- 2016, 93.6%

Over the last several years the State of New Hampshire has seen a significant increase in the volume of families with open abuse and neglect cases. This translates to many more children in out of home care and significant increase in cost to the State of New Hampshire. By providing the additional resources through these amendments, the vendors will be able to increase services offered to the State's most vulnerable population.

With the increased funding, the vendors will be able to increase their ability to expand their service array to clients within their community by being able to employ one (1) to two (2) full time employees in order to manage their current wait list and to support the Division for Children, Youth and Families with assessments where substance abuse is an identified concern. Vendors will work with their communities to increase referrals for TANF exempt clients with children under the age of one (1) year. Vendors will increase their capacity to offer and implement prevention services to those most in need.

The services offered by these vendors are available to any family in the State of New Hampshire with children under the age of 21 years, with priority given to those families referred by the Division for Children Youth and Families. The Division for Children, Youth and Families will refer families who have had an abuse/neglect assessments closed unfounded or unfounded with concerns to the appropriate vendor in the service area. Families would then receive prevention services to assist them with decreasing famly stressors.

Although, prevention services are offered through the original Comprehensive Family Support Services contracts, these amendments will increase the vendor's capacity to provide additional resources. The additional services will allow vendors to increase the number of families served and the services offered, which include but are not limited to:

- Education.
- Parenting support.
- Case management.
- Assisted referrals.
- Home visiting resources.
- Budget management.
- Child development/

The Deppartment anticipates that by increasing the availability and quality of prevention services offered statewide there will be a reduction in incidents of child abuse and neglect, which would result in a reduction of open abuse/neglect cases with the Division for Children, Youth and Families.

The following performance measures/objectives will be used to measure the effectiveness of the agreement:

- 60% of families referred will enter and complete services. (Performance Measure)
- 95% of families who complete services will not be referred to DCYF within the following 3 years.(Performance Measure)

- Increase the number of families served with children under the age of 1. (Performance Measure)
- Increase the number of parents served under the age of 21. (Performance Measure)

Should Governor and Executive Council not authorize this request, the flexibility of community based family services may not be available to address the needs of children and families statewide, which could result in an increase in the Division for Children, Youth and Families involvement for out-of-home placement. Additionally families will not receive services that could assist with preventing the separation of children from their families by providing services that would result in parents providing a safe, stable and supportive family environment for their children.

Area served: Statewide

Source of Funds: 97.59% Federal Funds from Title IV-B Subpart I (CFDA#:93.645, FAIN: 1801NHCWSS), Promoting and Stable Families (CFDA#: 93.556, FAIN: 1801FPSS),Title XX Grants – SSBG (CFDA#: 93.667, FAIN: 1801NHSOSR), temporary Assistance to Needy Families (CFDA#: 93.558, FAIN: 17NHTANF), MCH Block Grant, 2.41% General Funds.

In the event that the Federal (or Other) Funds are no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

Christine Tappan
Associate Commissioner

Approved by:

Jeffrey A. Meyers
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$823.00		$823.00
2016	102-500734	Social Service Contract	42106802	$1,907.00		$1,907.00
2017	102-500734	Social Service Contract	42106802	$823.00		$823.00
2018	102-500734	Social Service Contract	42106802	$1,907.00		$1,907.00
2019	102-500734	Social Service Contract	42106802	$0.00	$1,365.00	$1,365.00
			Total:	**$5,460.00**	**$1,365.00**	**$6,825.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**
			Sub-Total:	**$187,260.00**	**$46,815.00**	**$234,075.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**
			Sub-Total:	**$919,996.00**	**$229,999.00**	**$1,149,995.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2016	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2017	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2018	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2019	102-500734	Social Service Contract	42106603	$0.00	$8,982.00	$8,982.00
			Total:	**$35,928.00**	**$8,982.00**	**$44,910.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**
			Sub-Total:	**$3,171,968.00**	**$792,992.00**	**$3,964,960.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$64,127.00	$64,127.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$64,127.00	$64,127.00
			Total:	**$0.00**	**$128,254.00**	**$128,254.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
			Total:	**$0.00**	**$318,248.00**	**$318,248.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
			Total:	**$0.00**	**$318,248.00**	**$318,248.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$138,384.00	$138,384.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$138,384.00	$138,384.00
			Total:	**$0.00**	**$276,768.00**	**$276,768.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$158,486.00	$158,486.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$158,486.00	$158,486.00
			Total:	**$0.00**	**$316,972.00**	**$316,972.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$152,787.00	$152,787.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$152,787.00	$152,787.00

Total:	**$0.00**	**$305,574.00**	**$305,574.00**

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
			Total:	**$0.00**	**$133,068.00**	**$133,068.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
			Total:	**$0.00**	**$133,068.00**	**$133,068.00**
			Sub-Total:	**$0.00**	**$3,000,000.00**	**$3,000,000.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, TEMPORARY ASSISTANCE FOR NEEDY FAMILES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2016	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2017	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2018	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2019	502-500891	Payments To Providers	45030206	$0.00	$31,290.00	$31,290.00
			Total:	**$125,160.00**	**$31,290.00**	**$156,450.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**
			Sub-Total:	**$1,600,000.00**	**$400,000.00**	**$2,000,000.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DICISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMINITY SERVICES, MATERIAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**
			Sub-Total:	**$245,564.00**	**$61,391.00**	**$306,955.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DICISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMINITY SERVICES, MATERIAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2016	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2017	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2018	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2019	102-500731	Contracts For Prog. Svc	90004015	$0.00	$75,000.00	$75,000.00
			Total:	**$300,000.00**	**$75,000.00**	**$375,000.00**
			Grand Total:	**$6,424,788.00**	**$4,606,197.00**	**$11,030,985.00**

State of New Hampshire
Department of Health and Human Services
Amendment #3 to the Comprehensive Family Support Services Contract

This 3rd Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #3") dated this 12th day of January, 2018, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Child and Family Services of New Hampshire, (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 464 Chestnut Street, Manchester, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80) as amended (Amendment #1) approved by the Attorney General's Office on May 22, 2015, and as amended (Amendment #2) approved by the Governor and Executive Council on May 18, 2016 (Item #9A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, the agreement may be amended and Exhibit C-2, Additional Special Provisions, Paragraph 1, the State may renew the agreement for up to four (4) additional years by written agreement of the parties and approval of the Governor and Executive Council; and

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

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

1. Form P-37, General Provisions, Block 1.7, Completion Date, to read:

   June 30, 2019.

2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:

   $1,088,135.

3. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:

   E. Maria Reinemann, Esq., Director.

4. Form P-37, General Provisions, Block 1.10, State Agency Telephone Number, to read:

   (603) 271-9330.

5. Add Exhibit A – 2 Amendment #3, Additional Scope of Services.
6. Delete Exhibit B – 4, Amendment #2 and replace with Exhibit B – 4, Amendment #3.
7. Add Exhibit B – 5, Amendment #3

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

3/5/18
Date

Christine Tappan
Associate Commissioner

Child and Family Services of New Hampshire

2/20/18
Date

Name/Title BORJA ALVAREZ DE TOLEDO, President/CEO

Acknowledgement:
State of New Hampshire County of Hillsborough on 2/20/18, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.
Signature of Notary Public or Justice of the Peace

Marybeth D'Amico
Name and Title of Notary or Justice of the Peace

MARYBETH D'AMICO
STATE OF
- MY -
COMMISSION
EXPIRES
MARCH 6,
2018
NEW HAMPSHIRE
NOTARY PUBLIC

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

OFFICE OF THE ATTORNEY GENERAL

3/7/18
Date

Name: Megan A. Yeager
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

Additional Scope of Services

1. Provisions Applicable to All Services

1.1. The Contractor will submit a detailed description of the language assistance services 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.

1.2. 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.

2. Scope of Work

2.1. The Contractor shall work with their community to increase referrals for Temporary Assistance to Needy Families (TANF) exempt clients with children under the age of one (1) years old.

2.2. The Contractor shall follow the Home Visiting New Hampshire model when providing services to TANF clients with children under the age of one (1) in order to assist them with successfully overcoming barriers to employment.

2.3. The Contractor shall provide mandatory training to their staff that includes, but is not limited to:

2.3.1. Trauma Informed Care/Practices.

2.3.2. Two (2) Generation Approach to Working with Families.

2.3.3. Strengthening Families Model.

2.3.4. FRC-Q Standards Training.

2.3.5. How to Report Abuse and/or Neglect.

2.3.6. Completing and Utilizing the North Carolina Assessment.

2.3.7. Creating and Utilizing Individual Service Plans.

2.3.8. Home Visiting Worker Safety.

2.3.9. Individual Agency Trainings (Human Resources Requirements).

2.4. The Contractor shall provide weekly supervision of all Home Visiting staff.

3. Staffing

3.1. The Contractor shall increase their ability to expand their service array to clients within their community by employing an additional two (2) Full Time Employees (FTEs) whose duties shall include, but are not limited to:

3.1.1. Manage current wait list.

3.1.2. Support the Department with "unfounded reports" from the Department where substance abuse is an identified as a concern.

3.1.3. Address the needs of clients that are referred by the Department who have had an assessment that is closed as "Unfounded, but with reasonable concerns".

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

Bidder/Program Name: Child and Family Services - Concord

Budget Request for: CFSS

Budget Period: July 1, 2017-June 30,2018

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 179,574.53	$ 26,508.00	$ 206,082.53	$ -	$ 3,549.00	$ 3,549.00	$ 179,574.53	$ 22,959.00	$ 202,533.53
2. Employee Benefits	$ 55,727.89	$ 4,665.00	$ 60,392.89	$ -	$ 625.00	$ 625.00	$ 55,727.89	$ 4,040.00	$ 59,767.89
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ 2,149.00	$ 2,149.00	$ -	$ 288.00	$ 288.00	$ -	$ 1,861.00	$ 1,861.00
Purchase/Depreciation	$ 1,000.00	$ 1,113.00	$ 2,113.00	$ -	$ 149.00	$ 149.00	$ 1,000.00	$ 964.00	$ 1,964.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 1,200.00	$ 222.00	$ 1,422.00	$ -	$ 30.00	$ 30.00	$ 1,200.00	$ 192.00	$ 1,392.00
6. Travel	$ 13,500.00	$ 455.00	$ 13,955.00	$ -	$ 61.00	$ 61.00	$ 13,500.00	$ 394.00	$ 13,894.00
7. Occupancy	$ 22,000.00	$ 1,581.00	$ 23,581.00	$ -	$ 212.00	$ 212.00	$ 22,000.00	$ 1,369.00	$ 23,369.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 2,600.00	$ 690.00	$ 3,290.00	$ -	$ 92.00	$ 92.00	$ 2,600.00	$ 598.00	$ 3,198.00
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ 300.00	$ 193.00	$ 493.00	$ -	$ 26.00	$ 26.00	$ 300.00	$ 167.00	$ 467.00
Audit and Legal	$ -	$ 2,713.00	$ 2,713.00	$ -	$ 363.00	$ 363.00	$ -	$ 2,350.00	$ 2,350.00
Insurance	$ 1,300.00	$ 416.00	$ 1,716.00	$ -	$ 56.00	$ 56.00	$ 1,300.00	$ 360.00	$ 1,660.00
Board Expenses	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -	$ 500.00	$ -	$ 500.00
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 2,000.00	$ 443.00	$ 2,443.00	$ -	$ 58.00	$ 58.00	$ 2,000.00	$ 384.00	$ 2,384.00
11. Staff Education and Training	$ 3,000.00	$ 283.00	$ 3,283.00	$ -	$ 38.00	$ 38.00	$ 3,000.00	$ 245.00	$ 3,245.00
12. Subcontracts/Agreements	$ 1,150.00	$ -	$ 1,150.00	$ -	$ -	$ -	$ 1,150.00	$ -	$ 1,150.00
13. Other (specific details mandatory):	$ 2,185.00	$ -	$ 2,185.00	$ 2,185.00	$ -	$ 2,185.00	$ -	$ -	$ -
	$ -	$ 5,623.79	$ 5,623.79	$ -	$ 752.00	$ 752.00	$ -	$ 4,871.79	$ 4,871.79
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 286,037.21	$ 47,054.79	$ 333,092.00	$ 2,185.00	$ 6,300.00	$ 8,485.00	$ 283,852.21	$ 40,754.79	$ 324,607.00
Indirect As A Percent of Direct		16.5%							

Contractor Initials: BJS

Date: 2/22/18

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

Bidder/Program Name: Child and Family Services - Concord

Budget Request for: CFSS

Budget Period: July 1, 2018-June 30,2019

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 179,574.53	$ 26,508.00	$ 206,082.53	$ -	$ 3,549.00	$ 3,549.00	$ 179,574.53	$ 22,959.00	$ 202,533.53
2. Employee Benefits	$ 53,727.69	$ 4,665.00	$ 58,392.69	$ -	$ 625.00	$ 625.00	$ 53,727.69	$ 4,040.00	$ 57,767.69
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ 2,149.00	$ 2,149.00	$ -	$ 288.00	$ 288.00	$ -	$ 1,861.00	$ 1,861.00
Purchase/Depreciation	$ 1,000.00	$ 1,113.00	$ 2,113.00	$ -	$ 149.00	$ 149.00	$ 1,000.00	$ 964.00	$ 1,964.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 1,200.00	$ 222.00	$ 1,422.00	$ -	$ 30.00	$ 30.00	$ 1,200.00	$ 192.00	$ 1,392.00
6. Travel	$ 13,500.00	$ 455.00	$ 13,955.00	$ -	$ 61.00	$ 61.00	$ 13,500.00	$ 394.00	$ 13,894.00
7. Occupancy	$ 22,000.00	$ 1,581.00	$ 23,581.00	$ -	$ 212.00	$ 212.00	$ 22,000.00	$ 1,369.00	$ 23,369.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 2,600.00	$ 690.00	$ 3,290.00	$ -	$ 92.00	$ 92.00	$ 2,600.00	$ 598.00	$ 3,198.00
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ 300.00	$ 193.00	$ 493.00	$ -	$ 28.00	$ 28.00	$ 300.00	$ 167.00	$ 467.00
Audit and Legal	$ -	$ 2,713.00	$ 2,713.00	$ -	$ 363.00	$ 363.00	$ -	$ 2,350.00	$ 2,350.00
Insurance	$ 1,300.00	$ 416.00	$ 1,716.00	$ -	$ 56.00	$ 56.00	$ 1,300.00	$ 360.00	$ 1,660.00
Board Expenses	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -	$ 500.00	$ -	$ 500.00
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 2,000.00	$ 443.00	$ 2,443.00	$ -	$ 59.00	$ 59.00	$ 2,000.00	$ 384.00	$ 2,384.00
11. Staff Education and Training	$ 3,000.00	$ 283.00	$ 3,283.00	$ -	$ 38.00	$ 38.00	$ 3,000.00	$ 245.00	$ 3,245.00
12. Subcontracts/Agreements	$ 1,150.00	$ -	$ 1,150.00	$ -	$ -	$ -	$ 1,150.00	$ -	$ 1,150.00
13. Other (specific details mandatory):	$ 2,185.00	$ -	$ 2,185.00	$ 2,185.00	$ -	$ 2,185.00	$ -	$ -	$ -
	$ -	$ 5,823.79	$ 5,823.79	$ -	$ 752.00	$ 752.00	$ -	$ 4,871.79	$ 4,871.79
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 286,037.21	$ 47,054.79	$ 333,092.00	$ 2,185.00	$ 6,300.00	$ 8,485.00	$ 283,852.21	$ 40,754.79	$ 324,607.00
Indirect As A Percent of Direct		16.5%							

Contractor Initials: [illegible]

Date: 2/20/18

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STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

DIVISION FOR CHILDREN, YOUTH & FAMILIES

Jeffrey A. Meyers
Commissioner

Lorraine Bartlett
Director

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

March 21, 2016

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Children, Youth and Families to exercise a renewal option with the vendors identified below for the provision of Comprehensive Family Support Services by increasing the price limitation by $3,212,394 from $3,212,394 to $6,424,788 and extending the contract completion date from June 30, 2016 to June 30, 2018, effective July 1, 2016 or date of Governor and Executive Council approval, whichever is later. 95.34% Federal Funds, 4.66% General Funds

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 5/2215 AG
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 5/22/15 AG
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1 5/22/15 AG
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 #5D
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$ 286,254	$ 286,254	$ 572,508	O: 6/18/14 #80
Families First of the Greater Seacoast	166629-B001	100 Campus Drive, Suite 12 Portsmouth NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1:6/10/15 #5C
TLC Family Resource Center (formerly Good Beginnings of Sullivan County)	170625-B001	109 Pleasant Street Claremont NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 AG
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 AG
		Total	$3,212,394	$3,212,394	$6,424,788	

Funds to support this request are available in the following accounts in State Fiscal Year 2017 and anticipated to be available in State Fiscal Year 2018, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between state fiscal years through the Budget Office if needed and justified without further approval from the Governor and Executive Council.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, SOCIAL SERVICES BLOCK GRANT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

The purpose of this request is to renew contract services with these vendors for an additional two years. For a detailed summary of the changes please see attachment.

Comprehensive Family Support Services assist pregnant women and families with children up to the age of twenty-one (21) by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents to give families an opportunity to learn and grow.

The Division for Children, Youth and Families and the Division of Public Health Services have blended three family health and support related programs in to one program which is now represented as the Comprehensive Family Support Services.

Currently, there are twenty-five (25) community based family resource centers in operation across the State which provide a range of support services to families and children that focus on strengthening, supporting and building on the strengths and skills of individuals while also ensuring developmental screening for children six (6) and under. These centers are often key local stakeholders in groups that assess and advocate for the needs of local families.

The original contracts were competitively bid.

These contracts contain language which allows for the right to renew for up to four additional years based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

The Comprehensive Family Support Services program has served a total of 871 families and 1664 children in 2014. As a result, ninety-five percent (95%) of the families served achieved successful outcomes and remained uninvolved in a Division abuse or neglect case. The Division is satisfied with the services provided and is requesting approval to exercise two years of the renewal option reserving the Division's option to renew for the remaining two years based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

Should the Governor and Executive Council not authorize this request, the flexibility of community based family services may not be available to address the needs of children and families throughout the state which could cause an increase in the Division for Children, Youth and Families involvement for out of home placements. The services provided through these agreements help prevent separation of children from their families and afford them a safe, stable and supportive family environment.

Area Served: Statewide

Source of Funds: 95.34% Federal Funds
4.66% General Funds

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

Respectfully submitted,

Mary Ann Cooney
Associate Commissioner

Approved by:

Jeffrey A. Meyers
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$823	$0	$823
2016	102-500734	Social Service Contract	42106802	$1,907	$0	$1,907
2017	102-500734	Social Service Contract	42106802	$0	$823	$823
2018	102-500734	Social Service Contract	42106802	$0	$1,907	$1,907
			Total:	$2,730	$2,730	$5,460

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180
			Sub-Total	$93,630	$93,630	$187,260

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636
			Sub-Total	$459,998	$459,998	$919,996

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$8,982	$0	$8,982
2016	102-500734	Social Service Contract	42106603	$8,982	$0	$8,982
2017	102-500734	Social Service Contract	42106603	$0	$8,982	$8,982
2018	102-500734	Social Service Contract	42106603	$0	$8,982	$8,982
			Total:	$17,964	$17,964	$35,928

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	**$156,802**	**$156,802**	**$313,604**
			Sub-Total	**$1,585,984**	**$1,585,984**	**$3,171,968**

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$31,290	$0	$31,290
2016	502-500891	Social Service Contract	45030206	$31,290	$0	$31,290
2017	502-500891	Social Service Contract	45030206	$0	$31,290	$31,290
2018	502-500891	Social Service Contract	45030206	$0	$31,290	$31,290
			Total:	**$62,580**	**$62,580**	**$125,160**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484
			Sub-Total	$800,000	$800,000	$1,600,000

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324
			Sub-Total	$122,782	$122,782	$245,564

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004105	$75,000	$0	$75,000
2016	102-500731	Contracts for Program Services	90004105	$75,000	$0	$75,000
2017	102-500731	Contracts for Program Services	90004105	$0	$75,000	$75,000
2018	102-500731	Contracts for Program Services	90004105	$0	$75,000	$75,000
			Total:	$150,000	$150,000	$300,000
			Sub-Total	$3,212,394	$3,212,394	$6,424,788

State of New Hampshire
Department of Health and Human Services
Amendment #2 to the Comprehensive Family Support Services Contract

This second (2nd) Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #2") dated this 13th day of January, 2016, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Child and Family Services of New Hampshire, (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 464 Chestnut Street, Manchester, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80) and Amendment #1 approved by the Attorney General's Office on May 22, 2015, the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18, "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 by Governor and Executive Council of the State of New Hampshire", and Exhibit C-2, Additional Special Provisions, Paragraph 1, the State may renew the agreement for up to four additional years by written agreement of the parties and approval of the Governor and Executive Council; and

WHEREAS the parties agree to amend the Scope of Services, Method and Conditions Precedent to Payment, increase the price limitation and extend the Contract for two (2) additional years; and

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

To amend as follows:

1. Form P-37, General Provisions, Item 1.7, Completion Date, to read:

   June 30, 2018

2. Form P-37, General Provisions, Item 1.8, Price Limitation, to read:

   $585,228

3. Add Exhibit A, Scope of Services, Paragraph 1.34.1:

   1.34.1 Which includes entering all on-line data for the Watch Me Grow Program.

4. Add Exhibit B-3, Amendment #2.

5. Add Exhibit B-4, Amendment#2.

6. Exhibit B, Method and Conditions Precedent to Payment , Paragraph 2.2 to read:

   2.2 Expenditures shall be in accordance with the approved line item budget shown in Exhibit B-1 – Amendment #1, B-2, B-3 - Amendment #2 and B-4 – Amendment #2.

Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement, and the obligations of the parties there under, shall remain in full force and effect in accordance with the terms and conditions set forth herein.

Amendment #2 to the Child and Family Services of New Hampshire Contract for Comprehensive Family Support Services

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

4/3/16
Date

Mary Ann Cooney
Associate Commissioner

Child and Family Services of New Hampshire

3/22/16
Date

Name/Title Sonia Alvarez de Toledo, President & CEO

Acknowledgement:
State of New Hampshire County of Hillsborough on 3/22/16, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.
Signature of Notary Public or Justice of the Peace

Marybeth D'Amico
Name and Title of Notary or Justice of the Peace

MARYBETH D'AMICO
STATE OF NEW HAMPSHIRE
MY COMMISSION EXPIRES MARCH 6, 2018
NOTARY PUBLIC

Amendment #2 to the Child and Family Services of New Hampshire Contract for Comprehensive Family Support Services

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

OFFICE OF THE ATTORNEY GENERAL

4/27/16
Date

Name: Megan A. Lord
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

Exhibit B-3, Amendment #2

Bidder/Program Name: Child and Family Services - Concord

Budget Request for: CFSS
(Name of RFP)

Budget Period: July 1, 2016 - June 30, 2017

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 90,570.22	$ -	$ 90,570.22	$ -	$ -	$ -	$ 90,570.22	$ -	$ 90,570.22
2. Employee Benefits	$ 19,302.64	$ -	$ 19,302.64	$ -	$ -	$ -	$ 19,302.64	$ -	$ 19,302.64
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ -	$ 500.00	$ 500.00	$ -	$ 500.00	$ 500.00	$ -	$ -	$ -
6. Travel	$ 13,434.14	$ -	$ 13,434.14	$ -	$ -	$ -	$ 13,434.14	$ -	$ 13,434.14
7. Occupancy	$ 19,000.00	$ 2,000.00	$ 21,000.00	$ -	$ 2,000.00	$ 2,000.00	$ 19,000.00	$ -	$ 19,000.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 2,000.00	$ 500.00	$ 2,500.00	$ -	$ 500.00	$ 500.00	$ 2,000.00	$ -	$ 2,000.00
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ -	$ -
Insurance	$ -	$ 2,300.00	$ 2,300.00	$ -	$ 2,300.00	$ 2,300.00	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
12. Subcontracts/Agreements	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
13. Other (specific details mandatory): In-Kind Donations of goods for families	$ 2,185.00	$ -	$ 2,185.00	$ 2,185.00	$ -	$ 2,185.00	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 148,492.00	$ 6,300.00	$ 154,792.00	$ 2,185.00	$ 6,300.00	$ 8,485.00	$ 146,307.00	$ -	$ 146,307.00

Indirect As A Percent of Direct 4.2%

Contractor's Initials DAH

Date 3/22/16

Exhibit B-4, Amendment #2

Bidder/Program Name Child and Family Services - Concord

Budget Request for: CFSS
(Name of RFP)

Budget Period: July 1, 2017 - June 30, 2018

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 90,570.22	$ -	$ 90,570.22	$ -	$ -	$ -	$ 90,570.22	$ -	$ 90,570.22
2. Employee Benefits	$ 19,302.64	$ -	$ 19,302.64	$ -	$ -	$ -	$ 19,302.64	$ -	$ 19,302.64
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ -	$ 500.00	$ 500.00	$ -	$ 500.00	$ 500.00	$ -	$ -	$ -
6. Travel	$ 13,434.14	$ -	$ 13,434.14	$ -	$ -	$ -	$ 13,434.14	$ -	$ 13,434.14
7. Occupancy	$ 19,000.00	$ 2,000.00	$ 21,000.00	$ -	$ 2,000.00	$ 2,000.00	$ 19,000.00	$ -	$ 19,000.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 2,000.00	$ 500.00	$ 2,500.00	$ -	$ 500.00	$ 500.00	$ 2,000.00	$ -	$ 2,000.00
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ -	$ -
Insurance	$ -	$ 2,300.00	$ 2,300.00	$ -	$ 2,300.00	$ 2,300.00	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
12. Subcontracts/Agreements	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
13. Other (specific details mandatory): In-Kind Donations of goods for families	$ 2,185.00	$ -	$ 2,185.00	$ 2,185.00	$ -	$ 2,185.00	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	**$ 148,492.00**	**$ 6,300.00**	**$ 154,792.00**	**$ 2,185.00**	**$ 6,300.00**	**$ 8,485.00**	**$ 146,307.00**	**$ -**	**$ 146,307.00**

Indirect As A Percent of Direct 4.2%

Contractor's Initials: BAT
Date: 3/22/16

Nicholas A. Toumpas
Commissioner

Lorraine Bartlett
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION FOR CHILDREN, YOUTH & FAMILIES

129 PLEASANT STREET, CONCORD, NH 03301
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-626-2983 TDD Access: 1-800-735-2964

May 13, 2015

Attorney Megan Yaple
NH Department of Justice
Office of the Attorney General
33 Capitol Street
Concord, New Hampshire 03301

Good Morning Attorney Yaple,

I am writing to ask that you review the attached amendments between the Department of Health and Human Services, Division for Children, Youth and Families and Child and Family Services of New Hampshire (Vendor # 177166-B002), 464 Chestnut Street, Manchester, NH. The amendment has been signed by the Associate Commissioner and an authorized signor for the vendor. The vendor provides Comprehensive Family Support Services in the Manchester, Concord and Southern District Office areas, and has requested the adjustment of several budget line items in State Fiscal Year 2015 in order to meet specified needs. The Governor and Executive Council approved the original agreements on June 18, 2014, (Item # 80). These are zero cost amendments with no change to any of the contracts end date of June 30, 2016.

Because of the language, in all of the contracts, in Exhibit B, Section 2.7, that reads:

2.7 *Notwithstanding paragraph 18 of the P-37, an amendment limited to the adjustment of the amounts between budget line items and/or State Fiscal Years, related items, and amendments of related budget exhibits, can be made by written agreement of both parties and do not require additional approval of the Governor and Executive Council*

I am asking that you review and sign off on the amendments as they do not need further action by the Governor and Executive Council.

The remainder of this letter is presented in the format typical of most Governor and Executive Council letters, so that you might have some context for your review.

Funds to support this request are available in the following accounts in State Fiscal Year 2015 and are anticipated to be available in State Fiscal Year 2016, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified without further approval from the Governor and Executive Council.

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attached for fiscal details

EXPLANATION

The purpose of these amendments is to allow the vendor to adjust certain budget lines in each of the contracts in order to meet contractual needs; and to update the standard contract language in Exhibit C and Exhibit G for each contract. The vendor underestimated the Staff Education and Training for the Manchester, Concord and Southern District Office areas as well as the subcontractor amount for the Concord and Southern District Office areas. The change has resulted in a request from the vendor to adjust the travel and staff training budget lines in the Manchester area contract, the salary, subcontractor and staff education and training budget line in the Concord area contract, and salary, subcontractor and staff education and training budget lines for the Southern area contract. The Department supports the requested adjustments.

There are no additional funds being requested for these amendments. Other than the updating the contract standard language in Exhibit C and Exhibit G and the budget line adjustments outlined above, all other terms and conditions remain unchanged from the original agreements approved by the Governor and Executive Council on June 18, 2014, (Item # 80).

Comprehensive Family Support Services assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents and give families an opportunity to learn and grow.

This contract was awarded as the result of a competitive bid process. On January 21, 2014, the Division issued a Request for Proposal for Comprehensive Family Support Services to serve the eleven (11) catchment areas in the State of New Hampshire. Twelve proposals were received.

Child and Family Services of New Hampshire was awarded three (3) of the eleven (11) contracts selected in the competitive bid process.

Should the Governor and Executive Council not approve this request, the vendor would not be able to meet their contractual needs which could reduce the availability, accessibility, and quality of Comprehensive Family Support Services in the Manchester, Concord and Southern District Office areas.

Area Served: Manchester, Concord and Southern District Office areas

Source of Funds: 83.11% Federal Funds, 16.89% General Funds

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

Respectfully submitted,

Eric Borrin
Director

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	**$9,090**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	**$9,090**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	**$9,090**
			Sub-Total	***$27,270***

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	**$41,818**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	**$41,818**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	**$41,818**
			Sub-Total	***$125,454***

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	**$156,802**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$8,982
2016	102-500734	Social Service Contract	42106603	$8,982
			Total:	**$17,964**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	**$156,802**
			Sub-Total	***$331,568***

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	**$73,742**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$31,290
2016	502-500891	Social Service Contract	45030206	$31,290
			Total:	**$62,580**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	**$73,742**
			Sub-Total	***$210,064***

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	**$11,162**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	**$11,162**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	**$11,162**
			Sub-Total	***$33,486***

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004105	$75,000
2016	102-500731	Contracts for Program Services	90004105	$75,000
			Total:	**$150,000**
			Sub-total:	***$150,000***
			Grand Total	**$887,842**

State of New Hampshire
Department of Health and Human Services
Amendment #1 to the Comprehensive Family Support Services Contract

This first Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #1") dated this 5th day of May, 2015, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Child and Family Services of New Hampshire, (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 464 Chestnut Street, Manchester, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to Exhibit B, Paragraph 2.7, an amendment limited to the adjustment of amounts between budget line items and/or State Fiscal Years, related items, and amendment of related budget exhibits, can be made by written agreement of both parties and does not require additional approval of the Governor and Executive Council;

WHEREAS the State and the Contractor have agreed to amend Exhibit B-1, Budget Period 7/1/2014 – 6/30/2015 – Concord, of the contract;

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

To amend as follows:

1. Replace Exhibit B-1, Budget Period 7/1/2014 – 6/30/2015 - Concord with:

   Exhibit B-1 – Amendment #1, Budget Period 7/1/2014 – 6/30/2015 - Concord

2. Replace Exhibit C – Special Provisions with:

   Exhibit C – Amendment # 1

3. Add Exhibit C-2, Additional Special Provisions, Paragraph 2

   2. Subparagraph 14.1.1 of the General Provisions of this contract, is deleted and the following subparagraph is added:

      14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than $250,000 per claim and $1,000,000 per occurrence with additional general liability excess insurance coverage of not less than $4,000,000 per occurrence; and

4. Replace Standard Exhibit G, Certification Regarding the Americans with Disabilities Act Compliance with:

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

Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement, and the obligations of the parties there under, shall remain in full force and effect in accordance with the terms and conditions set forth herein.

Amendment #1 to the Child and Family Services of New Hamshire Contract for Comprehensive Family Support Services

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

5/18/15
Date

Mary Ann Cooney
Associate Commissioner

Child and Family Services of New Hampshire

5/8/15
Date

Name/Title Borja Alvarez de Toledo
President/CEO

Acknowledgement:
State of NH, County of Hillsborough on May 8, 2015, before the undersigned officer, personally appeared the person identified above or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.
Signature of Notary Public or Justice of the Peace

Angela Basnar
Name and Title of Notary or Justice of the Peace

ANGELA BASNAR
STATE OF NEW HAMPSHIRE
MY COMMISSION EXPIRES
NOTARY PUBLIC

Amendment #1 to the Child and Family Services of New Hamshire Contract for Comprehensive Family Support Services

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

OFFICE OF THE ATTORNEY GENERAL

5/22/14
Date

Name:
Title:

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

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

Bidder/Program Name: Child and Family Services - Concord

Budget Request for: CFSS
(Name of RFP)

Budget Period: July 1, 2014 - June 30, 2015

1. Total Salary/Wages	$ 87,083.38	$ -	$ 87,083.38	$0.00	$0.00	$ -	$87,083.38	$ -	$	87,083.38
2. Employee Benefits	$ 18,777.27	$ -	$ 18,777.27	$ -	$ -	$ -	$ 18,777.27	$ -	$	18,777.27
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
Purchase/Depreciation	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$	-
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
Office	$ -	$ 800.00	$ 800.00		$ 800.00	$ 800.00	$ -	$ -	$	-
6. Travel	$ 13,786.35	$ -	$ 13,786.35	$ -	$ -	$ -	$ 13,786.35	$ -	$	13,786.35
7. Occupancy	$ 19,800.00	$ 2,000.00	$ 21,000.00	$ -	$ 2,000.00	$ 2,000.00	$ 19,000.00	$ -	$	19,000.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
Telephone	$ 2,000.00	$ 500.00	$ 2,500.00	$ -	$ 500.00	$ 500.00	$ 2,000.00	$ -	$	2,000.00
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
Audit and Legal	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ -	$	-
Insurance	$ -	$ 2,300.00	$ 2,300.00	$ -	$ 2,300.00	$ 2,300.00	$ -	$ -	$	-
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
11. Staff Education and Training	$ 3,150.00	$ -	$ 3,150.00	$ -	$ -	$ -	$ 3,150.00	$ -	$	3,150.00
12. Subcontracts/Agreements	$ 2,500.00	$ -	$ 2,500.00	$ -	$ -	$ -	$ 2,500.00	$ -	$	2,500.00
13. Other (specific details mandatory): In-Kind Donations of goods for families	$ 2,185.00	$ -	$ 2,185.00	$ 2,185.00	$ -	$ 2,185.00		$ -	$	-
Interest Expense-Long term financing	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$	-
	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$	-
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
TOTAL	$ 146,492.00	$ 6,300.00	$ 154,792.00	$ 2,185.00	$ 6,300.00	$ 8,485.00	$ 148,307.00	$ -	$	148,307.00

Indirect As A Percent of Direct 4.2%

Contractor's Initials SAT
Date 5/8/15

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

Contractor Initials GAT
Date 5/8/15

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.ojp.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

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.

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.

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: Child and Family Services of NH

5/8/15
Date

Name: Sina Alvarez de Toledo
Title: President / CEO

SDM

Nicholas A. Toumpas
Commissioner

Mary Ann Cooney
Associate Commissioner

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

DIVISION FOR CHILDREN, YOUTH & FAMILIES

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

May 23, 2014

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

G&C Approved

Date 6-18-14

Item # 80

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to enter into agreements with the vendors identified below, for the provision of Comprehensive Family Support Services, in an amount not to exceed $3,212,394, effective July 1, 2014 or date of Governor and Council approval, whichever is later, through June 30, 2016.

Vendor	Vendor Number	Location	Amount
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway, NH	$292,614
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$286,254
Families First of the Greater Seacoast	166629-B001	100 Campus Drive, Suite 12 Portsmouth NH	$292,614
Good Beginnings of Sullivan County	170625-B001	109 Pleasant Street Claremont NH	$292,614
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$292,614
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$292,614
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$292,614
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$292,614
		Total	$3,212,394

Funds to support this request are available in the following accounts in State Fiscal Year 2015 and are anticipated to be available in State Fiscal Year 2016, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified without further approval from the Governor and Executive Council.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, SOCIAL SERVICES BLOCK GRANT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

Comprehensive Family Support Services assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents and give families an opportunity to learn and grow.

The Division for Children, Youth and Families and Division of Public Health Services /Maternal Child Health Services blended three family health and support related programs, into one program. This Comprehensive Family Support Services represents such efforts.

New Hampshire DHHS Comprehensive Family Support Services:

In 2002, The Division for Children, Youth and Families, launched a family support partnership, entitled Comprehensive Family Support Services. Support and prevention-based services and programs were provided to thousands families and individuals throughout the state. Due to the success of these prevention-oriented programs, the Division for Children, Youth and Families has recognized the benefit of provider services to families as an effort to keep them from becoming involved in other systems of care.

Currently, there are 25 community-based family resource centers in operation across the State of New Hampshire, which provide a range of support services to families and children that focus on strengthening, supporting and building on the strengths and skills of individuals while also ensuring developmental screening for children six and under. These centers are often key local stakeholders in groups that assess and advocate for the needs of local families.

New Hampshire DHHS Home Visiting NH:

In 2001, the Division of Public Health Services Maternal and Child Health Section began Home Visiting New Hampshire, a statewide, family focused and child centered, preventive program that provides, health, education, support and linkages to community services to eligible, pregnant women and their families in their home until her child is twelve (12) months old. Contractors provide these services in nine (9) of the Division for Children, Youth and Families service areas. The goals of Home Visiting New Hampshire are to promote healthy pregnancy and birth outcomes, promote a safe and nurturing environment for children, and enhance families' life course and development.

Child and Family Health Support Services:

Child and Family Health Support Services have been available through local community health and home visiting agencies for approximately twenty years with funds that had previously supported the state's network of "well baby clinics". These services provide assistance with health care enrollment, referrals, case management, care coordination, education and counseling relative to the child and family and can be conducted by home, office visit or by telephone when appropriate. The goal of Child and Family Health Support Services is to promote the health and well-being of children from birth through age eighteen, with priority given to children birth through age ten.

This contract was competitively bid. On January 21, 2014 the Department issued a Request for Proposals to solicit proposals for the provision of Comprehensive Family Support Services to assist expectant women along with children and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. The request for proposals was available on the Department of Health and Human Services website from January 21, 2014 through March 10, 2014. There were 12 proposals submitted.

The proposals were evaluated by a team of Department of Health and Human Services employees with knowledge of the program requirements, the Division for Children, Youth and Families' Comprehensive Family Support Services program and the Division of Public Health Services, Maternal and Child Health Section. The team also included staff with significant business and management expertise.

The proposals were evaluated based on the criteria published in the Request for Proposals. Eleven of the twelve proposals were selected. The bid summary is attached.

The attached contract calls for the provision of these services for two years and reserves the Division's right to renew the agreement for up to four additional years, based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

Should Governor and Council not authorize this request, the flexibility of community-based family services may not be available to address the needs of children and families throughout the state which could cause an increase in the Division for Children, Youth and Families involvement for out-of-home placement, as these services help to prevent the separation of children from their families and afford them a safe, stable and supportive family environment.

Area Served: Statewide.

Source of Funds: 95.34% Federal Funds
4.66% General Funds

In the event that Federal Funds are no longer available, no additional General Funds will be requested to support this program.

Respectfully submitted,

Mary Ann Cooney
Associate Commissioner

Approved By:
Nicholas A. Toumpas
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$823
2016	102-500734	Social Service Contract	42106802	$1,907
			Total:	$2,730

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090
			Sub-total	93,630.00

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FISCAL DETAILS
C ..PREHENSIVE FAMILY SUPPORT SER. .ES

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818
			Sub-total	459,998.00

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$8,982
2016	102-500734	Social Service Contract	42106603	$8,982
			Total:	$17,964

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802
			Sub-total	1,585,984.00

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$31,290
2016	502-500891	Social Service Contract	45030206	$31,290
			Total:	$62,580

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45130206	$36,871
2016	502-500891	Social Service Contract	45130206	$36,871
			Total:	$73,742

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742
			Sub-total	800,000.00

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162
			Sub-total	122,782.00

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004105	$75,000
2016	102-500731	Contracts for Program Services	90004105	$75,000
			Sub-total:	**$150,000**
			Grand total:	**3,212,394.00**

New Hampshire Department of Health and Human Services
Office of Business Operations
Contracts & Procurement Unit
Summary Scoring Sheet

Comprehensive Family Support Services	15-DHHS-OHS-DCYF-01
RFP Name	RFP Number

Bidder Name	Pass/Fail	
1. Children Unlimited Inc. (Conway District)		
2. Families First (Seacoast District)		
3. The Family Resource Center (Berlin District)		
4. The Family Resource Center (Littleton District)		
5. Community Action Partnership of Strafford County (Rochester District)		
6. Lakes Region Community Services (Laconia District)		
7. Child and Family Services (Manchester District)		
8. Child and Family Services (Concord District)		
9. Child and Family Services (Southern District)		
10. Home Healthcare Hospice & Community Services (Keene District)		
11. Good Beginnings of Sullivan County (Claremont District)		
12. Monadnock Family Services (Keene District)		

Reviewer Names
1. John Harrington, Community and Family Support Specialist
2. Michael Donati, Administrator I
3. Deirdre Dunn, Program Specialist IV
4. Dague Clark, Fiscal Administrator

FORM NUMBER P-37 (version 1/09)

Subject: Comprehensive Family Support Services

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Health and Human Services	**1.2 State Agency Address** 129 Pleasant Street Concord NH 03301
1.3 Contractor Name Child and Family Services of New Hampshire	**1.4 Contractor Address** 464 Chestnut Street PO Box 448 Manchester NH 03105

1.5 Contractor Phone Number	1.6 Account Number	1.7 Completion Date	1.8 Price Limitation
(603) 518-4000	05-095-042-421010-29680000-102-5000734-40130215 05-095-042-421010-29730000-102-500734-40130007 05-095-042-421010-29660000-102-500734-40130302 05-095-045-450010-61460000-502-500891-45030206 05-095-090-902010-51900000-102-500731-90004009	June 30, 2016	$292,614

1.9 Contracting Officer for State Agency Eric D. Borrin	**1.10 State Agency Telephone Number** 603-271-9558
1.11 Contractor Signature	**1.12 Name and Title of Contractor Signatory** Borja Alvarez de Toledo President & CEO

1.13 Acknowledgement: State of NH, County of Hillsborough

On May 12th, 2014, 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 Nicole Walker	
1.13.2 Name and Title of Notary or Justice of the Peace Nicole Walker	
1.14 State Agency Signature	**1.15 Name and Title of State Agency Signatory** Mary Ann Carey Associate Commissioner

NICOLE WALKER NOTARY PUBLIC STATE OF NEW HAMPSHIRE

1.16 Approval by the N.H. Department of Administration, Division of Personnel *(if applicable)*	
By:	Director, On:
1.17 Approval by the Attorney General (Form, Substance and Execution)	
By:	On: 6-3-14
1.18 Approval by the Governor and Executive Council	
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, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("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. 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 consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written 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

Contractor Initials: BAS
Date: 5/12/14

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 $250,000 per claim and $2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance 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 fifteen (15) 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 endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) 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.

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: BAS
Date: 5/19/14

Scope of Services

1. Scope of Services

The Contractor will provide Comprehensive Family Support Services, through a variety of methods including home visiting, to assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. The Contractor will perform duties, which include but are not limited to:

1.1 Providing the following services for the Division for Children, Youth and Families' Concord District Office Catchment Area, at minimum, during the business hours of 8:00 a.m.-5:00 p.m., five (5) days per week:

1.1.1 Age appropriate health education, as well as safety and injury prevention information according to the American Academy of Pediatrics' "Bright Futures – Guidelines for Health Supervision of Infants, Children and Adolescents", Third Edition or most recent edition; the Contractor will:

1.1.1.1 Use "Bright Futures – Guidelines for Health Supervision of Infants, Children and Adolescents" for health education, safety and injury prevention priorities;

1.1.1.2 Use Healthy Homes "One Touch" environmental health assessment tool to access the living environment of each client.

1.1.2 Assistance with enrollment in Medicaid; the Contractor will:

1.1.2.1 Help clients apply for Medicaid online through NH Easy;

1.1.2.2 Help clients complete application forms during home visits;

1.1.2.3 Help clients navigate through affordable care act health insurance "marketplace" and through the application process.

1.1.3 Child care resource and referral in partnership with the local Child Care Aware NH agency; the Contractor will:

1.1.3.1 Help families identify and access quality preventive child care;

1.1.3.2 Work with families to arrange quality child care or improve their child care situation;

1.1.3.3 Remain a member of Concord Connections (a collaborative family resource center, which offers child care services while parents attend educational programs or groups);

1.1.3.4 Maximize the ability to find appropriate child care placement with little notice by maintaining direct relationships with the following:

1.1.3.4.1 Easter Seals;

1.1.3.4.2 The Boys and Girls Club; and

1.1.3.4.3 Belknap-Merrimack County Head Start

1.1.4 Developmental and social-emotional screening using ASQ & ASQ-SE Questionnaire through the Watch Me Grow Program ; the Contractor will:

1.1.4.1 Provide developmental screenings as prescribed by the Watch Me Grow from 2 months of age through 60 months using ASQ during home visits;

1.1.4.2 Provide ASQ-SE for children that need to be more closely evaluation in the social and emotional areas. This may include children:

1.1.4.2.1 Who have experienced trauma or
1.1.4.2.2 Who routinely observe fighting parents.
1.1.4.3 Link families with Early Supports and Services through Community Bridges when the screening reveals a significant deficiency or a probable developmental delay;
1.1.4.4 Refer children and their families to Child Find within the school system.
1.1.5 Domestic violence prevention and intervention services; the Contractor will:
1.1.5.1 Use the Relationship Assessment Tool with clients in relationships to assess the health of the relationship and identify concerns;
1.1.5.2 Provide educational supports that are aimed to prevent domestic violence;
1.1.5.3 Provide intervention and crisis services in partnership with the "NH Coalition Against Domestic and Sexual Violence" when a violence situation is revealed.
1.1.6 Family centered early childhood programs; the Contractor will:
1.1.6.1 Work in partnership with Concord Connections which continually assess community needs and develops an array of local, family-centered and culturally diverse services/activities at several locations within the partnership. These services/activities include:
1.1.6.1.1 Babies and Parents Group;
1.1.6.1.2 Parenting the Second Time Around;
1.1.6.1.3 Circle of parents support group;
1.1.6.1.4 Parenting support group at Shea Farm, half- way house for women.
1.1.6.2 Refer clients to external programs such as Concord Hospital's post-partum support group or work with Concord Connections members to create new opportunities if there is sufficient interest and ability to meet the need.
1.1.7 Child development education; the Contractor will:
1.1.7.1 Provide "Period of PURPLE Crying" education, inform parents of the dangers of shaking infants and discuss ways to sooth a baby on the first home visit after the birth of a baby;
1.1.7.2 During home visits, address parent's concerns, maintain a development history, make informed observations of the child, identify the presence of risk and protective factors, periodically use screening tests, and document findings.
1.1.7.3 Educate parents about motor, cognitive and social-emotional skills and discuss common milestones using Parents at Teachers:
1.1.7.4 Provide families child development education and support groups through Concord Connections;
1.1.7.5 Use Bright Futures Guidelines and ASQ&ASQ-SE screenings;
1.1.7.6 Refer to Early Supports and Services when appropriate.
1.1.8 Family Centered Early Supports and Services Program; the Contractor will:

Contractor Initials: GAS
Date: 5/19/14

1.1.8.1 Link families with Family Centered Early Support Services Provider, Community Bridges, and other resources as needed.

1.1.9 Assistance with enrollment of child in Medical Home (Primary Care Provider); the Contractor will:

1.1.9.1 Promote and Encourage good health for all family members;

1.1.9.2 Work with clients to obtain appropriate releases to enhance care coordination;

1.1.9.3 Help clients establish a Medical Home;

1.1.9.4 During home visits, the Contractor will:

1.1.9.4.1 Discuss the appropriate use of the physician's office and the emergency room, stressing that the emergency room is not the place to address routine medical concerns and discomfort;

1.1.9.4.2 Encourage and role model the importance of regular communication between the home and medical community;

1.1.9.4.3 Provide education regarding child development and safety, health and wellness issues and help clients understand information they are receiving from medical providers;

1.1.9.4.4 Provide teaching and information around pertinent health concerns such as head lice, beg bugs and immunizations;

1.1.9.4.5 Encourage and assist with the collection of medical documents and reports;

1.1.9.4.6 Use the Bright Futures Guidelines to inform home visits and support healthy child development.

1.1.10 Family mentoring and advocacy programs; the Contractor will:

1.1.10.1 Offer Role modeling and Mentoring around parenting techniques;

1.1.10.2 Refer clients to participate in the Circle of Parents support group;

1.1.10.3 Involve families in leadership roles whenever possible;

1.1.10.4 Work closely with NH Children's Trust to promote and link client with advocacy projects.

1.1.11 Home visiting services in accordance with Home Visiting NH 2012;

1.1.12 Independent Living skills training; the Contractor will:

1.1.12.1 Maintain cooperative relationships with NH Employment Program staff in order to facilitate employment related supports and services;

1.1.12.2 Refer homeless pregnant youth ages 18-22 to the CFS Transitional Living Program;

1.1.12.3 Help families enhance their Family Service (goal) Plans which may include life skills, independent living skills and life planning goal and objectives.

1.1.13 Life course planning; the Contractor will:

1.1.13.1 Provide supports that reduce risks and increase protective factors that can change the health trajectory of the adults and children served.

1.1.14 Life skills training; the Contractor will:

Contractor Initials: BS
Date: 5/12/14

1.1.14.1 Work with parents to discuss their educational and work history and career path.

1.1.15 Literacy education and support; the Contractor will:

1.1.15.1 Recommend that parents start reading to the fetus in utero;

1.1.15.2 Help parents understand the importance of reading to their children;

1.1.15.3 Use the "Born to Learn" curriculum from Parents As Teachers curriculum;

1.1.15.4 Work with parents to address their educational goals which could include:

1.1.15.4.1 Looking at picture books together;

1.1.15.4.2 Using audio-books to guide parent and child through a book;

1.1.15.4.3 Participating in parent groups and story time opportunities to listen to others;

1.1.16 Medical and health education including adherence of child to the American Academy of Pediatrics' "Recommendations for Preventive Pediatric Health Care" schedule; the Contractor will:

1.1.16.1 Use Bright Futures Guidelines to provide medical and health educations;

1.1.16.2 Follow Bright futures and the APA medical and health education preventive care visit schedule.

1.1.17 Mental health services; the Contractor will:

1.1.17.1 Ensure that all pregnant women enrolled in the program:

1.1.17.1.1 have a Prime MD depression screening during pregnancy as a baseline;

1.1.17.1.2 Receive the Edinburg Postnatal Screen at two (2) weeks post-partum and again six (6) to eight (8) weeks post-partum.

1.1.17.2 Families enrolled in the program are given a short depression screen called the Patient Health Questionairre-9 (PHQ-9).

1.1.17.3 Link clients/families to appropriate services including:

1.1.17.3.1 Family Counseling program for office-based therapy;

1.1.17.3.2 Concord Hospital's post-partum support group;

1.1.17.3.3 Riverbend if medication and home-based therapy are needed.

1.1.18 Oral health services; the Contractor will:

1.1.18.1 Discuss the importance of oral health with clients during pregnancy;

1.1.18.2 Provide dental education; such as:

1.1.18.2.1 Proper cleaning of gums and mouths of babies(do's and don'ts);

1.1.18.2.2 Bottle rot and other hazards.

1.1.18.3 Assist in finding appropriate dental care;

1.1.18.4 Use the Oral Health Risk Assessment tool in order to follow the Bright Future guidelines on oral health risk assessment being performed for children 6 and 9 months of age until a dental home is established.

1.1.19 Other health and social services (such as: family planning, fuel assistance, transportation etc.); the Contractor will:

1.1.19.1 Help clients access a plethora of services to address their needs such as:

1.1.19.1.1 Family Planning;

1.1.19.1.2 Basic needs through City Welfare and Community Action Partners for energy programs, fuel assistance, nutrition, and utility assistance;

1.1.19.1.3 Financial needs through debt management services and foreclosure counseling;

1.1.19.1.4 Transportation needs through Medicaid providers and free bus passes;

1.1.19.1.5 NH Housing needs through Section 8, subsidized housing, CATCH housing, Families in Transitions and The Friends Shelter.

1.1.20 Parent education and support; the Contractor will:

1.1.20.1 Provide significant education and support to parent through Parents As Teachers and the home visiting aspect of the program;

1.1.20.2 Link parents with the programming of Concord Connections;

1.1.20.3 Offer parenting support group to female inmates at Shea Farm through a partnership with the NH Department of Corrections;

1.1.20.4 Link parents with other providers, such as hospital or health center groups.

1.1.21 Parents As Teachers home visiting curriculum;

1.1.22 Smoking cessation assistance; the Contractor will:

1.1.22.1 Work with clients regarding the hazards of smoking and secondhand smoke as part of their health assessment and education:

1.1.22.2 Work to motivate smokers to quit, when ready to quit;

1.1.22.3 Refer smokers to QuitWorks NH.

1.1.23 Substance abuse services; the Contractor will:

1.1.23.1 Use TWEAK screening for all pregnant women;

1.1.23.2 Conduct brief interventions for those who test positive;

1.1.23.3 Refer clients that need further assessment/intervention to:

1.1.23.3.1 Families in Transition;

1.1.23.3.2 The Farnum Center's Webster Place;

1.1.23.3.3 Child and Family Service Adolescent Substance Abuse Treatment (only for clients through age 24.)

1.1.24 Trauma informed services; the Contractor will:

1.1.24.1 Ensure staff members are trained in trauma informed care;

1.1.24.2 Use the trauma-informed approach for the entirety of care;

1.1.24.3 Refer client who are in need of therapeutic service to Child and Family Services Family Counseling program for office-based treatment.

1.1.25 WIC program services. The Contractor will:

1.1.25.1 Encourage pregnant women to apply prenatally;

1.1.25.2 Take clients to WIC appointments when necessary.

1.2 Coordinating outreach to the communities and families regarding the availability of the program and services. The Contractor will:

1.2.1 Actively outreach with partner agencies through relationships and participation in collaborative efforts;

1.2.2 Distribute collateral materials including CFSS and agency brochures, CFS "All in the Family" newsletters, and Concord Connection flyers;

1.2.3 Include parenting and family resource center information on the CFS website (www.cfsnh.org) under "Good Parent U";

1.2.4 Provide information sessions and presentations with community agencies and their representatives; and

1.2.5 Use media coverage.

1.3 Offering home visitation and other services at times that allow for the utmost amount of family member/caregiver participation. The Contractor will:

1.3.1 Offer home visits at all times of the morning, afternoon and evening;

1.3.2 Offer weekend appointment when a family is unable to meet during the week;

1.3.3 Increase efforts for father involvement;

1.3.4 Encourage clients to involve family member and caregivers in home visiting assessments even if they do not live with the client.

1.4 Establishing and maintaining contact with local community groups and organizations that promote effective supports and services that result in safety, permanency and well-being of children and their families. The Contractor will:

1.4.1 Actively participate in community-based meetings;

1.4.2 Collaborate through phone calls and meetings to coordinate services;

1.4.3 Communicate with health care and other providers with appropriate client releases for sharing of nurse and medical notes,

1.4.4 Actively engage in partnerships, which include:

1.4.4.1 Maintaining relationships with child care providers and resource and referral organizations;

1.4.4.2 Significant relationship with Concord schools;

1.4.4.3 Participate in Infant Mental Health Regional Team, NH Association for Infant Mental Health for client-specific coordination and to remain informed about emergency issues;

1.4.4.4 Work closely with and provide domestic violence referrals to NH Coalition Against Domestic and Sexual Abuse;

1.4.4.5 Engage in Concord Connections Collaborative partnership and planning with Riverbend, The Children's Place, UNH Cooperative Extension and the Concord School District;

1.4.4.6 Work with NH Children's Trust around training, technical assistance and client advocacy and recognition;

1.4.4.7 Engage with NH Employment Program and staff around client supports and attend wraparound meetings;

1.4.4.8 Link clients with coordinate services with client residing in CFS Transitional Living Program;

1.4.4.9 Keep informed about health care system, maintaining relationships with medical community, coordinate to establish and maintain medical homes for clients, coordinate with and refer clients to WIC, NH Medicaid, mental health providers and substance abuse providers;

1.4.4.10 Maintain and expand upon our relationships with referring clients for basic needs, financial supports, transportation and other supports;

1.4.4.11 Maintain relationships with funders including the NH DHHS, Granite United Way, Healthy Beginnings Foundation, and non-profit resources including NH Center for Nonprofits;

1.4.4.12 Maintain relationships with businesses in the private sector to leverage client support;

1.4.4.13 Partnership with NH Minority Health Coalition for agency's cultural sensitivity review.

1.5 Identifying additional resources and funding opportunities and reporting the results to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program. The Contractor will:

1.5.1 Help identify charitable resources

1.5.2 Raise funds through:

1.5.2.1 Private philanthropy

1.5.2.2 Securing charitable grants from foundation and corporations.

1.6 Ensuring service delivery is flexible and support services are provided to families across a continuum of the three (3) preventive stages:

1.6.1 Prevention: is provided through the Concord Connections Collaborative with activities that are directed toward the general public;

1.6.2 Early Intervention: is provided primarily through Family Support Worker through home visiting services and also through community partnerships;

1.6.3 Crisis: is provided to highly vulnerable families who are at imminent risk for having a child place in out of home care or are at a crisis point that requires immediate attention to provide a safe environment. Services may include:

1.6.3.1 Immediate and/or assisted referrals to medical, behavioral health or other support services such as the NH Coalition Against Domestic and Sexual Violence.

1.7 Facilitating identification and evaluation of programs/services, using the North Carolina Family Assessment Scale General and ASQ & ASQ-SE for families experiencing conditions that include, but are not limited to:

1.7.1 Current founded or unfounded child protective services report;

1.7.2 Previous founded child protective services report;

1.7.3 Closed DCYF case;

1.7.4 Child's low birth weight and neuro developmental delays;

1.7.5 History of, or current, parental or caregiver substance abuse;

1.7.6 Low socioeconomic status of the family (defined as <300% percent of the Federal Poverty Level);

Contractor Initials: BAC
Date: 5/12/14

1.7.7 Problematic marital relationship;
1.7.8 Family history, including history of domestic violence;
1.7.9 Child's insecure attachment in early years;
1.7.10 Pregnancy;
1.7.11 Recent birth of a child (within 6-12 months);
1.7.12 Expected birth of an additional child (within 6 months);
1.7.13 Birth of a child or expected birth of a child with special health care needs;
1.7.14 More than 1 child under the age of 3 years;
1.7.15 Families, teen parent, or single parent experiencing multiple stressors;
1.7.16 Physical or social isolation;
1.7.17 Home conditions present a health and safety risk to family members;
1.7.18 Chronic health problems, which interfere with care giving; and
1.7.19 Child or family with chronic health, behavioral or developmental issues that impact on parenting;
1.7.20 ASQ & ASQ-SE results that indicate possible delay;
1.7.21 Families impacted by traumatic events;
1.7.22 Receiving TANF cash assistance or any of the Medicaid options;
1.7.23 Any other factors that may contribute to unhealthy social and emotional outcomes.

1.8 Authorizing and managing the preventive child care award in accordance with Exhibit A-1, in an amount not to exceed the yearly-authorized amount for preventive child care dollars in paragraph 1 of Exhibit A-1.

1.9 Evaluating the progress of both parents/caregivers (if applicable) as well as the performance of the programs and services provided. The Contractor will:

1.9.1 Have the Program Director and staff evaluate the program during monthly team meetings;
1.9.2 Have the Operations Team, QI Committee and Board of Trustees evaluate the program to examine program procedures, outputs, client outcomes and establish annual outcome and output targets;
1.9.3 Survey clients when services end and during two (2) survey months annually.

1.10 Maintaining a family service record on each family in compliance with all Health Insurance Portability and Accountability Act (HIPPA) Privacy Rules. The family service record will include but not be limited to:

1.10.1 Referral information;
1.10.2 Release of information form;
1.10.3 Family assessment;
1.10.4 Child/Family services plan;
1.10.5 Case contact log;
1.10.6 Identification of primary care physician (PCP);
1.10.7 Linkages with prenatal/primary care and visit schedule as outlined in American Academy Pediatrics "Recommendations for Preventive Pediatric Health Care" schedule;

1.10.8 Progress notes;
1.10.9 Child care utilization and billing information; and
1.10.10 Case closure report.

1.11 Completing criminal background and central registry checks on all staff, sub-contractors, and volunteers working on this contract, who come in contact with children.

1.12 Ensuring all staff, sub-contractors, and volunteers, at minimum, possess:

1.12.1 An understanding of the principles of family support;
1.12.2 Skills to address the ethnic and cultural needs, resources and assets of their community;
1.12.3 Experience working with community groups;
1.12.4 Empathy for parents and families, and an understanding of family stressors;
1.12.5 A working knowledge of the array of services in the community;
1.12.6 Experience working directly with families;
1.12.7 Experience in the area of child welfare services;
1.12.8 Experience in the area of maternal and child health,
1.12.9 Experience in working in coordination with a multidisciplinary team, including but not limited to Registered Nurses, Advance Practice Registered Nurses, licensed clinical social workers, and/or other licensed health professionals.
1.12.10 Good organizational skills;
1.12.11 Good problem solving skills;
1.12.12 Clear and effective oral and written communication skills;
1.12.13 A valid driver's license and reliable automobile transportation;
1.12.14 The ability to work hours that are flexible and convenient for families; and
1.12.15 An understanding of how to access the range of services in the delivery system.

1.13 Ensuring all allied health professionals have the appropriate New Hampshire licenses whether directly employed, contracted or subcontracted.

1.14 Providing consultation services from a clinician or prescribing practitioner who is licensed, by the New Hampshire Board of Psychological Examiners, as a health care professional.

1.15 Submitting a Communication and Marketing Plan that ensures and describes involvement with DCYF District Office staff to promote Comprehensive Family Support Services.

1.15.1 Work collaboratively with the District Office in your catchment area and make the request to attend no fewer than two DO staff meetings a year, preferably quarterly.

1.16 Ensuring that staff attend meetings and trainings as required by the Division of Public Health Services, Maternal and Child Health Section, including but not limited to:

1.16.1 MCH Agency Directors' Meetings
1.16.2 MCH Coordinators Meetings

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1.17 Ensuring that programs are staffed by a Program Director and an appropriate number of Home Visitors and/or paraprofessional home visitors, in accordance with "Parents As Teachers Guidance for determining caseload size for your affiliate", that are necessary to implement the program. The Contractor will ensure staff qualifications, as listed below:

1.17.1 The Program Director will:

1.17.1.1 Work a minimum of .5 FTE;

1.17.1.2 Supervise each Professional Home Visitors preferably on a weekly (at minimum bi-weekly) basis; and

1.17.1.3 Possess either:

1.17.1.3.1 A Master's degree in social work, counseling, nursing, public health or a related field, and two years of experience working with families and children in a social service, home health or other early childhood program setting; or

1.17.1.3.2 A Bachelor's degree in social work, counseling, nursing, public health or a related field, and five years of experience working with families and children in a social service, home health or other early childhood program setting, some of which must have been in a supervisory capacity.

1.17.2 Professional Home Visitors will:

1.17.2.1 Have knowledge of the eligibility requirements for Medicaid reimbursement;

1.17.2.2 Have access to clinical case consultation;

1.17.2.3 Have a minimum of two (2) years of supervised experience working with families; and

1.17.2.4 Possess a Bachelor's Degree in one of the following disciplines:

1.17.2.4.1 Social work

1.17.2.4.2 Counseling

1.17.2.4.3 Early childhood education

1.17.2.4.4 Nursing or a related field.

1.17.3 Paraprofessional home visitors shall have at minimum:

1.17.3.1 A high school diploma or general equivalency diploma; and

1.17.3.2 Two years' experience working with families in an early childhood program or health care support capacity.

1.18 Ensuring that one home visitor and supervisor have and/or maintain Parents as Teachers "approved user" status, unless a waiver has been obtained from the Division for Children, Youth and Families.

1.19 Designating a liaison for all programmatic correspondence between the Department and the agency for matters including but not limited to:

1.19.1 Program announcements;

1.19.2 Clinical updates;

1.19.3 Reporting changes, errors and requests.

Contractor Initials: [illegible]
Date: 5/12/14

1.20 Notifying the Division for Children, Youth and Families (DCYF) in writing when hiring a new administrator or any staff person essential to carrying out this scope of services to work in the program. Notification must be provided to DCYF within 30 days of the hire date and will include:

1.20.1 A resume of the employee;
1.20.2 Date of hire; and
1.20.3 Job description for the position.

1.21 Requesting a waiver of the applicable staffing requirements before an agency hires new program personnel that do not meet the required staff qualifications. Waiver requests must be sent to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program and include:

1.21.1 Reason for request;
1.21.2 Name and job description of the position; and
1.21.3 Proposed qualifications for the position.

1.22 Notifying the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program in writing of the need for a budget revision if any critical position is vacant for more than one month or if at any time funded under this contract does not have adequate staffing to perform all required services for more than one month.

1.23 Reporting all cases of communicable diseases according to New Hampshire RSA 141-C and He-P 301, adopted June 03, 2008.

1.24 Coordinating and participating in public health activities as requested by the Division of Public Health Services during any disease outbreak and/or emergency, natural or man-made affecting the public's health.

1.25 Ensuring that all staff complies with the reporting requirements of New Hampshire RSA 169: C, Child Protection Act; RSA 161:F46, Protective Services to Adults; RSA 631:6, Assault and Related Offenses; and RSA 130: A, Lead Paint Poisoning and Control.

1.26 Promoting immunizations in accordance with RSA 141-C and the Immunization Rules promulgated there under.

1.27 Ensuring that services meet the requirements of Sec. 401 (a) (3) of the 42 USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF. One of the purposes of this requirement is to increase State flexibility to "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies" to the State/Federal regulation.

1.28 Complying with the confidentiality provisions of RSA 170-G: 8-a. All information regarding the Division's clients, client families, foster families, and other involved individuals that the Contractor may learn is strictly confidential and shall not be

Contractor Initials: TAS
Date: 5/17/14

discussed with anyone except the Division's personnel in the performance of contracted services.

1.29 Maintaining the confidentiality of all clients and using client information only for the purpose of program administration, evaluation and quality improvement.

1.30 Ensuring that all staff understands that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.

1.31 Ensuring that all staff adheres to the Division of Family Assistance confidentiality policy in the General Manual and sign a statement saying that they agree to uphold the confidentiality standards. Failure to maintain confidentiality shall result in disciplinary actions.

1.32 Reporting personally identifiable health data to DHHS as requested, for all clients served under this contract for purposes of program evaluation and/or continuous quality improvement. Contractors are responsible for obtaining any authorizations for release of information from the clients that is necessary to comply with federal and state laws and regulations.

1.32.1 All forms developed for authorization for release of information must be approved by the Division for Children, Youth and Families prior to their use.

1.33 Informing the Division for Children, Youth and Families prior to initiating any research relating to this contract that uses clients as subjects and adhering to the legal requirements governing human subjects' research, if considering clinical or sociological research using clients as subjects.

1.34 Complying with all of the provisions of the Home Visiting NH 2012 and Watch Me Grow.

1.35 Using the MCH portion of these funds to provide or arrange for preventative health care for children in the service delivery area, in the event that the Community Health Center in the Contractor's service delivery area is defunded.

1.36 Providing culturally and linguistically appropriate services as well as providing clients of limited English Proficiency with interpretation services to ensure equal access to quality health services in compliance with Title VI, language efficiency and Proficiency citation 45 CFR 80.3 (b) (2).

1.37 Complying with all of the requirements of the Health Insurance Portability and Accountability Act (HIPPA) Privacy Rules, Public Law 104-191.

1.38 Agreeing that the Department of Health and Human Services and/or its funders will retain COPYRIGHT ownership for any and all original materials produced with the Department of Health and Human Services' contract funding, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports.

1.39 Agreeing that all media (written, video, audio, and electronic etc.) produced, reproduced or purchased under the contract shall have prior approval from the Department before publication, production, distribution, or use.

1.40 Crediting the New Hampshire Department of Health and Human Services on all materials produced under this contract.

2. Reporting Requirements

2.1 The Contractor shall submit monthly reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program by the last day of the month, which will include, but not be limited to:

2.1.1 Statistical reports that must detail:

2.1.1.1 Number of families enrolled at the beginning and end of the month;
2.1.1.2 Number of referrals;
2.1.1.3 Number of families receiving TANF,
2.1.1.4 Early and Periodic Screening and Diagnosis services,
2.1.1.5 Number of terminations;
2.1.1.6 Total number of units of services delivered, (Unit = 15 minutes)
2.1.1.7 Number of childcare cases and utilization data;
2.1.1.8 Year-To-Date unduplicated childcare count;
2.1.1.9 Narrative regarding impact of the services provided for families; and
2.1.1.10 Community impact of the services provided;
2.1.1.11 Family income, composed of earned income and child support receipts;
2.1.1.12 Number of families employed or in training;
2.1.1.13 Number of families reporting housing destabilization;
2.1.1.14 Number of expectant women and children receiving WIC services.

2.1.2 A narrative summary of the family services records.

2.2 The Contractor shall submit quarterly reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program no later than the 15th day of the month following the reporting period of each contract year, with the first report due on October 15, 2014. Quarterly reports shall include, but not be limited to:

2.2.1 A report highlighting the program activities for each quarter, which includes;
2.2.2 Describing the progress in achieving the stated outcomes;
2.2.3 Feedback from families, as to the effectiveness and satisfaction of the contracted services.
2.2.4 Submitting a Work Plan Outcome Report with S.M.A.R.T. Goals that are Specific, Measurable Attainable Realistic and Timely, and that, at minimum, includes:

2.2.4.1 Input/resources;
2.2.4.2 Activities/action plan;
2.2.4.3 Performance measures for outcomes;
2.2.4.4 Evaluation activities; and
2.2.4.5 Brief narrative describing strategies for Quality Improvement.

2.3 The Contractor shall submit Annual reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program by July 31st of

each contract year, with the first report due on July 31, 2015. Annual reports shall include, but not be limited to:

2.3.1 Information regarding accomplishments and activities for the program;
2.3.2 Recommendations for service development and outcomes;
2.3.3 Systemic barriers; and
2.3.4 Family satisfaction survey results.

3. Requirements of Delivery of Services

3.1 In addition to the reporting requirements set forth in Section 2 Reporting Requirements, the Contract will:

3.1.1 Achieve a minimum 80% favorable rating on parent/family satisfaction surveys conducted annually;
3.1.2 Achieve each target set in the approved Work Plan.

New H. pshire Department of Health and Hum. Services
Comprehensive Family Support Services
Exhibit A-1

Vendor: Child and Family Services of New Hampshire – (Concord Services Area)

PREVENTIVE CHILD CARE AUTHORIZATION AND BILLING INSTRUCTIONS, SFY16

1. The Contractor's maximum yearly-authorized amount for preventive child care dollars is $71,404. Preventive child care shall not be authorized in excess of the standard rate. (see page 2 of this Exhibit).

   1.1 Out of this maximum yearly amount, for those families that the Contractor determines should receive preventive child care, the Contractor shall authorize no more than twelve weeks of child care services at a time.

   1.2 The Contractor shall maintain utilization data that includes the family's name and authorized amounts; this information shall accompany the Contractor's billing invoice submitted to DCYF on a monthly basis.

2. To access the preventive child care service, the Contractor shall identify an appropriate provider.

   2.1 The Contractor shall contact the designated DCYF preventive child care Provider Relations Specialist to authorize the family's enrollment into this service and provide the Specialist with the required family and provider contact information necessary to complete the authorization process through NH Bridges, by utilizing form 2096 (See Exhibit A-2).

   2.2 The Provider Relations Specialist shall complete the authorization process to generate child care billing forms that will automatically be sent to the designated provider on a weekly basis.

   2.3 If the Contractor identifies a new child care provider that is willing to be certified by DCYF to provide preventive child care, the Contractor shall contact the Provider Relations Specialist and provide the name and address of the provider. Preventive child care services cannot be authorized until the provider has been certified by DCYF.

3. If the Contractor determines that child care services are required beyond the initial twelve-week authorization, the Contractor shall follow steps 2.1 and 2.2 above.

4. If the Contractor determines that authorized child care is no longer needed or appropriate, the Contractor shall contact the Provider Relations Specialist to request that this service be terminated for the applicable family.

5. The Contractor shall routinely track the amount of child care that it authorizes through DCYF. Upon reaching the yearly allotment, the Contractor shall notify DCYF in writing (e-mail is acceptable), to ensure that no further authorizations are processed.

6. DCYF shall monitor preventive child care usage based on the utilization data provided by the Contractor. Should monitoring reveal that authorized child care services are not being utilized (the child care provider does not submit invoices for payments); DCYF shall notify the Contractor to determine whether the authorization should remain active in the NH Bridges system.

   6.1 The Contractor shall contact the family and child care provider to determine the status of child care usage and notify them of the decision whether to continue or rescind authorization for child care resources not yet utilized.

7. If within the contract year, DCYF monitoring indicates that the Contractor's maximum yearly-authorized amount for preventive child care has been reached or is about to be reached, DCYF will alert the Contractor.

Contractor's Initials BAS
Date 5/12/14

CHILD CARE SCHOLARSHIP PROGRAM MAXIMUM WEEKLY STANDARD RATES EFFECTIVE JULY 1, 2013

Licensed Child Care Center

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$201.75
Full Time	18-35	$191.00
Full Time	36-78	$170.00
Full Time	79-155	$135.96
Half Time	1-17	$156.24
Half Time	18-35	$147.84
Half Time	36-78	$131.52
Half Time	79-155	$85.00
Part Time	1-17	$78.12
Part Time	18-35	$73.92
Part Time	36-78	$65.76
Part Time	79-155	$42.49

Licensed Family Home

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$155.00
Full Time	18-35	$152.50
Full Time	36-78	$147.50
Full Time	79-155	$65.18
Half Time	1-17	$120.00
Half Time	18-35	$118.08
Half Time	36-78	$114.24
Half Time	79-155	$50.00
Part Time	1-17	$60.00
Part Time	18-35	$59.04
Part Time	36-78	$57.12
Part Time	79-155	$25.00

License-Exempt Center

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	
Full Time	18-35	
Full Time	36-71	
Full Time	72-78	$85.00
Full Time	79-155	$67.98
Half Time	1-17	
Half Time	18-35	
Half Time	36-71	
Half Time	72-78	$65.76
Half Time	79-155	$42.50
Part Time	1-17	
Part Time	18-35	
Part Time	36-71	
Part Time	72-78	$32.88
Part Time	79-155	$21.24

License Exempt Family Home

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$108.50
Full Time	18-35	$106.75
Full Time	36-78	$103.25
Full Time	79-155	$45.63
Half Time	1-17	$84.00
Half Time	18-35	$82.66
Half Time	36-78	$79.97
Half Time	79-155	$35.00
Part Time	1-17	$42.00
Part Time	18-35	$41.33
Part Time	36-78	$39.98
Part Time	79-155	$17.50

Full Time Level = 31 or more hours per week
Half Time Level = 16 to 30 hours per week
Part Time Level = 1 to 15 hours per week

Providers caring for children with disabilities can be reimbursed an additional amount per week.
Full time = $50.00 per week, Half time = $30.00 per week, and Part time = $15.00 per week. Call (603) 271-7313 for information regarding Form 2628, Verification for a Child with a Disability.

Contractor's Initials BJS
Date 5/27/14

EXHIBIT A-2

STATE OF NEW HAMPSHIRE
Department of Health and Human Services
Division for Children, Youth and Families

Form 2096
May 2009

REFERRAL FOR PREVENTIVE CHILD CARE SERVICES

Date: _____

CHILD/FAMILY INFORMATION

Name of Child: _____ _____ _____
LAST FIRST MI

Date of Birth _____ Social Security # _____

Name of Parent _____

Street Address: _____

Town or City _____ State _____ Zip Code _____

CHILD CARE INFORMATION

Name of Child Care Provider _____

Street Address _____

Town or City _____ State _____ Zip Code _____

RESOURCE ID NUMBER _____

Start Date of Child Care Services _____

Projected End Date of Child Care Services _____ (No longer that 12 weeks)

Number of hours of child care approved by the Comprehensive Family Support Agency as identified in the Family Service Plan.

☐ **Full Time** (31 or more hrs) ☐ **Half Time** (16-30 hrs/week) ☐ **Part Time** (1-15 hrs/week)

FAMILY RESOURCE AND SUPPORT AGENCY INFORMATION

Name of Family Resource and Support Agency _____

Address _____

Em ail Address _____

FRS Worker _____ Telephone Number _____

PD 09-15

Contractor Initials RAT
5/12/10

Method and Conditions Precedent to Payment

1. Subject to the availability of Federal funds, and in consideration for the Contractor's compliance with the terms and conditions of this agreement, and for the services provided by the Contractor pursuant to Exhibit A, Scope of Services, and expenses incurred, the Department shall pay the Contractor an amount not to exceed, Form P-37, block 1.8, Price Limitation.

   1.1. This contract is funded with funds from the following Catalog of Federal Domestic Assistance (CFDA) #'s, for the provision of services pursuant to Exhibit A, Scope of Services.
   - # 93.667, Federal Agency Department of Health and Human Services, Administration for Children and Families, Social Services Block Grant;
   - # 93.645, Federal Agency Department of Health and Human Services, Administration for Children and Families, Stephanie Tubbs Jones Child Welfare Services Program;
   - # 93.556, Federal Agency Department of Health and Human Services, Administration for Children and Families; Promoting Safe and Stable Families;
   - # 93.558, Federal Agency Department of Health and Human Services, Administration for Children and Families, Temporary Assistance for Needy Families; and
   - # 93.994, Federal Agency Department of Health and Human Services, Administration for Children and Families, Maternal and Child Health Services Block Grant to the States,

   1.2. The contractor agrees to provide the services in Exhibit A, Scope of Services in compliance with funding requirements.

2. Payment for said services shall be made monthly, but not less than quarterly:

   2.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this agreement. The invoice, provided by the Department, must be completed, signed, and returned to the Department in order to initiate payment. In lieu of hard copies, invoices may be assigned an electronic signature and emailed. Hard copies shall be mailed to:

Fiscal Administrator
Division for Children, Youth and Families
Department of Health and Human Services
129 Pleasant Street
Concord, NH 03301

Email: dbclark@dhhs.state.nh.us

   2.2 Expenditures shall be in accordance with the approved line item budget shown in exhibit B-1 and Exhibit B-2.

   2.3 Payments may be withheld pending receipt of required reports, plans, and updates as defined in Exhibit A.

Contractor Initials BM
Date 5/12/14

Exhibit B-1

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

Family Services - Concord

(name of RFP)

014 - June 30, 2015

$0,743.38	$ -	$ $0,743.38	$0.00	$0.00	$ -	$ $0,743.38	$ -	$ $0,743.38
18,777.27	$ -	$ 18,777.27	$ -	$ -	$ -	$ 18,777.27	$ -	$ 18,777.27
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
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-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
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-	$ 500.00	$ 500.00		$ 500.00	$ 500.00	$ -	$ -	$ -
13,786.35	$ -	$ 13,786.35	$ -	$ -	$ -	$ 13,786.35	$ -	$ 13,786.35
19,000.00	$ 2,000.00	$ 21,000.00	$ -	$ 2,000.00	$ 2,000.00	$ 19,000.00	$ -	$ 19,000.00
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2,000.00	$ 500.00	$ 2,500.00	$ -	$ 500.00	$ 500.00	$ 2,000.00	$ -	$ 2,000.00
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ -	$ -
-	$ 2,300.00	$ 2,300.00	$ -	$ 2,300.00	$ 2,300.00	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
2,185.00	$ -	$ 2,185.00	$ 2,185.00	$ -	$ 2,185.00		$ -	$ -
-	$ -	$ -	$ -		$ -	$ -	$ -	$ -
-	$ -	$ -		$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
148,492.00	$ 6,300.00	$ 154,792.00	$ 2,185.00	$ 6,300.00	$ 8,485.00	$ 148,307.00	$ -	$ 148,307.00
	4.2%							

Contractor's Initials BAT

Date 5/12/14

2.4 A final payment request shall be submitted no later than sixty days after the contact ends.

2.5 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; and

2.6 When the contract price limitation is reached, the program shall continue to operate at full capacity at no charge to the State of New Hampshire for the duration of the contract period.

2.7 Notwithstanding paragraph 18 of the P-37, an amendment limited to the adjustment of the amounts between budget line items and/or State Fiscal Years, related items, and amendments of related budget exhibits, can be made by written agreement of both parties and do not require additional approval of the Governor and Executive Council.

Contractor Initials BAN
Date 5/12/14

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

Family Services - Concord

(Name of RFP)

015 - June 30, 2016

90,570.22	$ -	$ 90,570.22	$0.00	$0.00	$ -	$90,570.22	$ -	$ 90,570.22
19,302.64	$ -	$ 19,302.64	$ -	$ -	$ -	$ 19,302.64	$ -	$ 19,302.64
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-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ 500.00	$ 500.00		$ 500.00	$ 500.00	$ -	$ -	$ -
13,434.14	$ -	$ 13,434.14	$ -	$ -	$ -	$ 13,434.14	$ -	$ 13,434.14
19,000.00	$ 2,000.00	$ 21,000.00	$ -	$ 2,000.00	$ 2,000.00	$ 19,000.00	$ -	$ 19,000.00
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2,000.00	$ 500.00	$ 2,500.00	$ -	$ 500.00	$ 500.00	$ 2,000.00	$ -	$ 2,000.00
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ -	$ -
-	$ 2,300.00	$ 2,300.00	$ -	$ 2,300.00	$ 2,300.00	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
2,185.00	$ -	$ 2,185.00	$ 2,185.00	$ -	$ 2,185.00		$ -	$ -
-	$ -	$ -	$ -		$ -	$ -	$ -	$ -
-	$ -	$ -		$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
148,492.00	$ 6,300.00	$ 154,792.00	$ 2,185.00	$ 6,300.00	$ 8,485.00	$ 146,307.00	$ -	$ 146,307.00
	4.2%							

Contractor's Initials PAF

Date 5/12/14

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 fundors 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 fundors, 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. **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:

16.1. Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function

16.2. 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

16.3. Monitor the subcontractor's performance on an ongoing basis

16.4. Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed

16.5. 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.

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.

ADDITIONAL SPECIAL PROVISIONS

1. The Division reserves the right to renew the Agreement for up to four additional years, subject to continued availability of funds, satisfactory performance of services, and approval by the Governor and Executive Council.

Contractor Initials: BAK
Date: 5/17/14

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 GRANTEES 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

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: Child & Family Services of NH

5/12/14
Date

Name: Elija Alvarez de Toledo
Title: President & CEO

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: Child & Family Service of NH

5/12/14
Date

Name: Eric Alvarez de Toledo
Title: President & CEO

Contractor Initials EAT
Date 5/12/14

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

Contractor Initials BK
Date 5/17/14

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: Child & Family Service of NH

5/12/14
Date

Name: Brigida Alvarez de Toledo
Title: President & CEO

Contractor Initials BAT
Date 5/12/14

CERTIFICATION REGARDING THE AMERICANS WITH DISABILITIES ACT COMPLIANCE

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

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

Contractor Name: Child and Family Services of NH

5/12/14
Date

Name: Brian Alvarez de Toledo
Title: President & CEO

Contractor Initials BAT
Date 5/12/14

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: Child and Family Services of NH

5/12/14
Date

Name: Sonja Alvarez de Toledo
Title: President & CEO

Contractor Initials
Date 5/12/14

HEALTH INSURANCE PORTABLITY 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, TitleXIII, 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.

l. "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.

(3) 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

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:

- The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
- The unauthorized person used the protected health information or to whom the disclosure was made;
- Whether the protected health information was actually acquired or viewed
- 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 (l). 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

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

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.

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) l, 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.

NH DHHS	Child and Family Services of NH
The State	Name of the Contractor
Signature of Authorized Representative	Signature of Authorized Representative
Mary Ann Cooney	Sonia Alvarez de Toledo
Name of Authorized Representative	Name of Authorized Representative
Associate Commissioner	President & CEO
Title of Authorized Representative	Title of Authorized Representative
5/27/14	5/12/14
Date	Date

New Hampshire Department of Health and Human Services
Exhibit J

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

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of individual Federal grants equal to or greater than $25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of $25,000 or more. If the initial award is below $25,000 but subsequent grant modifications result in a total award equal to or over $25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.
In accordance with 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), the 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: Child and Family Services of NH

5/12/14
Date

Name: Borja Alvarez de Toledo
Title: President & CEO

Contractor Initials BFT
Date 5/12/14

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: 09 550 5905

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?

   __X__ 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: _____

State of New Hampshire
Department of Health and Human Services
Amendment #4 to the Comprehensive Family Support Services

This 4th Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #4") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Waypoint, (fka Child and Family Services of New Hampshire) (hereinafter referred to as "the Contractor"), a nonprofit with a place of business at 464 Chestnut Street, Manchester, NH, 03105.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80), and as amended on May 22, 2015 (approved by the Attorney General's Office), May 18, 2016 (Item #9A), and March 21, 2018 (Item #14B), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules or terms and conditions of the contract; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-2 Additional Special Provisions, Paragraph #1, the State may modify the scope of work and the payment schedule of the contract upon written agreement of the parties and approval from the Governor and Executive Council; and

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

WHEREAS, all terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #4 remain in full force and effect; and

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

1. Form P-37 General Provisions, Block 1.3 Contractor Name to read: Waypoint

2. Form P-37 General Provisions, Block 1.6, Account Number to add:

   05-095-045-450010-61270000-102-500731
   05-095-042-421010-29580000-644-504187

3. Form P-37 General Provisions, Block 1.7, Completion Date, to read:

   June 30, 2020.

4. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:

   $1,412,742.

5. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:

   Nathan D. White, Director.

6. Form P-37, General Provisions, Block 1.10, State Agency Telephone Number, to read:

   603-271-9631.

7. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 2.2, to read:

   2.2 Expenditures shall be in accordance with the approved line item budget shown in Exhibit B-1 – Amendment #1, B-2, B-3 - Amendment #2, B-4 – Amendment #3, Exhibit B-5 Amendment #3, and Exhibit B-6, Budget Amendment #4.

8. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 1.2 to read:

   1.2 The Contractor agrees to provide the services in Exhibit A, Scope of Service in compliance with funding requirements, which includes an in-kind match of an amount equal to a minimum of 25% of the federal Title IV-B grant identified in Subsection 1.1, above and 25% of the federal Promoting Safe and Stable Families grant identified in Subsection 2.2, above.

9. Add Exhibit B, Methods and Conditions Precedent to Payment, Section 1.3 to read:

   1.3 The Contractor shall ensure the annual 25% required match in Section 1.2 above, is in non-federal contributions either in cash or in-kind related to directly providing Title IV-B and Promoting Safe and Stable Families project activities and goals related to Comprehensive Family Support Services as approved by the Department.

10. Add Exhibit B-6, Budget Amendment #4

11. Add Exhibit K, DHHS Information Security Requirements

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

5/28/19
Date

Name: Christine Santaniello
Title: Director

Waypoint

5/21/19
Date

Name: Borja Alvarez de Toledo
Title: President/CEO

Acknowledgement of Contractor's signature:

State of NH, County of HILLSBOROUGH on 5/2/19, before the undersigned officer, personally appeared the person identified directly above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

Signature of Notary Public or Justice of the Peace

JILL M. LOWELL, Notary
Name and Title of Notary or Justice of the Peace

My Commission Expires: 2022

JILL M. LOWELL, Notary Public
State of New Hampshire
My Commission Expires January 18, 2022

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

OFFICE OF THE ATTORNEY GENERAL

6/4/2015
Date

Name: Nancy J. Smith
Title: Sr. Asst. Atty General

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

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

Contractor name Waypoint

Budget Request for: Comprehensive Family Support Services (Concord)

Budget Period: July 1, 2019 through June 30, 2020

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	$ 189,000.00	$ 23,022.00	$ 212,022.00	$ -	$ -	$ -	$ 189,000.00	$ 23,022.00	$ 212,022.00
2. Employee Benefits	$ 52,662.00	$ 4,073.00	$ 56,735.00	$ -	$ -	$ -	$ 52,662.00	$ 4,073.00	$ 56,735.00
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ 1,813.00	$ 1,813.00	$ -	$ -	$ -	$ -	$ 1,813.00	$ 1,813.00
Purchase/Depreciation	$ -	$ 1,186.00	$ 1,186.00	$ -	$ -	$ -	$ -	$ 1,186.00	$ 1,186.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 2,000.00	$ 255.00	$ 2,255.00	$ -	$ -	$ -	$ 2,000.00	$ 255.00	$ 2,255.00
6. Travel	$ 9,000.00	$ 266.00	$ 9,266.00	$ -	$ -	$ -	$ 9,000.00	$ 266.00	$ 9,266.00
7. Occupancy	$ 19,000.00	$ 1,622.00	$ 20,622.00	$ -	$ -	$ -	$ 19,000.00	$ 1,622.00	$ 20,622.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 3,000.00	$ 582.00	$ 3,582.00	$ -	$ -	$ -	$ 3,000.00	$ 582.00	$ 3,582.00
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ 2,000.00	$ 322.00	$ 2,322.00	$ -	$ -	$ -	$ 2,000.00	$ 322.00	$ 2,322.00
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 1,000.00	$ 357.00	$ 1,357.00	$ -	$ -	$ -	$ 1,000.00	$ 357.00	$ 1,357.00
11. Staff Education and Training	$ 2,000.00	$ 271.00	$ 2,271.00	$ -	$ -	$ -	$ 2,000.00	$ 271.00	$ 2,271.00
12. Subcontracts/Agreements	$ 2,000.00	$ 1,965.00	$ 3,965.00	$ -	$ -	$ -	$ 2,000.00	$ 1,965.00	$ 3,965.00
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Interest Expense	$ -	$ 5,011.00	$ 5,011.00	$ -	$ -	$ -	$ -	$ 5,011.00	$ 5,011.00
Organization Dues	$ 1,200.00	$ -	$ 1,200.00	$ -	$ -	$ -	$ 1,200.00	$ -	$ 1,200.00
Purchased Services/In-kind donations	$ 6,365.00	$ -	$ 6,365.00	$ 6,365.00	$ -	$ 6,365.00	$ -	$ -	$ -
TOTAL	$ 290,227.00	$ 40,745.00	$ 330,972.00	$ 6,365.00	$ -	$ 6,365.00	$ 283,862.00	$ 40,745.00	$ 324,607.00

Indirect As A Percent of Direct 14.0%

Contractor Initials RAT
Date 5/21/19

A. Definitions

The following terms may be reflected and have the described meaning in this document:

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, " Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.

2. "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.

3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

   Confidential Information also 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 Protected Health Information (PHI), Personal Information (PI), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.

5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.

6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss or misplacement of hardcopy documents, and misrouting of physical or electronic

mail, all of which may have the potential to put the data at risk of unauthorized access, use, disclosure, modification or destruction.

7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.

8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.

9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.

10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.

11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.

12. "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.

I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR

A. Business Use and Disclosure of Confidential Information.

1. The Contractor must not use, disclose, maintain or transmit Confidential Information except as reasonably necessary as outlined under this Contract. Further, Contractor, including but not limited to all its directors, officers, employees and agents, must not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
2. The Contractor must not disclose any Confidential Information in response to a

request for disclosure on the basis that it is required by law, in response to a subpoena, etc., without first notifying DHHS so that DHHS has an opportunity to consent or object to the disclosure.

3. If DHHS notifies the Contractor that DHHS 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 Contractor must be bound by such additional restrictions and must not disclose PHI in violation of such additional restrictions and must abide by any additional security safeguards.
4. The Contractor agrees that DHHS Data or derivative there from disclosed to an End User must only be used pursuant to the terms of this Contract.
5. The Contractor agrees DHHS Data obtained under this Contract may not be used for any other purposes that are not indicated in this Contract.
6. The Contractor agrees to grant access to the data to the authorized representatives of DHHS for the purpose of inspecting to confirm compliance with the terms of this Contract.

II. METHODS OF SECURE TRANSMISSION OF DATA

1. Application Encryption. If End User is transmitting DHHS data containing Confidential Data between applications, the Contractor attests the applications have been evaluated by an expert knowledgeable in cyber security and that said application's encryption capabilities ensure secure transmission via the internet.
2. Computer Disks and Portable Storage Devices. End User may not use computer disks or portable storage devices, such as a thumb drive, as a method of transmitting DHHS data.
3. Encrypted Email. End User may only employ email to transmit Confidential Data if email is encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
4. Encrypted Web Site. If End User is employing the Web to transmit Confidential Data, the secure socket layers (SSL) must be used and the web site must be secure. SSL encrypts data transmitted via a Web site.
5. File Hosting Services, also known as File Sharing Sites. End User may not use file hosting services, such as Dropbox or Google Cloud Storage, to transmit Confidential Data.
6. Ground Mail Service. End User may only transmit Confidential Data via *certified* ground mail within the continental U.S. and when sent to a named individual.
7. Laptops and PDA. If End User is employing portable devices to transmit Confidential Data said devices must be encrypted and password-protected.
8. Open Wireless Networks. End User may not transmit Confidential Data via an open

wireless network. End User must employ a virtual private network (VPN) when remotely transmitting via an open wireless network.

9. Remote User Communication. If End User is employing remote communication to access or transmit Confidential Data, a virtual private network (VPN) must be installed on the End User's mobile device(s) or laptop from which information will be transmitted or accessed.
10. SSH File Transfer Protocol (SFTP), also known as Secure File Transfer Protocol. If End User is employing an SFTP to transmit Confidential Data, End User will structure the Folder and access privileges to prevent inappropriate disclosure of information. SFTP folders and sub-folders used for transmitting Confidential Data will be coded for 24-hour auto-deletion cycle (i.e. Confidential Data will be deleted every 24 hours).
11. Wireless Devices. If End User is transmitting Confidential Data via wireless devices, all data must be encrypted to prevent inappropriate disclosure of information.

III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS

The Contractor will only retain the data and any derivative of the data for the duration of this Contract. After such time, the Contractor will have 30 days to destroy the data and any derivative in whatever form it may exist, unless, otherwise required by law or permitted under this Contract. To this end, the parties must:

A. Retention

1. The Contractor agrees it will not store, transfer or process data collected in connection with the services rendered under this Contract outside of the United States. This physical location requirement shall also apply in the implementation of cloud computing, cloud service or cloud storage capabilities, and includes backup data and Disaster Recovery locations.
2. The Contractor agrees to 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.
3. The Contractor agrees to provide security awareness and education for its End Users in support of protecting Department confidential information.
4. The Contractor agrees to retain all electronic and hard copies of Confidential Data in a secure location and identified in section IV. A.2
5. The Contractor agrees Confidential Data stored in a Cloud must be in a FedRAMP/HITECH compliant solution and comply with all applicable statutes and regulations regarding the privacy and security. All servers and devices must have currently-supported and hardened operating systems, the latest anti-viral, anti-hacker, anti-spam, anti-spyware, and anti-malware utilities. The environment, as a

whole, must have aggressive intrusion-detection and firewall protection.

6. The Contractor agrees to and ensures its complete cooperation with the State's Chief Information Officer in the detection of any security vulnerability of the hosting infrastructure.

B. Disposition

1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor 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 by the Contractor 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 and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute of Standards and Technology, U. S. Department of Commerce. The Contractor 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 Contractor prior to destruction.
2. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.
3. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

IV. PROCEDURES FOR SECURITY

A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:

1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.
2. The Contractor will 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.).

3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.

4. The Contractor will 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.

5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.

6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor 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 Contractor, including breach notification requirements.

7. The Contractor 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 Contractor and any applicable sub-contractors prior to system access being authorized.

8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.

9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.

10. The Contractor 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 Information Security Office leadership member within the Department.

11. 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.

12. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.

13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at https://www.nh.gov/doit/vendor/index.htm for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.

14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer and the State's Security Officer of any security breach immediately, at the email addresses provided in Section VI. This includes 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.

15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.

16. The Contractor must ensure that all End Users:

    a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.

    b. safeguard this information at all times.

    c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.

    d. send emails containing Confidential Information only if encrypted and being sent to and being received by email addresses of persons authorized to receive such information.

e. limit disclosure of the Confidential Information to the extent permitted by law.

f. Confidential Information received under this Contract and individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).

g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.

h. in all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.

i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.

Contractor is responsible for oversight and compliance of their End Users. DHHS reserves the right to conduct onsite inspections to monitor compliance with this Contract, including the privacy and security requirements provided in herein, HIPAA, and other applicable laws and Federal regulations until such time the Confidential Data is disposed of in accordance with this Contract.

V. LOSS REPORTING

The Contractor must notify the State's Privacy Officer and Security Officer of any Security Incidents and Breaches immediately, at the email addresses provided in Section VI.

The Contractor must further handle and report Incidents and Breaches involving PHI in accordance with the agency's documented Incident Handling and Breach Notification procedures and in accordance with 42 C.F.R. §§ 431.300 - 306. In addition to, and notwithstanding, Contractor's compliance with all applicable obligations and procedures, Contractor's procedures must also address how the Contractor will:

1. Identify Incidents;
2. Determine if personally identifiable information is involved in Incidents;
3. Report suspected or confirmed Incidents as required in this Exhibit or P-37;
4. Identify and convene a core response group to determine the risk level of Incidents and determine risk-based responses to Incidents; and

5. Determine whether Breach notification is required, and, if so, identify appropriate Breach notification methods, timing, source, and contents from among different options, and bear costs associated with the Breach notice as well as any mitigation measures.

Incidents and/or Breaches that implicate PI must be addressed and reported, as applicable, in accordance with NH RSA 359-C:20.

VI. PERSONS TO CONTACT

A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov

B. DHHS Security Officer:

DHHSInformationSecurityOffice@dhhs.nh.gov

State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that WAYPOINT is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on September 25, 1914. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: **62585**

Certificate Number: **0004508530**

IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 2nd day of May A.D. 2019.

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

I, __WILLIAM CONRAD_____, do hereby certify that:
(Name of the elected Officer of the Agency; cannot be contract signatory)

1. I am a duly elected Officer of _____WAYPOINT_____.
(Agency Name)

2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of

the Agency duly held on __12/4/18_____:
(Date)

RESOLVED: That this corporation enters into a contract with the State of New Hampshire, acting through its Department of Health and Human Services.

RESOLVED: That the _____PRESIDENT AND CEO_____
(Title of Contract Signatory)

is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

___BORJA ALVAREZ DE TOLEDO ___ is the duly elected _____PRESIDENT/CEO_____
(Name of Contract Signatory) (Title of Contract Signatory)

of the Agency.

3. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of the 21st day of MAY 2019.

(Signature of the Elected Officer)
BOARD Chair

STATE OF NEW HAMPSHIRE

County of HILLSBOROUGH

The forgoing instrument was acknowledged before me this 21st day of MAY, 2019.

By WILLIAM CONRAD.
(Name of Elected Officer of the Agency)

(Notary Public/Justice of the Peace)

JILL M. LOWELL, Notary Public
State of New Hampshire
My Commission Expires January 18, 2022

(NOTARY SEAL)

Commission Expires: 2022

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 04/08/2019

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

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

PRODUCER
FIAI/Cross Insurance
1100 Elm Street
Manchester NH 03101

CONTACT NAME: Andrea Nicklin
PHONE (A/C, No, Ext): (603) 669-3218 FAX (A/C, No): (603) 645-4331
E-MAIL ADDRESS: anicklin@crossagency.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Philadelphia Indemnity Ins Co	18058
INSURER B: Granite State Health Care and Human Services Self-	
INSURER C: Travelers Casualty & Surety Co of America	31194
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Waypoint
Po Box 448
Manchester NH 03105

COVERAGES CERTIFICATE NUMBER: 18-19 All/19-20 WC REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR [X] Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [X] OTHER: Professional Liability			PHPK1842147	07/01/2018	07/01/2019	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
							Aggregate- Prof liab	$ 2,000,000
A	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			PHPK1842135	07/01/2018	07/01/2019	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
							Medical payments	$ 5,000
A	[ ] UMBRELLA LIAB [X] OCCUR [X] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000			PHUB635723	07/01/2018	07/01/2019	EACH OCCURRENCE	$ 4,000,000
							AGGREGATE	$ 4,000,000
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		HCHS20190000118 (3a.) NH	02/01/2019	02/01/2020	[X] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
C	Fidelity & Forgery			105912196	04/01/2019	04/01/2020	Limit	$500,000
							Deductible	$5,000

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

Confirmation of Coverage.

CERTIFICATE HOLDER

State of NH Department 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

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WAYPOINT
Help Along the Way

Formerly
CHILD AND FAMILY SERVICES

MISSION STATEMENT:

Empowering people of all ages through an array of human services and advocacy

HEADQUARTERS

toll free (800) 640.6486
office (603) 518.4000
fax (603) 668.6260

464 Chestnut Street
PO Box 448
Manchester, NH 03105
waypointnh.org

WAYPOINT

Consolidated Financial Statements

For the Year Ended December 31, 2018

(With Independent Auditors' Report Thereon)

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MELANSONHEATH
ACCOUNTANTS • AUDITORS

121 River Front Drive
Manchester, NH 03102
(603)669-6130
melansonheath.com

Additional Offices:
Nashua, NH
Andover, MA
Greenfield, MA
Ellsworth, ME

INDEPENDENT AUDITORS' REPORT

To the Board of Trustees
Waypoint

Report on the Financial Statements

We have audited the accompanying consolidated financial statements of Waypoint, which comprise the consolidated statement of financial position as of December 31, 2018, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements

in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

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

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Waypoint as of December 31, 2018, and the changes in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited Waypoint's 2017 consolidated financial statements, and we expressed an unmodified opinion on those audited consolidated financial statements in our report dated March 27, 2018. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2017 is consistent, in all material respects, with the audited consolidated financial statements from which it has been derived.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The Consolidated Schedules of Operating Expenses for 2018 and 2017 are presented for purposes of additional analysis and are not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the consolidated financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 26, 2019 on our consideration of Waypoint's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Waypoint's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Waypoint's internal control over financial reporting and compliance.

Melanson Heath

March 26, 2019

WAYPOINT

Consolidated Statement of Financial Position

December 31, 2018
(with comparative totals as of December 31, 2017)

	Without Donor Restrictions	With Donor Restrictions	2018 Total	2017 Total
ASSETS				
Current Assets:				
Cash and cash equivalents	$ 231,128	$ 847,449	$ 1,078,577	$ 890,431
Accounts receivable, net	714,112	-	714,112	884,748
Contributions receivable	60,000	-	60,000	40,000
Prepaid expenses	192,744	-	192,744	241,546
Total Current Assets	1,197,984	847,449	2,045,433	2,056,725
Investments	14,007,444	2,132,950	16,140,394	17,630,209
Beneficial interest held in trusts	-	1,679,591	1,679,591	1,867,906
Property and equipment, net	6,358,505	-	6,358,505	6,266,362
Total Assets	$ 21,563,933	$ 4,659,990	$ 26,223,923	$ 27,821,202
LIABILITIES AND NET ASSETS				
Current Liabilities:				
Accounts payable	$ 217,685	$ -	$ 217,685	$ 95,667
Accrued payroll and related expenses	564,736	-	564,736	666,502
Other liabilities	67,299	-	67,299	69,062
Bonds payable	140,000	-	140,000	140,000
Total Current Liabilities	989,720	-	989,720	971,231
Bonds payable, net of current portion	4,065,000	-	4,065,000	4,205,000
Deferred loans - NHHFA	1,250,000	-	1,250,000	1,250,000
Interest rate swap agreements	885,525	-	885,525	1,062,342
Total Liabilities	7,190,245	-	7,190,245	7,488,573
Net Assets:				
Without donor restrictions:				
Undesignated	366,244	-	366,244	167,293
Board designated	14,007,444	-	14,007,444	15,309,844
With donor restrictions	-	4,659,990	4,659,990	4,855,492
Total Net Assets	14,373,688	4,659,990	19,033,678	20,332,629
Total Liabilities and Net Assets	$ 21,563,933	$ 4,659,990	$ 26,223,923	$ 27,821,202

The accompanying notes are an integral part of these financial statements.

WAYPOINT

Consolidated Statement of Activities

For the Year Ended December 31, 2018
(with comparative totals for the year ended December 31, 2017)

	Without Donor Restrictions	With Donor Restrictions	2018 Total	2017 Total
Support and Revenue:				
Support:				
Contributions	$ 386,091	$ 1,336,501	$ 1,722,592	$ 1,722,683
Government grants	5,401,404	-	5,401,404	5,007,897
In-kind contributions	94,633	-	94,633	159,343
Income from special events, net	369,175	-	369,175	392,160
Revenue:				
Service fees	5,422,960	-	5,422,960	4,504,096
Other	64,715	-	64,715	32,023
Net assets released from restriction:				
Program releases	1,139,556	(1,139,556)	-	-
Endowment releases	80,674	(80,674)	-	-
Endowment transfer to support operations	661,375	-	661,375	694,255
Total Support and Revenue	13,620,583	116,271	13,736,854	12,512,457
Operating Expenses:				
Program services	11,550,792	-	11,550,792	10,374,824
Management and general	1,380,172	-	1,380,172	1,350,475
Fundraising	427,546	-	427,546	397,992
Total Operating Expenses	13,358,510	-	13,358,510	12,123,291
Change in net assets before non-operating items	262,073	116,271	378,344	389,166
Non-Operating Items:				
Investment income (loss)	(882,572)	(123,458)	(1,006,030)	2,426,476
Unrealized gain (loss) on interest rate swap	176,817	-	176,817	106,042
Change in beneficial interest	-	(188,315)	(188,315)	131,927
Interest income	1,608	-	1,608	699
Endowment transfer to support operations	(661,375)	-	(661,375)	(694,255)
Total Non-Operating Items	(1,365,522)	(311,773)	(1,677,295)	1,970,889
Change in net assets	(1,103,449)	(195,502)	(1,298,951)	2,360,055
Net Assets, Beginning of Year, as restated	15,477,137	4,855,492	20,332,629	17,972,574
Net Assets, End of Year	$ 14,373,688	$ 4,659,990	$ 19,033,678	$ 20,332,629

The accompanying notes are an integral part of these financial statements.

WAYPOINT

Consolidated Statement of Functional Expenses
For the Year Ended December 31, 2018
(with comparative totals for the year ended December 31, 2017)

	Program Services	Management and General	Fundraising	2018 Total	2017 Total
Personnel expense:					
Salaries and wages	$ 6,614,360	$ 849,923	$ 316,127	$ 7,780,410	$ 6,928,730
Employee benefits	742,615	66,141	19,071	827,827	781,346
Payroll related costs	743,794	65,549	25,122	834,465	751,020
Mileage reimbursement	442,792	1,878	413	445,083	421,527
Contracted services	560,035	96,132	6,553	662,720	547,074
Subtotal personnel expense	9,103,596	1,079,623	367,286	10,550,505	9,429,697
Accounting	-	28,700	-	28,700	30,330
Assistance to individuals	718,608	-	-	718,608	744,299
Communications	148,344	10,147	8,249	166,740	154,946
Conferences, conventions, meetings	34,183	19,533	2,302	56,018	45,719
Depreciation	298,245	36,417	-	334,662	316,750
In-kind contributions	90,213	3,420	1,000	94,633	159,403
Insurance	62,170	9,468	2,466	74,104	74,678
Interest	250,245	67,527	-	317,772	300,049
Legal	-	3,949	-	3,949	27,320
Membership dues	18,132	7,947	3,913	29,992	40,626
Miscellaneous	24,352	13,167	2,674	40,193	43,065
Occupancy	495,619	41,188	11,700	548,507	426,568
Printing and publications	55,968	12,656	22,916	91,540	68,101
Rental and equipment maintenance	95,167	25,586	2,029	122,782	109,469
Supplies	94,685	17,700	2,655	115,040	92,986
Travel	61,265	3,144	356	64,765	59,285
Total Functional Expenses	$ 11,550,792	$ 1,380,172	$ 427,546	$ 13,358,510	$ 12,123,291

The accompanying notes are an integral part of these financial statements.

WAYPOINT

Consolidated Statement of Cash Flows
For the Year Ended December 31, 2018
(with comparative totals for the year ended December 31, 2017)

	2018	2017
Cash Flows From Operating Activities:		
Change in net assets	$ (1,298,951)	$ 2,360,055
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	334,662	316,750
Contributions restricted for endowment and long-term purposes	(16,717)	(265,005)
Realized (gain) loss on investments	(136,619)	60,566
Unrealized (gain) loss on investments	1,688,070	(2,049,713)
Change in beneficial interest in trusts	188,315	(131,927)
Change in interest rate swap	(176,817)	(106,042)
Changes in operating assets and liabilities:		
Accounts receivable	170,636	(281,333)
Prepaid expenses	48,802	(40,494)
Contributions receivable	(20,000)	-
Accounts payable	122,018	(31,103)
Accrued expenses	(101,766)	(149,642)
Other liabilities	(1,763)	47,675
Net Cash Provided (Used) By Operating Activities	799,870	(270,213)
Cash Flows From Investing Activities:		
Purchases of investments	(693,481)	(15,732,031)
Proceeds from sale of investments	631,845	15,991,440
Purchase of fixed assets	(426,805)	(261,461)
Net Cash Provided (Used) By Investing Activities	(488,441)	(2,052)
Cash Flows From Financing Activities:		
Contributions restricted for endowment and long-term purposes	16,717	265,005
Payment of long-term debt	(140,000)	(135,005)
Net Cash Provided (Used) By Financing Activities	(123,283)	130,000
Net Change in Cash and Cash Equivalents	188,146	(142,265)
Cash and Cash Equivalents, Beginning	890,431	1,032,696
Cash and Cash Equivalents, Ending	$ 1,078,577	$ 890,431
SUPPLEMENTAL INFORMATION:		
Interest Paid	$ 317,772	$ 300,049

The accompanying notes are an integral part of these financial statements.

WAYPOINT

Notes to Consolidated Financial Statements
For the Year Ended December 31, 2018

1. Description of Organization

In 2018, Child and Family Services of New Hampshire changed its name to Waypoint. Waypoint (the Organization) is a nonprofit organization, founded in 1850, that currently aids more than 20,000 individuals, statewide, through an array of social services.

These services span the life cycle from prenatal to seniors, and can be grouped into the following categories:

Early Childhood – Family Support & Education Services
Over 4,500 parents received education and support to improve parenting, strengthen families, prevent child abuse and neglect, and ensure healthy development of children. Over 500 young children starting life at a disadvantage received critical services to ensure a good beginning and to optimize their chance for life-long success. Some of the programs focused on early childhood include:

Early Support and Services – Early Support and Services provides family-centered support and therapies to infants and toddlers who have developmental disabilities, delays or are at risk of developmental delays. Services work to optimize babies' cognitive, physical, emotional and social development, and chance for success. Services are provided in the child's natural environment (home, day care, playground, etc.).

Home Visiting Services – A number of different prevention programs are offered in the home during those critical early years of a child's life. A spectrum of services includes support to new mothers and those struggling to parent; services for children with chronic health conditions; prenatal services for babies being born at a disadvantage into low-income families; and programs to encourage positive early parent/child relationships and promote optimal early childhood development. Services are provided by nurses, social workers, developmental specialists, occupational therapists, health educators, and home visitors.

Adoption – A licensed child-placing agency, the Organization has been forming families through adoption since 1914. The Organization's adoption professionals provide home studies and adoption services for families looking to adopt and provide counselling and support to birth-parents who are considering the adoption option.

Children, Youth, and Family - Intervention and Treatment Programs
The Organization contracts with the State of New Hampshire, the federal government, and insurance companies, to provide a continuum of services for children, adolescents and young adults. Programs are delivered in the home, schools, or community, and include mental health counseling and substance abuse treatment, as well as a complex system of family stabilization and preservation programs, child protection services, and services for at-risk youth. Some of the programs include:

Foster care – The Organization works with the State of New Hampshire in placing children who have been rescued from dangerous home environments, into safe, stable, loving homes. The Organization recruits and supports foster families and works to facilitate permanency for each child.

Home Based Services – The Organization has a number of programs provided in the family home that are designed to help families who are struggling through daily life - where children are at risk. Services work to thwart domestic violence, rebuild families, and to improve family functioning. The Organization empowers families with the skills and resources they need to provide for their children and become self-sufficient.

Runaway and Homeless Youth Services
The Organization is the sole provider of services for runaway and homeless youth in Manchester and the Seacoast. A full spectrum of services features outreach to at-risk youth that includes survival aid on the streets and basic needs fulfillment at the drop-in center, as well as crisis intervention, educational and vocational advocacy, housing, and case management. The Organization also provides behavioral health and substance use counseling where needed. The Organization works with school systems, police, and other agencies in addressing the needs of New Hampshire's homeless youth.

Senior Care and Independent Living
The Organization helps seniors and individuals with chronic illness or disability to live at home safely and with dignity, and to maintain quality of life. Under the title of Home Care, services are delivered by homemakers, companions, personal care service providers, and LNAs. The Organization's caregivers go to client homes to help with everything from cooking and cleaning to personal hygiene, medication reminders, mobility, travel to appointments, paying bills, help with daily tasks, and communication with family members.

Additionally, the Organization runs two unique programs:

Camp Spaulding – Since 1921, Camp Spaulding has helped campers from all types of backgrounds enjoy the benefits of a traditional, resident camp experience. In 2015, the Organization formed a partnership with the YMCA of Greater Nashua whereby the Organization will own the camp and the YMCA will handle daily operations and summer programming. This collaboration will combine a 96-year camp history, an exceptional facility,

strong community support, and the expertise of two premier New Hampshire nonprofit organizations.

The New Hampshire Children's Lobby – Established in 1971, the New Hampshire Children's Lobby is the advocacy wing of Child and Family Services. The program's mission is to improve the lives of children and families through legislative, judicial, and public policy initiatives. This combination of advocacy and direct service practice uniquely positions the Organization to serve the best interest of New Hampshire children.

2. Significant Accounting Policies

Change in Accounting Principle

On August 18, 2016, FASB issued Accounting Standards Update (ASU) 2016-14, Not-for-Profit Entities (Topic 958) – Presentation of Financial Statements of Not-for-Profit Entities. The update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. ASU 2016-14 has been implemented in 2018 and the presentation in these consolidated financial statements has been adjusted accordingly. The ASU has been applied retrospectively which increased net assets without donor restrictions by $926,308 and decreased net assets with donor restrictions by $926,308, resulting from the reclassification of long-lived assets with implied time restrictions as required under ASU 2016-14.

Principles of Consolidation

The consolidated financial statements include Waypoint (formerly Child and Family Services of New Hampshire) and Child and Family Realty Corporation, a commonly controlled organization. All inter-organization transactions have been eliminated.

Comparative Financial Information

The accompanying consolidated financial statements include certain prior-year summarized comparative information in total, but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with Accounting Principles Generally Accepted in the United States of America (GAAP). Accordingly, such information should be read in conjunction with the audited consolidated financial statements for the year ended December 31, 2017, from which the summarized information was derived.

Cash and Cash Equivalents

All cash and highly liquid financial instruments with original maturities of three months or less, and which are neither held for nor restricted by donors for long-term purposes, are considered to be cash and cash equivalents. Cash and highly liquid financial instruments invested for long-term purposes, including endowments that are perpetual in nature, are excluded from this definition.

Accounts Receivable

Accounts receivable consists primarily of noninterest-bearing amounts due for services and programs. The allowance for uncollectable accounts receivable is based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Accounts receivable are written off when deemed uncollectable.

Contributions Receivable

Unconditional contributions that are expected to be collected within one year are recorded at net realizable value. Unconditional contributions that are expected to be collected in future years are initially recorded at fair value using present value techniques incorporating risk-adjusted discount rates designed to reflect the assumptions market participants would use in pricing the asset. In subsequent years, amortization of the discounts is included in contribution revenue in the Consolidated Statement of Activities. The allowance for uncollectable contributions is based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Contributions receivable are written off when deemed uncollectable. Management has determined that contributions receivable are fully collectable, therefore no allowance has been recorded.

Investments

Investment purchases are recorded at cost, or if donated, at fair value on the date of donation. Thereafter, investments are reported at their fair values in the Consolidated Statement of Financial Position. Net investment return/(loss) is reported in the Consolidated Statement of Activities and consists of interest and dividend income, realized and unrealized gains and losses, less external investment expenses.

The Organization maintains pooled investment accounts for its restricted endowment. Realized and unrealized gains and losses are allocated to the individual endowments based on the relationship of the market value of each endowment to the total market value of the pooled investment accounts, as adjusted for additions to or deductions from those accounts.

Beneficial Interest Held in Trusts

The Organization is the beneficiary of perpetual charitable trusts. The beneficial interest in the trust is reported at its fair value, which is estimated as the fair value of the underlying trust assets. Distributions of income from the trust assets are restricted to use and are reported as increases in net assets with donor restrictions until expended in accordance with restrictions. The value of the beneficial interest in the trusts is adjusted annually for the change in its estimated fair value. Those changes in value are reported as increases in net assets with donor restrictions. The assets in the trusts will never be distributed to the Organization.

Property and Equipment

Property and equipment additions over $1,000 are recorded at cost, if purchased, and at fair value at the date of donation, if donated. Depreciation is computed using the straight-line method over the estimated useful lives of the assets ranging from 5 to 50 years, or in the case of capitalized leased assets or leasehold improvements, the lesser of the useful life of the asset or the lease term. When assets are sold or otherwise disposed of, the cost and related depreciation is removed, and any resulting gain or loss is included in the Consolidated Statement of Activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed.

The carrying values of property and equipment are reviewed for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of asset impairment in 2018.

Interest-Rate Swap

An interest-rate swap is utilized to mitigate interest-rate risk on bonds payable. The related liability is reported at fair value in the Consolidated Statement of Financial Position, and unrealized gains or losses are included in the Consolidated Statement of Activities.

Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions. The Board has designated, from net assets without donor restrictions, net assets for a board-designated endowment.

Net Assets With Donor Restrictions – Net assets subject to donor- (or certain grantor-) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity while permitting the Organization to expend the income generated by the assets in accordance with the provisions of additional donor imposed stipulations or a Board approved spending policy. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Revenue and Revenue Recognition

Revenue is recognized when earned. Program service fees and payments under cost-reimbursable contracts received in advance are deferred to the applicable period in which the related services are performed or expenditures are incurred, respectively. Contributions are recognized when cash, securities or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give are not recognized until the conditions on which they depend have been substantially met.

Donated Services and In-Kind Contributions

Volunteers contribute significant amounts of time to program services, administration, and fundraising and development activities; however, the consolidated financial statements do not reflect the value of these contributed services because they do not meet recognition criteria prescribed by Generally Accepted Accounting Principles. Contributed goods are recorded at fair value at the date of donation. Donated professional services are recorded at the respective fair values of the services received.

Advertising Costs

Advertising costs are expensed as incurred and are reported in the Consolidated Statement of Activities and Consolidated Statement of Functional Expenses.

Functional Allocation of Expenses

The costs of program and supporting services activities have been summarized on a functional basis in the Consolidated Statement of Activities. The Consolidated Statement of Functional Expenses presents the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Measure of Operations

The Consolidated Statement of Activities reports all changes in net assets, including changes in net assets from operating and non-operating activities. Operating activities consist of those items attributable to the Organization's ongoing programs and services and include the Organization's annual endowment transfer to support operations. Non-operating activities are limited to resources outside of those programs and services and are comprised of non-recurring gains and losses on sales and dispositions, investment income, changes in the value of beneficial interests and interest rate swaps.

Tax Status

Waypoint has been recognized by the Internal Revenue Service (IRS) as exempt from federal income taxes under Internal Revenue Code (IRC) Section 501(a) as an organization described in IRC Section 501(c)(3), qualifies for charitable contribution deductions, and has been determined not to be a private foundation. Child and Family Realty Corporation is exempt from federal income tax under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(25).

Both entities are annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. In addition, they are subject to income tax on net income that is derived from business activities that are unrelated to their exempt purpose. In 2018, Waypoint was subject to unrelated business income tax and filed an Exempt Organization Business Income Tax Return (Form 990-T) with the IRS.

Estimates

The preparation of consolidated financial statements in conformity with Generally Accepted Accounting Principles requires estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results may differ from those estimates, and those differences could be material.

Financial Instruments and Credit Risk

Deposit concentration risk is managed by placing cash accounts with financial institutions believed to be creditworthy. At times, amounts on deposit may exceed insured limits. To date, no losses have been experienced in any of these accounts. Credit risk associated with accounts and contributions receivable is considered to be limited due to high historical collection rates. Investments are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment

securities will occur in the near term and that such change could materially affect the amounts reported in the Consolidated Statement of Financial Position. Although the fair values of investments are subject to fluctuation on a year-to-year basis, the Investment Committee believes that the investment policies and guidelines are prudent for the long-term welfare of the Organization.

Fair Value Measurements and Disclosures

Certain assets and liabilities are reported at fair value in the consolidated financial statements. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions regardless of whether that price is directly observable or estimated using another valuation technique. Inputs used to determine fair value refer broadly to the assumptions that market participants would use in pricing the asset or liability, including assumptions about risk. Inputs may be observable or unobservable. Observable inputs are inputs that reflect the assumptions market participants would use in pricing the asset or liability based on market data obtained from sources independent of the reporting entity. Unobservable inputs are inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset or liability based on the best information available. A three-tier hierarchy categorizes the inputs as follows:

> Level 1 – Quoted prices (unadjusted) in active markets for identical assets or liabilities that are accessible at the measurement date.
>
> Level 2 – Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. These include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the asset or liability, and market-corroborated inputs.
>
> Level 3 – Unobservable inputs for the asset or liability. In these situations, inputs are developed using the best information available in the circumstances.

In some cases, the inputs used to measure the fair value of an asset or a liability might be categorized within different levels of the fair value hierarchy. In those cases, the fair value measurement is categorized in its entirety in the same level of the fair value hierarchy as the lowest level input that is significant to the entire measurement. Assessing the significance of a particular input to entire measurement requires judgment, taking into account factors specific to the asset or liability. The categorization of an asset within the hierarchy is based upon the pricing transparency of the asset and does not necessarily correspond to the assessment of the quality, risk, or liquidity profile of the asset or liability.

When available, the Organization measures fair value using Level 1 inputs because they generally provide the most reliable evidence of fair value. However, Level 1 inputs are not available for certain assets and liabilities that the Organization is required to measure at fair value (for example, unconditional contributions receivable and in-kind contributions).

The primary uses of fair value measures in the Organization's consolidated financial statements are:

- Initial measurement of noncash gifts, including gifts of investment assets and unconditional promises to give.
- Recurring measurement of endowment investments (Note 6) – Level 1.
- Recurring measurement of beneficial interests in trusts (Note 7) – Level 3.
- Recurring measurement of line of credit (Note 9) – Level 2.
- Recurring measurement of bonds payable and interest rate swap (Note 10) – Level 2.
- Recurring measurement of deferred loans (Note 11) – Level 2.

The carrying amounts of cash and cash equivalents, accounts and contributions receivable, prepaid expenses, accounts payable, accrued payroll and related expenses, and other liabilities approximate fair value due to their short-term nature.

3. Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the balance sheet date, are comprised of the following at December 31, 2018:

Financial assets at year end:		
Cash and cash equivalents		$ 1,078,577
Accounts receivable, net		714,112
Contributions receivable		60,000
Investments		16,140,394
Beneficial interest held in trusts		1,679,591
Total financial assets		19,672,674
Less amounts not available to be used within one year:		
Net assets with donor restrictions	4,659,990	
Less:		
Net assets with purpose restrictions to be met in less than a year	(847,449)	
Donor-restricted endowment subject to spending policy rate (4.25%) and appropriation	(90,650)	3,721,891
Board-designated endowment	14,007,444	
Less: Board-designated endowment annual spending policy rate (4.25%)	(595,316)	13,412,128
Less total amounts not available to be used within one year		17,134,018
Financial assets available to meet general expenditures over the next year		$ 2,538,656

Endowment funds consist of donor-restricted endowments and funds designated by the Board as endowments. Income from donor-restricted endowments is restricted for specific purposes. The portion of endowment funds that are perpetual in nature are not available for general expenditure.

Board-designated endowment is subject to an annual spending rate as determined by the Board. Although there is no intention to spend from board-designated endowment (other than amounts appropriated for general expenditure as part of the Board's annual budget approval and appropriation), these amounts could be made available if necessary.

As part of its liquidity management plan, the Organization also has a $1,500,000 revolving line of credit available to meet cash flow needs.

4. Accounts Receivable

Accounts receivable consisted of the following at December 31:

	2018			2017		
	Receivable	Allowance	Net	Receivable	Allowance	Net
Grants receivable	$ 379,362	$ -	$ 379,362	$ 628,244	$ (3,900)	$ 624,344
Fees for service	338,650	(3,900)	334,750	260,404	-	260,404
	$ 718,012	$ (3,900)	$ 714,112	$ 888,648	$ (3,900)	$ 884,748

5. Prepaid Expenses

Prepaid expenses at year end relate primarily to prepaid insurance and contracts.

6. Investments

Investments at fair value consist of mutual funds totaling $16,140,394 and $17,630,209 at December 31, 2018 and 2017, respectively.

Under the terms of the Organization's line of credit agreement (Note 9), the Organization has agreed not to pledge these investments as security on any other debt.

The Organization's policy is to avail itself of a Board-approved percentage of investment income for operations with any remaining interest, dividends, or appreciation reinvested. The spending policy approved by the Board of Trustees for 2018 is 4.5% of the average fair market value of all investments over the previous twelve quarters.

As discussed in Note 2 to these consolidated financial statements, the Organization is required to report its fair value measurements in one of three levels, which are based on the ability to observe in the marketplace the inputs to the Organization's valuation techniques. Level 1, the most observable level of inputs, is for investments measured at quoted prices in active markets for identical investments as of the December 31, 2018. Level 2 is for investments measured using inputs such as quoted prices for similar assets, quoted prices for the identical asset in inactive markets, and for investments measured at net asset value that can be redeemed in the near term. Level 3 is for investments measured using inputs that are unobservable, and is used in situations for which there is little, if any, market activity for the investment.

The Organization uses the following ways to determine the fair value of its investments:

Mutual funds: Determined by the published value per unit at the end of the last trading day of the year, which is the basis for transactions at that date.

7. Beneficial Interest Held in Trust

The Organization is the sole beneficiary of three funds that are administered by the New Hampshire Charitable Foundation (NHCF). Income from the funds is to provide assistance to children attending Camp Spaulding and for capital improvements to the camp. The fund resolution provides that distributions from the funds can be made at the discretion of the NHCF Board of Directors.

At December 31, 2018 and 2017, the fair market value of the funds, which approximates the present value of future benefits expected to be received, was $800,624 and $868,099, respectively.

In addition, the Organization has a split-interest in three charitable remainder trusts. The assets are held in trust by banks as permanent trustees of the trusts. The fair value of these beneficial interests is determined by applying the Organization's percentage interest to the fair value of the trust assets as reported by the trustee.

Trust	Percentage Interest	2018	2017
Greenleaf	100%	$ 350,806	$ 401,167
Spaulding	100%	297,837	336,123
Cogswell	50%	230,324	262,517
Total		$ 878,967	$ 999,807

Beneficial interest in funds held by others is reported at its fair value, which is estimated as the present value of expected future cash inflows on a recurring basis. As discussed in Note 2, the valuation technique used by the Organization is a Level 3 measure because there are no observable market transactions. Changes in the fair value of assets measured at fair value on a recurring basis using significant unobservable inputs are comprised of the following:

Balance at December 31, 2016	$ 1,735,979
Change in value of beneficial interest	131,927
Balance at December 31, 2017	1,867,906
Change in value of beneficial interest	(188,315)
Balance at December 31, 2018	$ 1,679,591

8. Property, Equipment and Depreciation

A summary of the major components of property and equipment is presented below:

	2018	2017
Land and land improvements	$ 1,114,949	$ 1,114,949
Buildings and improvements	8,335,089	8,072,313
Furniture, fixtures, and equipment	796,686	796,686
Vehicles	107,581	101,585
Software	285,372	166,592
Construction in progress	38,870	17,217
Subtotal	10,678,547	10,269,342
Less: accumulated depreciation	(4,320,042)	(4,002,980)
Total	$ 6,358,505	$ 6,266,362

9. Line of Credit

The Organization has a $1,500,000 revolving line of credit agreement with a bank. The line of credit expired on June 30, 2018 and was extended through June 30, 2019. The line is secured by a first lien on accounts receivable, double negative pledge on all investments of the borrower, and carries a variable rate of interest at the Wall Street Journal prime rate (5.50% at December 31, 2018), adjusted daily. At December 31, 2018, the balance on this line of credit was $0. The line was not utilized in 2018.

10. Bonds Payable

During 2007, the New Hampshire Health and Education Facilities Authority (the "Authority") sold $5,540,000 of its Revenue Bonds, Child and Family Services Issue, Series 2007, and loaned the proceeds of the bonds to the Organization to refund its Series 1999 Series Bonds and to finance certain improvements to the Organization's facilities. The Series 2007 Bonds were issued with a variable interest rate determined on a weekly basis. Prior to issuing the Bonds, the Organization entered into an interest rate swap agreement (the "Swap Agreement") with Citizens Bank of NH (the "Counterparty") for the life of the bond issue to hedge the interest rate risk associated with the Series 2007 Bonds. The interest rate swap agreement requires the Organization to pay the Counterparty a fixed rate of 3.915%; in exchange, the Counterparty will pay the Organization a variable rate on the notional amount based on the 67% of one month LIBOR. Counterparty payments to the Organization were intended to offset Organization payments of variable rate interest to bond holders. Counterparty credit worthiness and market variability can impact the variable rates received and paid by the Organization, with the potential of increasing Organization interest payments. As a result, the cost of the interest rate swap

for 2018 and 2017 is added to interest expense in the Consolidated Statement of Functional Expenses. The bonds mature in 2038 and can be repaid at any time.

The Organization is required to include the fair value of the swap in the Consolidated Statement of Financial Position, and annual changes, if any, in the fair value of the swap in the Consolidated Statement of Activities. For example, during the bond's 30-year holding period, the annually calculated value of the swap will be reported as an asset if interest rates increase above those in effect on the date of the swap was entered into (and as an unrealized gain in the Consolidated Statement of Activities), which will generally be indicative that the net fixed rate the Organization is paying on the swap is below market expectations of rates during the remaining term of the swap. The swap will be reported as a liability (and as an unrealized loss in the Consolidated Statement of Activities) if interest rates decrease below those in effect on the date the swap was entered into, which will generally be indicative that the net fixed rate the Organization is paying on the swap is above market expectations of rates during the remaining term of the swap. The annual accounting adjustments of value changes in the swap transaction are non-cash recognition requirements, the net effect of which will be zero at the end of the bond's 30-year term. At December 31, 2018 and 2017, the Organization recorded the swap liability position of $885,525 and $1,062,342, respectively. During 2009, there occurred a downgrading of the credit rating of the Counterparty to the letter of credit reimbursement agreement, which triggered a mandatory tender of the Series 2007 Bonds in whole and a temporary conversion of one-hundred percent of the principal amount to a bank purchase mode under the terms of said letter of credit reimbursement agreement. Since it became evident that the credit markets would not soon return to normalcy, the Organization elected to convert the Series 2007 Bonds from a weekly rate mode to a bank purchase mode. This new bank purchase mode created a rate period in which the Series 2007 Bonds bear interest at the tax adjusted bank purchase rate of 68% of the sum of the adjusted period LIBOR (30 day) rate and 325 basis points. The bank purchase mode commenced on July 31, 2009 and expired on July 31, 2014; however, the expiration date was extended by the Counterparty and the Organization had the option to convert back to the weekly rate mode. The Series 2007 Bond documents require the Organization to comply with certain financial covenants. As of December 31, 2018, the Organization was in compliance with these covenants.

The following is a summary of future payments on the previously mentioned bonds payable:

Year	Amount
2019	$ 140,000
2020	150,000
2021	160,000
2022	165,000
2023	175,000
Thereafter	3,415,000
	$ 4,205,000

11. Deferred Loans - NHHFA

Note payable to the New Hampshire Housing and Finance Authority dated June 7, 2005. The face amount of the note is $550,000, does not require the payment of interest, and is due in 30 years. The note is secured by real estate located in Dover, New Hampshire.

Note payable to the New Hampshire Housing and Finance Authority dated May 22, 2007. The face amount of the note is $700,000, does not require the payment of interest, and is due in 30 years. The note is secured by real estate located in Manchester, New Hampshire.

12. Endowment Funds

The Organization's endowment consists of various individual funds established for a variety of purposes. Its endowment includes both donor-restricted funds and funds designated by the Board of Trustees to function as endowments. As required by Generally Accepted Accounting Principles, net assets associated with endowment funds, including funds designated by the Board of Trustees to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

Board-designated Investments

As of December 31, 2018, the Board of Trustees had designated $14,007,444 of net assets without donor restrictions as a general endowment fund to support the mission of the Organization.

Donor-designated Endowments

The Board of Trustees of the Organization has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date for donor-restricted perpetual endowment funds, absent explicit donor stipulations to the contrary. As a result of this interpretation, the Organization classifies as perpetually restricted net assets (a) the original value of gifts donated to the endowment, (b) the original value of subsequent gifts to the endowment, and (c) accumulations to the endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added. The remaining portion of the donor-restricted endowment fund that is not classified as perpetually restricted is classified as donor-restricted net assets until those amounts are appropriated for expenditure by the Organization in a manner consistent with the standard of prudence prescribed by UPMIFA. In accordance with UPMIFA, the Organization considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (1) the duration and preservation of the various funds, (2) the purposes of the donor-restricted endowment funds, (3) general economic conditions, (4) the possible effect of inflation and deflation, (5) the expected total return from income and the appreciation of investments, (6) other resources of the Organization, and (7) the Organization's investment policies.

Funds with Deficiencies

The Organization considers a fund to be underwater if the fair value of the fund is less than the sum of (a) the original value of initial and subsequent gift amounts donated to the fund and (b) any accumulations to the fund that are required to be maintained in perpetuity in accordance with the direction of the applicable donor gift instrument. The Organization complies with UPMIFA and has interpreted UPMIFA to permit spending from underwater funds in accordance with prudent measures required under the law. The Organization had no underwater endowment funds at December 31, 2018.

Investment Policy

The Organization has adopted an investment and spending policy to ensure a total return (income plus capital change) necessary to preserve and enhance the principal of the fund and, at the same time, provide a dependable source of support for current operations and programs. The withdrawal from the fund in support of current operations is expected to remain a constant percentage of the total fund, adjusted for new gifts to the fund.

In recognition of the prudence required of fiduciaries, reasonable diversification is sought where possible. Experience has shown financial markets and inflation rates are cyclical and, therefore, control of volatility will be achieved through investment styles. Asset allocation parameters have been developed for various funds within the structure, based on investment objectives, liquidity needs, and time horizon for intended use.

Measurement of investment performance against policy objectives will be computed on a total return basis, net of management fees and transaction costs. Total return is defined as dividend or interest income plus realized and unrealized capital appreciation or depreciation at fair market value.

Spending Policy

The Organization's spending policy in 2018 is 4.5% (4.25% in 2019) of the average total endowment value over the trailing 12 quarters with a 1% contingency margin. This includes interest and dividends paid out to the Organization.

The net asset composition of endowment investments as of December 31, 2018 is as follows:

	Without Donor Restrictions	With Donor Restrictions	Total Net Endowment Assets
Board-designated endowment funds	$ 14,007,444	$ -	$ 14,007,444
Donor-restricted endowment funds:			
Original donor-restricted gift amount and amounts required to be maintained in perpetuity by donor	-	1,679,406	1,679,406
Accumulated investment gains	-	453,544	453,544
Total funds	$ 14,007,444	$ 2,132,950	$ 16,140,394

Changes in endowment net assets as of December 31, 2018 are as follows:

	Without Donor Restrictions	With Donor Restrictions	Total Net Endowment Assets
Endowment net assets, beginning of year	$ 15,309,844	$ 2,320,365	$ 17,630,209
Contributions	99,498	16,717	116,215
Appropriations from endowment	(519,326)	(80,674)	(600,000)
Investment income, net	(882,572)	(123,458)	(1,006,030)
Endowment net assets, end of year	$ 14,007,444	$ 2,132,950	$ 16,140,394

13. Net Assets With Donor Restrictions

Net assets with donor restrictions are restricted for the following:

	2018	2017
Subject to expenditure for specified purpose:		
Camp	$ 113,699	$ 134,161
Child abuse prevention	153,836	322,306
Early intervention	-	2,000
Family counseling	14,160	20,860
Homecare	92,430	50,000
Human trafficking	30,000	6,000
IT and other projects	208,891	-
Teen and youth	234,433	131,895
	847,449	667,222
Endowment:		
Accumulated earnings restricted by donors for:		
General operations	131,716	162,919
Camp operations	92,896	165,335
Other purposes	228,932	329,422
	453,544	657,676
Original gift restricted by donors for:		
General operations	133,407	133,407
Camp operations	548,988	532,271
Other purposes	997,011	997,010
	1,679,406	1,662,688
Total restricted endowment	2,132,950	2,320,364
Not subject to spending policy or appropriation:		
Beneficial interest in trusts	1,679,591	1,867,906
Total	$ 4,659,990	$ 4,855,492

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purpose or by occurrence of the passage of time or other events specified by the donors as follows for the year ended December 31, 2018:

Satisfaction of purpose restrictions:	
Camp	$ 144,888
Child abuse prevention	295,614
Early intervention	2,000
Family counseling	10,200
Homecare	265,542
Human trafficking	26,000
IT and other projects	227,130
Teen and youth	168,182
	1,139,556
Restricted-purpose spending-rate distributions and appropriations:	
General operations	13,335
Camp operations	30,959
Other purposes	36,380
	80,674
Total	$ 1,220,230

14. Assistance to Individuals

The $718,608 in "Assistance to individuals" (see Consolidated Statement of Functional Expenses) is comprised of the following (rounded to the nearest thousand):

Payment to parents of foster children	$ 325
Housing assistance to youth at risk of homelessness	115
Gift cards provided to families during holiday season	65
Food for at risk youth	38
Other assistance such as medical, childcare, transportation, and family activities	176
	$ 719

15. Functionalized Expenses

The consolidated financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include clerical, IT, and administration, which are allocated to program and supporting services based primarily on a percentage of personnel costs related to programs.

16. Defined Contribution Plan

The Organization maintains a 403(b) Thrift Plan (the Plan). The Plan is a defined contribution plan that all eligible employees may immediately make elective participant contributions to upon hire. A pretax voluntary contribution is permitted by employees up to limits imposed by the Internal Revenue Code and other limitations specified in the Plan. There were no contributions made to the plan by the Organization for the years ended December 31, 2018 and 2017, respectively.

17. Operating Leases

The Organization leases office space under the terms of non-cancellable lease agreements that expired at various times through 2018. The Organization also rents additional facilities on a month to month basis. Rent expense under these agreements totaled $182,368 and $141,787 for the years ended December 31, 2018 and 2017, respectively.

18. Transactions with Related Parties

The Organization procures a portion of their legal services from a local law firm that employs an attorney who also serves on the Organization's Board of Directors. The attorney board member does not personally perform the legal services. For the year ended December 31, 2018, the total legal expense from related parties was $403.

19. Concentrations of Risk

The majority of the Organization's grants are received from agencies of the State of New Hampshire. As such, the Organization's ability to generate resources via grants is dependent upon the economic health of that area and of the State of New Hampshire. An economic downturn could cause a decrease in grants that coincides with an increase in demand for the Organization's services.

20. Subsequent Events

Subsequent events have been evaluated through March 26, 2019, the date the consolidated financial statements were available to be issued.

WAYPOINT

Consolidated Schedule of Operating Expenses
For the Year Ended December 31, 2018

	Family Counseling	Teen and Youth	Child Abuse Treatment & Family Strengthening	Child Abuse Prevention	Early Intervention	Homecare	Adoptions and Pregnancy Counseling	Child Advocacy	Summer Camp	Total Program	Management and General	Fundraising	2018 Total
Salaries and wages	$ 468,270	$ 940,297	$ 1,571,090	$ 1,435,811	$ 344,092	$ 1,649,913	$ 81,328	$ 118,831	$ 8,728	$ 6,614,360	$ 849,923	$ 316,127	$ 7,780,410
Employee benefits	39,799	135,622	190,979	181,757	33,660	144,054	12,964	2,883	897	742,615	66,141	19,071	827,827
Payroll related costs	56,967	100,911	173,279	161,282	37,294	196,825	7,437	9,278	521	743,794	65,549	25,122	834,465
Mileage reimbursement	5,860	41,849	249,506	68,137	18,647	59,274	1,294	69	156	442,792	1,878	413	445,083
Contracted services	28,809	43,507	95,385	165,055	20,355	23,246	9,429	2,312	171,937	560,035	96,132	6,553	662,720
Accounting	-	-	-	-	-	-	-	-	-	-	28,700	-	28,700
Assistance to individuals	5,064	190,794	388,345	133,828	-	3,014	10,071	-	7,494	718,608	-	-	718,608
Communications	8,493	38,575	41,973	33,808	4,940	16,451	1,998	1,522	584	148,344	10,147	8,249	166,740
Conferences, conventions, meetings	3,014	3,681	2,415	19,919	1,544	1,649	3	1,957	1	34,183	19,533	2,302	56,018
Depreciation	7,672	118,639	44,925	40,542	7,670	7,670	4,383	2,191	64,553	298,245	36,417	-	334,662
In-kind contributions	1,510	61,077	27,626	-	-	-	-	-	-	90,213	3,420	1,000	94,633
Insurance	5,681	11,048	17,880	15,802	3,228	6,877	711	775	168	62,170	9,468	2,466	74,104
Interest	13,902	39,721	81,429	73,485	13,903	13,903	7,944	3,972	1,986	250,245	67,527	-	317,772
Legal	-	-	-	-	-	-	-	-	-	-	3,949	-	3,949
Membership dues	1,531	1,254	1,224	7,241	8	6,366	3	502	3	18,132	7,947	3,913	29,992
Miscellaneous	1,647	4,518	6,725	3,475	1,052	5,881	648	174	232	24,352	13,167	2,674	40,193
Occupancy	45,179	148,763	140,092	111,318	10,107	27,452	3,222	3,597	5,889	495,619	41,188	11,700	548,507
Printing and publications	2,881	9,092	14,541	12,070	3,003	12,054	435	1,220	872	55,968	12,656	22,916	91,540
Rental and equipment maintenance	5,310	15,574	30,366	27,270	5,186	6,293	2,860	1,485	823	95,167	25,588	2,029	122,782
Supplies	10,874	28,700	21,931	17,739	3,589	12,408	654	719	71	94,685	17,700	2,655	115,040
Travel	958	36,453	4,662	14,225	989	3,233	134	147	464	61,265	3,144	356	64,765
Total	$ 711,421	$ 1,968,075	$ 3,084,373	$ 2,520,762	$ 509,287	$ 2,196,583	$ 145,518	$ 151,634	$ 263,179	$ 11,550,792	$ 1,380,172	$ 427,546	$ 13,358,510

See Independent Auditors' Report.

WAYPOINT

Consolidated Schedule of Operating Expenses
For the Year Ended December 31, 2017

	Family Counseling	Teen and Youth	Child Abuse Treatment & Family Strengthening	Child Abuse Prevention	Early Intervention	Homecare	Adoptions and Pregnancy Counseling	Child Advocacy	Summer Camp	Total Program	Management and General	Fundraising	2017 Total
Salaries and wages	$ 522,885	$ 852,919	$ 1,354,655	$ 1,048,937	$ 269,423	$ 1,598,573	$ 76,399	$ 111,810	$ 6,707	$ 5,842,108	$ 821,492	$ 265,130	$ 6,928,730
Employee benefits	37,324	150,239	149,749	143,566	25,368	152,914	17,178	2,894	865	680,093	75,328	25,925	781,346
Payroll related costs	60,848	89,118	157,560	114,720	28,621	179,848	6,661	8,721	534	646,231	73,765	31,004	751,020
Mileage reimbursement	9,801	40,061	235,980	57,575	16,478	58,311	1,708	217	74	418,205	2,363	959	421,527
Contracted services	22,582	31,653	60,827	153,844	18,505	20,030	7,847	6,966	163,932	485,786	44,338	16,950	547,074
Accounting	-	-	-	-	-	-	-	-	-	-	30,330	-	30,330
Assistance to individuals	5,012	197,839	390,953	138,033	1,505	2,431	500	-	8,026	744,299	-	-	744,299
Communications	10,050	40,518	39,937	25,217	4,881	20,441	2,329	1,569	742	145,684	3,950	5,312	154,946
Conferences, conventions, meetings	3,595	3,026	2,850	15,405	2,038	1,002	410	1,723	1	29,850	12,376	3,493	45,719
Depreciation	22,292	59,535	65,161	68,591	10,289	12,003	5,144	3,430	1,715	248,160	68,590	-	316,750
In-kind contributions	40	98,448	39,108	-	17	-	196	-	-	135,809	23,594	-	159,403
Insurance	5,371	10,827	18,268	14,174	3,224	10,907	752	833	227	64,583	7,550	2,545	74,678
Interest	22,944	35,300	67,070	70,600	10,590	12,355	5,295	3,530	1,765	229,449	70,600	-	300,049
Legal	-	-	-	-	-	-	-	-	-	-	27,320	-	27,320
Membership dues	1,795	1,024	1,425	6,195	450	6,514	-	800	-	18,203	20,019	2,404	40,626
Miscellaneous	1,904	4,475	9,008	3,468	4,316	6,800	176	220	278	30,645	10,129	2,291	43,065
Occupancy	36,936	126,658	107,440	67,757	9,760	36,536	2,575	3,394	363	393,419	24,954	8,195	426,568
Printing and publications	1,213	2,117	6,925	15,350	806	5,968	764	855	1	33,999	4,097	30,005	68,101
Rental and equipment maintenance	8,210	13,799	24,712	24,856	3,898	7,292	1,810	1,317	639	86,533	21,602	1,334	109,469
Supplies	5,700	29,306	19,274	11,668	1,734	13,904	575	598	47	82,804	7,679	2,303	92,988
Travel	1,511	30,669	7,144	14,168	662	3,940	176	219	275	58,964	179	142	59,285
Total	$ 779,813	$ 1,817,531	$ 2,757,648	$ 1,993,722	$ 412,763	$ 2,147,569	$ 130,493	$ 148,696	$ 188,391	$ 10,374,824	$ 1,350,475	$ 397,992	$ 12,123,291

See Independent Auditors' Report.

WAYPOINT
Help Along the Way

Formerly
CHILD AND FAMILY SERVICES

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December 2018

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464 Chestnut Street
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Manchester, NH 03105
waypointnh.org

ANTHONY F. CHEEK, JR.
464 Chestnut St.
Manchester, NH 03105
Phone: (603) 518-4113
Email: cheekt@waypointnh.org

EXPERIENCE: Waypoint, formerly Child & Family Services Manchester, NH
01/11- Present ***Vice President/CFO***

Oversee all finance, facilities and information technology functions for a private non-profit human services agency with 300 employees and a budget of $14 Million.

Fountains America, Inc., Pittsfield, NH
3/07- 1/11 ***Vice President/Director of Finance***

Overall responsibility for the corporate finance, human resource and information technology functions of a US holding company and its three operating divisions, all subsidiaries of fountains plc headquartered in the UK.

- US budget responsibility $7 Million, Group budget $100 Million.
- Prepare and monitor annual budgets.
- Provide monthly financial analysis and forecasts to US President and UK group CFO.
- Manage corporate risk matters including legal, insurance and compliance issues.
- Oversee corporate tax matters and accounting standards compliance.
- Manage accounting department staff of six for maximum efficiency and responsiveness to internal and external stakeholders.
- Manage all human resource and payroll functions.
- Manage IT infrastructure and support needs.
- Work with US President and Division Presidents on strategic issues, company growth initiatives, product and regional cost analysis and acquisition/due diligence projects.

Lakes Region Community Services Council, Inc., Laconia, NH
2/96- 3/07 ***Director of Finance*** (3/98-3/07)

Oversee finance, human resource and information technology functions for a private non-profit human services agency with 300 employees, involving four corporate entities and a budget of $20 Million.

- Prepare and monitor annual budgets, and report monthly to Board of Directors.
- Negotiate funding with the New Hampshire Department of Health and Human Services.
- Prepare and manage contracts with funding sources and vendors.
- Supervision of 15 staff in finance, human resources and other administrative functions.
- Administer the agency's personnel policies, compensation and benefit plans.
- Ensure compliance with state and federal labor regulations.
- Oversee the installation and support of agency computer systems and networks.

- Implemented new IT network infrastructure for satellite offices to improve communication and optimize operations.
- Implemented new Medicaid billing and data collection software system.
- Manage all corporate risk management including legal issues, insurance coverage and corporate compliance matters.

Assistant Controller (2/96-3/98)

- Manage Accounting department responsible for five interrelated corporations.
- Oversee general ledgers for all corporations including timely monthly closings and account reconciliations.
- Present financial statements at monthly Board meeting.
- Manage staff of five including A/R, A/P, and G/L staff.
- Responsible for coordination of annual audits.
- Assist in preparation and maintenance of annual budgets.
- Converted general ledger software from an in-house system to Solomon IV, a Windows based multi-company software system.
- Responsible for the startup of two new corporations.
- Provide Executive Directors with accurate and timely operating statements and financial analysis.
- Responsible for daily cash management and banking relationships.

11/87 - 2/96 Boyd's Potato Chip Co., Inc., Lynn, MA

Controller/General Manager

- Prepared and analyzed monthly profit and loss statement.
- Monitored and controlled the flow of cash receipts and disbursements.
- Researched, designed specifications for and implemented a computer system to automate order entry, A/R, A/P, and inventory control, reducing data entry by 25% and improving inventory control.
- Coordinated annual audits.
- Administered group insurance plans and workers compensation program. Introduced new programs that resulted in savings to company and reduced workplace accidents.
- Renegotiated union contracts with union management.
- Managed all aspects of transportation and distribution, to ensure prompt deliveries and customer satisfaction.
- Supervised a staff of 20 including office, warehouse and transportation personnel.

EDUCATION:

1986 ***Bachelor of Science in Business Administration***
University of New Hampshire, Durham, NH

COMPUTER SKILLS:

Advanced computer skills including Microsoft Excel, Word and Access. Solomon Dynamics and Sage Accpac accounting systems. Crystal and FRx report writers.

Borja Alvarez de Toledo, M.Ed.

464 Chestnut St, Manchester, NH. 03105/ 603-782-6442
alvarezdetoledob@waypointnh.org

Professional Profile

- A seasoned leader with more than 18 years of senior level non-profit management experience.
- Strong business acumen with emphasis on developing processes to ensure the alignment of strategy, operations, and outcomes with a strength based approach to leadership development.
- Collaborative leader using systemic and strategic framework in program development, supervision and conflict resolution.

Professional Experience

Waypoint, ***formerly Child and Family Services of New Hampshire***
Manchester, NH — December 2013- Present

~ President and CEO

- Responsible for program planning and development, insuring that Waypoint meets the community needs.
- Advance the public profile of Waypoint by developing innovative approaches and building productive relationships with government, regional and national constituencies.
- Acts as advisor to the Board of Directors and maintains relationships with the regional Boards
- Responsible for all aspects of financial planning, sustainability and oversight of Waypoint's assets
- Work with Development staff and Board of Directors to design and implement all fundraising activities, including cultivation and solicitation of key individuals, foundations and corporations

Riverside Community Care
Dedham, MA — 2009- 2013

~ Division Director, Child and Family Services

- Responsible for strategic vision, planning and implementation of the programmatic, operational and financial sustainability of a $17M division with more than 300 employees.
- In partnership with The Guidance Center, Inc.'s board of directors, played leadership role in successfully merging with Riverside Community Care, through a process that involved strategic planning, analysis and selection of a viable partner.
- Provide supervision to managers using a strength based approach and a collaborative coaching model to leadership development.

The Guidance Center, Inc.
Cambridge, MA — 1998 - 2009

~ Chief Operating Officer — 2007 - 2009

- Hired initially as Director of an intensive home-based family program and through successive promotions became responsible for all operations in the organization.
- Responsible for supervision of Division Directors, strategic planning and development of new initiatives.
- Developed strategic relationships with state and local funders, and partnered with community agencies to support the healthy growth of children and families.

Private Practice in Psychotherapy and Clinical Consultation
Madrid, Spain — 1992 - 1998

Universidad Pontificia de Comillas
Madrid, Spain
1991 - 1998

~Adjunct Faculty

- Taught graduate level courses in Family and Couples Therapy program
- Practicum program supervisor: Supervised first year Master's Degree students through live supervision in the treatment of multi-problem families.

Centro Médico-Psicopedagógico
Madrid, Spain
1994 - 1997

~Clinical Coordinator/Director of Training.

- Member of a multi-disciplinary team that provided assessment and treatment to families victims of terrorism and had developed Post Traumatic Stress Disorder.

ITAD (Institute for Alcohol and Drug Treatment),
Madrid, Spain
1991- 1994

~ Senior Drug and Alcohol Counselor, Drug and Alcohol Program

- Provided evaluation and treatment for chemically dependent adults and their families.

~ Senior Family Therapist, Couples and Family Therapy Program

- Worked as a family therapist in the evaluation and treatment of adolescents and families.

Charles River Health Management
Boston, MA
1989 - 1991

~ Senior Family Therapist, Home Based Family Treatment Program.

Education

Graduate Certificate of Business
University of Massachusetts, Lowell, 2000.
Master's Degree in Education
Counseling Psychology Program. Boston University, 1989.
B.A. in Clinical Psychology
Universidad Pontificia de Comillas, Madrid, Spain. 1988

Publications

2009 Ayers,S & Alvarez de Toledo, B. Community Based Mental Health with Children and Families. In A. R. Roberts (Ed.) ,*Social Worker's Desk Reference* (2nd ed.),New York: Oxford University Press, 2009

2006 *Topical Discussion: Advancing Community-Based Clinical Practice and Research: Learning in the Field.* Presented at the 19th Annual Research Conference: A System of Care for Children's Mental Health: Expanding the Research Base, February 2006, Tampa, FL.

2001 Lyman, D.R.; Siegel, R.; Alvarez de Toledo, B.; Ayers, S.; Mikula, J. *How to be little and still think big: Creating a grass roots, evidence based system of care.* Symposium presented at the 14th Annual Research Conference in Children's Mental Health, Research and Training Center for Children's Mental Health, February 2001, Tampa, FL.

2006 Lyman, D.R., B. Alvarez de Toledo, *The Ecology of intensive community based intervention.* In Lightburn, A., P. Sessions. Handbook of Community Based Clinical Practice. Oxford University Press, 2006, England.

2001 Lyman, D.R., B. Alvarez de Toledo (2001) *Risk factors and treatment outcomes in a strategic intensive family program.* In Newman, .C, C. Liberton, K. Kutash and R. Friedman, (Eds.) A System of Care for Children's Mental Health: Expanding the Research Base (2002), pp. 55-58. Research and Training Center for Children's Mental Health, University of South Florida, Tampa, FL.

1994-98 Research papers and professional presentations in peer reviewed journals in Spain

Languages

Fluent in Spanish, French and Italian.

Maryann Evers LICSW

Professional Overview

Clinical Social Worker/Manager with over 25 years of professional, clinical and managerial experience focusing on trauma, child welfare, early childhood, mental health. Skilled at working with state and private nonprofits to develop and provide a full range of services to children and families. Experienced in identifying programmatic and systemic barriers to optimum care and developing and sustaining programs to address these challenges.

Experience

Program Director/Early Childhood Home Visiting/Waypoint March 2016 – present

Responsible for clinical, administrative and programmatic oversight of several Early Childhood Home visiting programs providing services to children and families in the greater Manchester, Concord, Nashua and Portsmouth areas.Waypoint is a non-profit specializing in the elimination of abuse and neglect. Early Childhood Home Visiting programs are preventative in nature and focus primarily on supporting the relationship between children and their caregivers.

Regional Clinical Director/MA Department of Children and Families 2010-june 2015

Responsible for oversight and implementation of agency policy and procedures in Boston MA. Direct supervision of multi-disciplinary staff including Quality Improvement, Risk Management, Adoption, Substance Abuse, Domestic Violence and Mental Health Consultation. Facilitate meetings with office middle and senior management. Liaison to child serving state, municipal and private agencies. Familiar with performance based management. Oversee system of after hours emergency response teams. Responsible for training, team building

Mental Health Specialist/ MA Department of Children and Families 2001-2010

Provide consultation to staff on issues involving mental health concerns. Helped design data collection and analysis to understand and address problem of children "stuck" in hospitals. Liaison with acute psychiatric facilities, Department of Mental Health and Developmental Disability Services. Developed and maintained interagency teams and group home with focus on children transitioning from child to adult services. Key developer of child psychopharmacology training for DCF workers. Implementation, oversight and analysis of consultation with community child psychiatrists. Leader in critical incident management, crisis debriefing and wellness initiative in the region. Promotes professional development of staff including intern supervision. Developed and implemented crisis planning teams with Boston Psychiatric Emergency Service Team.

Private Practice **2001-2012**

Andover and Revere Ma

Provided outpatient child and family therapy. Special emphasis on adolescent adjustment, child development, child behavior and parenting strategies.

Director Child Services/North Suffolk Mental Health **1992-2001**

Clinical and administrative oversight for all child and family out patient services at this private non-profit in Chelsea, Revere and East Boston Ma. Contracts management, budget development. Created and implemented one of the first in home family stabilization teams in the Boston area. Provided direct services, consultation and supervision to Early Intervention Program. Supervised, hired and trained staff of 30 clinical social workers. Involved in grant writing. Provided program oversight of children's afterschool for seriously emotionally disturbed latency age children. Member of labor relation's team. Facilitate utilization and Risk management forums. Provided family and child therapy. Coordinated and implemented Psychological First Aid to incidents of community violence.

Clinician/ Project Cope **1988-1992**

Clinician working with individuals and groups affected by substance use disorder.

Ma. Department of Social Services **1980-1990**

Case manager, protective service investigator in Cambridge Ma. Promoted to supervisor and transferred to Beverly Ma to oversee protective service investigations in the Beverly area. Supervised staff of 6.

Education

University of New Hampshire **1977**

Bachelor of Arts in Social Services

Boston University **1988**

Masters in Social Work

Wheelock **2014**

Advanced Certificate in Early Childhood Mental Health

Skills

Advanced training in; Critical Incident Debriefing; Crisis Prevention Intervention; EMDR; Family Systems

treatment; substance abuse; early childhood mental health; CBT; DBT; Trauma informed treatment; clinical supervision; interest based bargaining; cultural competence. Advanced Reflective Practice Consultant(NH)

Awards

Commonwealth of Ma Citation for Outstanding Performance 2015, Massachusetts DCF Commissioner's award for clinical excellence 2014, Massachusetts DCF Commissioner's Award for Permanency Planning Training 2013; Commissioner's Award for Student Field Supervision2011; Commissioner's Award for Mental Health Specialist 2008

Personal

Vista Volunteer 1977; exercise enthusiast, avid reader

License

Ma LICSW since 1990

NH LICSW #1913

COLLEEN M. IVES

CHIEF OPERATING OFFICER

Proactive executive with a formidable record of driving systemic change and business expansion. Nimble administrator with strategic planning, business process improvement, cost controls and performance management experience. Collaborative leader with inspirational and decisive management style who achieves exceptional, rather than expected, results. Catalyst for open communications towards a climate of learning to benefit company and individuals.

PROFESSIONAL EXPERIENCE

WAYPOINT, Manchester, NH • 2018-Present
Statewide private nonprofit that works to advance the well-being of children and families through an array of community-based services.

Chief Operating Officer
- Oversees all aspects of program delivery including; fiscal and personnel management, quality assurance and program development

ROCKPORT MORTGAGE CORPORATION, Gloucester, MA • 2008-2017
Leading national lender of US Housing & Urban Development insured commercial loans in healthcare, multifamily and affordable housing sectors.

Vice President, Operations & Quality Control
- Report to principals with overall responsibility for achieving strategic objectives through oversight of the day-to-day operations of five multi-disciplinary underwriting teams by providing support at the transactional level as well as in the development of procedures and operating practices to match RMC's continued growth.
- Ensure RMC'S compliance with their federally mandated Quality Control Plan through employee development initiatives, monitoring of RMC'S operational practices while integrating new HUD directives into RMC'S existing best practices.

IVES DEVELOPMENT ASSOCIATES, Manchester, NH • 2005-2016
Consultancy providing strategic planning and leadership development to public, private and nonprofit companies throughout New England.

Principal
Design and facilitate customized corporate retreats, including strategic planning sessions, executive and Board of Directors' training and development, creation or re-affirmation of vision, mission and values and efforts to re-align leadership around key priorities and future direction of the organization. Integrate opportunities to shift organizational culture to more open and candid communications.
- Led an 18-month comprehensive change initiative that:
  - Resulted in the development of a transition plan for the assimilation of an Interim Executive Director including an operations plan that aimed to recalibrate the culture;
- Transformed climate of accountability for a $55M client by implementing Balanced Scorecard strategic measurement system. Designed, coordinated and facilitated on-site internal and external analysis of 11 retail locations in 9 states, analyzing threats and weaknesses in business to build a platform for growth.

CAREER NOTE: Concurrent with consulting enterprise (2006 – 2010), designed and taught introductory and upper level psychology and sociology courses at Granite State College in Concord, Manchester and Portsmouth, New Hampshire.

GRANITE STATE INDEPENDENT LIVING, Concord, NH • 2001-2005
Statewide nonprofit offering long-term care, employment, transportation, advocacy, and other community-based services.

Acting Executive Director & Chief Operating Officer
Led internal operations, including service and program delivery, finance, human resources, fundraising and marketing. Transformed organization's culture by promoting a climate of excellence, systemic solutions and learning that benefited the organization and individual employees. Evaluated operational results and facilitated business processes and controls that promoted efficiency and internal information flow. Developed short- and long-range operating plans. Supported up to 14 management-level employees, staff of 90, and $13M annual operating budget. Held complete performance management authority as well as autonomy to engage in private and state/federal contracts.

- Increased revenue by 78% with more effective grant administration, successful applications for new competitive grants, initiating a comprehensive development / fundraising plan, and increasing the fee-for-service lines of business.
- Increased consumers served from 400 to 3,000+ individuals within three-year period by restructuring existing programs, developing new programs and increasing program accountability with monthly management reports.
- Established foundation for 36-month capacity building plan to enhance infrastructure and overall operations by conducting full organizational audit and successfully presenting to Board of Directors.
- Expanded services and leveraged long-term grant opportunity through company acquisition. Successfully integrated organizational cultures and business practices, including human resource policies, management teams and compensation/benefits.
- Recommended, designed and implemented internal controls and operating procedures for all departments (Human Resources, Finance, Public Relations/ Development, Long-Term Care, Community Living and Employment Services).
- Increased efficiency, raised credibility of financial reporting and reduced headcount by implementing state of the art technology with expertise of retained IT consultant.

NEW HAMPSHIRE DEPARTMENT OF EDUCATION, VOCATIONAL REHABILITATION, SERVICES FOR BLIND AND VISUALLY IMPAIRED, Concord, NH • 1992-2000
Statewide organization providing Registry of Legal Blindness, Sight Services for Independent Living, Vocational Rehabilitation and a Business Enterprise program.

Statewide Director
Managed professional staff of 8 to deliver services that included 15 statewide rehabilitative support groups, career counseling and vending machine/food service enterprises in State and Federal buildings.

- Awarded $1.2M 3-year federal grant to provide peer support services in 15 locations across the state
- Led Department to highest rank in standards and benchmarks among 7 other regional offices.
- Enhanced team atmosphere by integrating 4 distinct statewide programs into a cohesive unit.
- Cultivated relationships and formal partnerships with various stakeholders in the statewide network of social and human services and employment arenas.

EDUCATION

Doctorate in Human and Organizational Systems
Master of Arts in Human Development
Fielding Graduate University, Santa Barbara, California

Master of Arts/CAGS in Rehabilitation Counseling
Bachelor of Arts in Psychology and Philosophy
Assumption College, Worcester, Massachusetts

Waypoint

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Borja Alvarez de Toledo	CEO	$185,411	0	0
Colleen Ives	COO	$108,139	0	0
Anthony Cheek	CFO	$103,355	0	0
Maryann Evers	Program Director	$74,797	12.50%	$9,350

14B mac

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

Jeffrey A. Meyers
Commissioner

Christine Tappan
Associate Commissioner

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

March 9, 2018

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division For Children, Youth and Families, to enter into **sole source** amendments with the vendors identified below, for the provision of Comprehensive Family Support Services by increasing the price limitation by $4,606,197 from $6,424,788 to $11,030,985 and by extending the contract completion date from June 30, 2018 to June 30, 2019 effective upon Governor and Executive Council approval. 97.59% Federal Funds, 2.41% General Funds.

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway NH	$585,228	$274,561	$859,789	O: 6/18/14 #80 A1: 6/10/15 #5D A2: 5/18/16 #9A
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$572,508	$461,375	$1,033,883	O: 6/18/14 #80 A1: 5/18/16 #9A
Greater Seacoast Community Health (f/k/a Families First)	TBD	100 Campus Drive, Suite 12 Portsmouth NH	$585,228	$464,555	$1,049,783	O: 6/18/14 #80 A1:6/10/15 #5C A2: 5/18/16 #9A

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
TLC Family Resource Center (formerly Good Beginnings of Sullivan County)	170625-B001	109 Pleasant Street Claremont NH	$585,228	$423,075	$1,008,303	O: 6/18/14 #80 A1: 5/18/16 #9A
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$585,228	$463,279	$1,048,507	O: 6/18/14 #80 A1: 5/18/16 #9A
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$585,228	$451,881	$1,037,109	O: 6/18/14 #80 A1: 5/18/16 #9A
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$585,228	$279,375	$864,603	O: 6/18/14 #80 A1: 6/10/15 AG A2: 5/18/16 #9A
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$585,228	$279,375	$864,603	O: 6/18/14 #80 A1: 6/10/15 AG A2: 5/18/16 #9A
		Total	**$6,424,788**	**$4,606,197**	**11,030,985**	

Funds to support this request are available in the following accounts in State Fiscal Year 2018 and in State Fiscal Year 2019, with the ability to adjust encumbrances between state fiscal years through the Budget Office without further approval from the Governor and Executive Council, if needed and justified.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

05-095-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, TEMPORARY ASSISTANCE FOR NEEDY FAMILES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

This request is **sole source** because the funding being added in State Fiscal Year 2018 exceeds 10% of the total contract value for each contract. The addional funding is being utilized by the vendors to increase staff capacity to provide services to families who had a an abuse/neglect assessment conducted by the Division for Children, Youth and Families that was closed unfounded or unfounded with conerns.

The purpose of these amendments is to increase capacity for programs and utilize one (1) of the two (2) years available for renewing services, as specified in Exhibit C-2 of the original agreements.

Comprehensive Family Support Services assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents and give families an opportunity to learn and grow.

Below is a breakdown of those served in 2016 through the original Comprehensive Family Support Services contracts:

- Families served, 1,027.
- Family members served, 2,979.
- Total children served 1,695
- 50% of families served had a single caregiver.
- 48% of families served have mental health issues.
- 33 % of families served have chronic health issues.
- 93% of children served have child Medicaid insurance.
- 12% of adults served are without any insurance

Considering those served and program outcomes from 2014 to 2016 there have been considerable success for those who have participated and successfully completed or graduated from the program. Success is measured by future avoidance of DCYF services. Families are tracked for 3 years following the completion of services. Below are the outcome measures for the period identified

- 2014, 91.8%
- 2015, 93.1%
- 2016, 93.6%

Over the last several years the State of New Hampshire has seen a significant increase in the volume of families with open abuse and neglect cases. This translates to many more children in out of home care and significant increase in cost to the State of New Hampshire. By providing the additional resources through these amendments, the vendors will be able to increase services offered to the State's most vulnerable population.

With the increased funding, the vendors will be able to increase their ability to expand their service array to clients within their community by being able to employ one (1) to two (2) full time employees in order to manage their current wait list and to support the Division for Children, Youth and Families with assessments where substance abuse is an identified concern. Vendors will work with their communities to increase referrals for TANF exempt clients with children under the age of one (1) year. Vendors will increase their capacity to offer and implement prevention services to those most in need.

The services offered by these vendors are available to any family in the State of New Hampshire with children under the age of 21 years, with priority given to those families referred by the Division for Children Youth and Families. The Division for Children, Youth and Families will refer families who have had an abuse/neglect assessments closed unfounded or unfounded with concerns to the appropriate vendor in the service area. Families would then receive prevention services to assist them with decreasing famly stressors.

Although, prevention services are offered through the original Comprehensive Family Support Services contracts, these amendments will increase the vendor's capacity to provide additional resources. The additional services will allow vendors to increase the number of families served and the services offered, which include but are not limited to:

- Education.
- Parenting support.
- Case management.
- Assisted referrals.
- Home visiting resources.
- Budget management.
- Child development/

The Deppartment anticipates that by increasing the availability and quality of prevention services offered statewide there will be a reduction in incidents of child abuse and neglect, which would result in a reduction of open abuse/neglect cases with the Division for Children, Youth and Families.

The following performance measures/objectives will be used to measure the effectiveness of the agreement:

- 60% of families referred will enter and complete services. (Performance Measure)
- 95% of families who complete services will not be referred to DCYF within the following 3 years.(Performance Measure)

- Increase the number of families served with children under the age of 1. (Performance Measure)
- Increase the number of parents served under the age of 21. (Performance Measure)

Should Governor and Executive Council not authorize this request, the flexibility of community based family services may not be available to address the needs of children and families statewide, which could result in an increase in the Division for Children, Youth and Families involvement for out-of-home placement. Additionally families will not receive services that could assist with preventing the separation of children from their families by providing services that would result in parents providing a safe, stable and supportive family environment for their children.

Area served: Statewide

Source of Funds: 97.59% Federal Funds from Title IV-B Subpart I (CFDA#:93.645, FAIN: 1801NHCWSS), Promoting and Stable Families (CFDA#: 93.556, FAIN: 1801FPSS),Title XX Grants – SSBG (CFDA#: 93.667, FAIN: 1801NHSOSR), temporary Assistance to Needy Families (CFDA#: 93.558, FAIN: 17NHTANF), MCH Block Grant, 2.41% General Funds.

In the event that the Federal (or Other) Funds are no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

Christine Tappan
Associate Commissioner

Approved by:

Jeffrey A. Meyers
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$823.00		$823.00
2016	102-500734	Social Service Contract	42106802	$1,907.00		$1,907.00
2017	102-500734	Social Service Contract	42106802	$823.00		$823.00
2018	102-500734	Social Service Contract	42106802	$1,907.00		$1,907.00
2019	102-500734	Social Service Contract	42106802	$0.00	$1,365.00	$1,365.00
			Total:	**$5,460.00**	**$1,365.00**	**$6,825.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**
			Sub-Total:	**$187,260.00**	**$46,815.00**	**$234,075.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**
			Sub-Total:	**$919,996.00**	**$229,999.00**	**$1,149,995.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2016	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2017	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2018	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2019	102-500734	Social Service Contract	42106603	$0.00	$8,982.00	$8,982.00
			Total:	**$35,928.00**	**$8,982.00**	**$44,910.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**
			Sub-Total:	**$3,171,968.00**	**$792,992.00**	**$3,964,960.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$64,127.00	$64,127.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$64,127.00	$64,127.00
			Total:	**$0.00**	**$128,254.00**	**$128,254.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
			Total:	**$0.00**	**$318,248.00**	**$318,248.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
			Total:	**$0.00**	**$318,248.00**	**$318,248.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$138,384.00	$138,384.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$138,384.00	$138,384.00
			Total:	**$0.00**	**$276,768.00**	**$276,768.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$158,486.00	$158,486.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$158,486.00	$158,486.00
			Total:	**$0.00**	**$316,972.00**	**$316,972.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$152,787.00	$152,787.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$152,787.00	$152,787.00

Total:	**$0.00**	**$305,574.00**	**$305,574.00**

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
			Total:	**$0.00**	**$133,068.00**	**$133,068.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
			Total:	**$0.00**	**$133,068.00**	**$133,068.00**
			Sub-Total:	**$0.00**	**$3,000,000.00**	**$3,000,000.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, TEMPORARY ASSISTANCE FOR NEEDY FAMILES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2016	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2017	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2018	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2019	502-500891	Payments To Providers	45030206	$0.00	$31,290.00	$31,290.00
			Total:	**$125,160.00**	**$31,290.00**	**$156,450.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**
			Sub-Total:	**$1,600,000.00**	**$400,000.00**	**$2,000,000.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DICISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMINITY SERVICES, MATERIAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**
			Sub-Total:	**$245,564.00**	**$61,391.00**	**$306,955.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DICISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMINITY SERVICES, MATERIAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2016	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2017	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2018	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2019	102-500731	Contracts For Prog. Svc	90004015	$0.00	$75,000.00	$75,000.00
			Total:	**$300,000.00**	**$75,000.00**	**$375,000.00**
			Grand Total:	**$6,424,788.00**	**$4,606,197.00**	**$11,030,985.00**

State of New Hampshire
Department of Health and Human Services
Amendment #3 to Contract for Comprehensive Family Support Services

This 3rd Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #3") dated this 12th day of January, 2018, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Child and Family Services of New Hampshire, (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 464 Chestnut Street, Manchester, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80) as amended (Amendment #1) approved by the Attorney General's Office on May 22, 2015, and as amended (Amendment #2) approved by the Governor and Executive Council on May 18, 2016 (Item #9A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, the agreement may be amended and Exhibit C-2, Additional Special Provisions, Paragraph 1, the State may renew the agreement for up to four (4) additional years upon written agreement of the parties and approval from the Governor and Executive Council; and

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

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

1. Form P-37, General Provisions, Block 1.7, Completion Date, to read:

   June 30, 2019.

2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:

   $1,088,135.

3. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:

   E. Maria Reinemann, Esq., Director.

4. Form P-37, General Provisions, Block 1.10, State Agency Telephone Number, to read:

   (603) 271-9330.

5. Add Exhibit A – 2, Amendment #3 Additional Scope of Services.
6. Delete Exhibit B – 4, Amendment #2 and replace with Exhibit B – 4, Amendment #3.
7. Add Exhibit B – 5, Amendment #3

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

3/5/18
Date

Christine Tappan
Associate Commissioner

Child and Family Services of New Hampshire

2/20/18
Date

Name/Title Borja Alvarez de Toledo, President/CEO

Acknowledgement:
State of New Hampshire, County of Hillsborough on 2/20/18, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.
Signature of Notary Public or Justice of the Peace

Marybeth D'Amico
Name and Title of Notary or Justice of the Peace

MARYBETH D'AMICO
STATE OF
- MY -
COMMISSION
EXPIRES
MARCH 6,
2018
NEW HAMPSHIRE
NOTARY PUBLIC

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

OFFICE OF THE ATTORNEY GENERAL

3/7/18
Date

Name:
Title: Assistant Attorney General

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

Additional Scope of Services

1. Provisions Applicable to All Services

1.1. The Contractor will submit a detailed description of the language assistance services 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.

1.2. 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.

2. Scope of Work

2.1. The Contractor shall work with their community to increase referrals for Temporary Assistance to Needy Families (TANF) exempt clients with children under the age of one (1) years old.

2.2. The Contractor shall follow the Home Visiting New Hampshire model when providing services to TANF clients with children under the age of one (1) in order to assist them with successfully overcoming barriers to employment.

2.3. The Contractor shall provide mandatory training to their staff that includes, but is not limited to:

2.3.1. Trauma Informed Care/Practices.

2.3.2. Two (2) Generation Approach to Working with Families.

2.3.3. Strengthening Families Model.

2.3.4. FRC-Q Standards Training.

2.3.5. How to Report Abuse and/or Neglect.

2.3.6. Completing and Utilizing the North Carolina Assessment.

2.3.7. Creating and Utilizing Individual Service Plans.

2.3.8. Home Visiting Worker Safety.

2.3.9. Individual Agency Trainings (Human Resources Requirements).

2.4. The Contractor shall provide weekly supervision of all Home Visiting staff.

3. Staffing

3.1. The Contractor shall increase their ability to expand their service array to clients within their community by employing an additional two (2) Full Time Employees (FTEs) whose duties shall include, but are not limited to:

3.1.1. Manage current wait list.

3.1.2. Support the Department with "unfounded reports" from the Department where substance abuse is an identified as a concern.

3.1.3. Address the needs of clients that are referred by the Department who have had an assessment that is closed as "Unfounded, but with reasonable concerns".

Exhibit B-4 Amendment #3

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

Bidder/Program Name: Child and Family Services - Manchester

Budget Request for: Comprehensive Family Support Services

Budget Period: July 1, 2017-June 30,2018

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 187,238.69	$ 27,301.00	$ 214,539.69	$ -	$ 4,338.00	$ 4,338.00	$ 187,238.69	$ 22,963.00	$ 210,201.69
2. Employee Benefits	$ 52,997.03	$ 4,805.00	$ 57,802.03	$ -	$ 764.00	$ 764.00	$ 52,997.03	$ 4,841.00	$ 57,838.03
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ 2,212.00	$ 2,212.00	$ -	$ 351.00	$ 351.00	$ -	$ 1,861.00	$ 1,861.00
Purchase/Depreciation	$ 1,000.00	$ 1,146.00	$ 2,146.00	$ -	$ 182.00	$ 182.00	$ 1,000.00	$ 964.00	$ 1,964.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 2,000.00	$ 228.00	$ 2,228.00	$ -	$ 36.00	$ 36.00	$ 2,000.00	$ 192.00	$ 2,192.00
6. Travel	$ 7,000.00	$ 469.00	$ 7,469.00	$ -	$ 75.00	$ 75.00	$ 7,000.00	$ 394.00	$ 7,394.00
7. Occupancy	$ 16,500.00	$ 1,627.00	$ 18,127.00	$ -	$ 258.00	$ 258.00	$ 16,500.00	$ 1,369.00	$ 17,869.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 4,300.00	$ 711.00	$ 5,011.00	$ -	$ 113.00	$ 113.00	$ 4,300.00	$ 598.00	$ 4,898.00
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ 100.00	$ 199.00	$ 299.00	$ -	$ 32.00	$ 32.00	$ 100.00	$ 167.00	$ 267.00
Audit and Legal	$ -	$ 2,795.00	$ 2,795.00	$ -	$ 444.00	$ 444.00	$ -	$ 2,351.00	$ 2,351.00
Insurance	$ 1,300.00	$ 428.00	$ 1,728.00	$ -	$ 68.00	$ 68.00	$ 1,300.00	$ 360.00	$ 1,660.00
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 2,000.00	$ 457.00	$ 2,457.00	$ -	$ 73.00	$ 73.00	$ 2,000.00	$ 384.00	$ 2,384.00
11. Staff Education and Training	$ 3,000.00	$ 291.00	$ 3,291.00	$ -	$ 46.00	$ 46.00	$ 3,000.00	$ 245.00	$ 3,245.00
12. Subcontracts/Agreements	$ 6,410.00	$ -	$ 6,410.00	$ -	$ -	$ -	$ 6,410.00	$ -	$ 6,410.00
13. Other (specific details mandatory):	$ 785.00	$ -	$ 785.00	$ 785.00	$ -	$ 785.00	$ -	$ -	$ -
	$ -	$ 5,792.28	$ 5,792.28	$ -	$ 920.00	$ 920.00	$ -	$ 4,872.28	$ 4,872.28
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 284,630.72	$ 48,461.28	$ 333,092.00	$ 785.00	$ 7,700.00	$ 8,485.00	$ 283,845.72	$ 40,761.28	$ 324,607.00

Indirect As A Percent of Direct 17.0%

Contractor Initials: [illegible]

Date: 2/20/18

Exhibit B-5 Amendment #3

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

Bidder/Program Name: Child and Family Services - Manchester

Budget Request for: Comprehensive Family Support Services

Budget Period: July 1, 2018 through June 30, 2019

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 187,238.69	$ 27,301.00	$ 214,539.69	$ -	$ 4,338.00	$ 4,338.00	$ 187,238.69	$ 22,963.00	$ 210,201.69
2. Employee Benefits	$ 52,997.03	$ 4,805.00	$ 57,802.03	$ -	$ 764.00	$ 764.00	$ 52,997.03	$ 4,041.00	$ 57,038.03
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ 2,212.00	$ 2,212.00	$ -	$ 351.00	$ 351.00	$ -	$ 1,861.00	$ 1,861.00
Purchase/Depreciation	$ 1,000.00	$ 1,146.00	$ 2,146.00	$ -	$ 182.00	$ 182.00	$ 1,000.00	$ 964.00	$ 1,964.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 2,000.00	$ 228.00	$ 2,228.00	$ -	$ 36.00	$ 36.00	$ 2,000.00	$ 192.00	$ 2,192.00
6. Travel	$ 7,000.00	$ 469.00	$ 7,469.00	$ -	$ 75.00	$ 75.00	$ 7,000.00	$ 394.00	$ 7,394.00
7. Occupancy	$ 16,500.00	$ 1,627.00	$ 18,127.00	$ -	$ 258.00	$ 258.00	$ 16,500.00	$ 1,369.00	$ 17,869.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 4,300.00	$ 711.00	$ 5,011.00	$ -	$ 113.00	$ 113.00	$ 4,300.00	$ 598.00	$ 4,898.00
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ 100.00	$ 199.00	$ 299.00	$ -	$ 32.00	$ 32.00	$ 100.00	$ 167.00	$ 267.00
Audit and Legal	$ -	$ 2,795.00	$ 2,795.00	$ -	$ 444.00	$ 444.00	$ -	$ 2,351.00	$ 2,351.00
Insurance	$ 1,300.00	$ 428.00	$ 1,728.00	$ -	$ 68.00	$ 68.00	$ 1,300.00	$ 360.00	$ 1,660.00
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 2,000.00	$ 457.00	$ 2,457.00	$ -	$ 73.00	$ 73.00	$ 2,000.00	$ 384.00	$ 2,384.00
11. Staff Education and Training	$ 3,000.00	$ 291.00	$ 3,291.00	$ -	$ 46.00	$ 46.00	$ 3,000.00	$ 245.00	$ 3,245.00
12. Subcontracts/Agreements	$ 6,410.00	$ -	$ 6,410.00	$ -	$ -	$ -	$ 6,410.00	$ -	$ 6,410.00
13. Other (specific details mandatory):	$ 785.00	$ -	$ 785.00	$ 785.00	$ -	$ 785.00	$ -	$ -	$ -
	$ -	$ 5,792.28	$ 5,792.28	$ -	$ 920.00	$ 920.00	$ -	$ 4,872.28	$ 4,872.28
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 284,630.72	$ 48,461.28	$ 333,092.00	$ 785.00	$ 7,700.00	$ 8,485.00	$ 283,845.72	$ 40,761.28	$ 324,607.00

Indirect As A Percent of Direct 17.0%

Contractor Initials

Date: 2/20/18

9A mac

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

DIVISION FOR CHILDREN, YOUTH & FAMILIES

Jeffrey A. Meyers
Commissioner

Lorraine Bartlett
Director

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

March 21, 2016

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Children, Youth and Families to exercise a renewal option with the vendors identified below for the provision of Comprehensive Family Support Services by increasing the price limitation by $3,212,394 from $3,212,394 to $6,424,788 and extending the contract completion date from June 30, 2016 to June 30, 2018, effective July 1, 2016 or date of Governor and Executive Council approval, whichever is later. 95.34% Federal Funds, 4.66% General Funds

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 5/2215 AG
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 5/22/15 AG
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1 5/22/15 AG
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 #5D
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$ 286,254	$ 286,254	$ 572,508	O: 6/18/14 #80
Families First of the Greater Seacoast	166629-B001	100 Campus Drive, Suite 12 Portsmouth NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1:6/10/15 #5C
TLC Family Resource Center (formerly Good Beginnings of Sullivan County)	170625-B001	109 Pleasant Street Claremont NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 AG
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 AG
		Total	$3,212,394	$3,212,394	$6,424,788	

Funds to support this request are available in the following accounts in State Fiscal Year 2017 and anticipated to be available in State Fiscal Year 2018, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between state fiscal years through the Budget Office if needed and justified without further approval from the Governor and Executive Council.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, SOCIAL SERVICES BLOCK GRANT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

The purpose of this request is to renew contract services with these vendors for an additional two years. For a detailed summary of the changes please see attachment.

Comprehensive Family Support Services assist pregnant women and families with children up to the age of twenty-one (21) by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents to give families an opportunity to learn and grow.

The Division for Children, Youth and Families and the Division of Public Health Services have blended three family health and support related programs in to one program which is now represented as the Comprehensive Family Support Services.

Currently, there are twenty-five (25) community based family resource centers in operation across the State which provide a range of support services to families and children that focus on strengthening, supporting and building on the strengths and skills of individuals while also ensuring developmental screening for children six (6) and under. These centers are often key local stakeholders in groups that assess and advocate for the needs of local families.

The original contracts were competitively bid.

These contracts contain language which allows for the right to renew for up to four additional years based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

The Comprehensive Family Support Services program has served a total of 871 families and 1664 children in 2014. As a result, ninety-five percent (95%) of the families served achieved successful outcomes and remained uninvolved in a Division abuse or neglect case. The Division is satisfied with the services provided and is requesting approval to exercise two years of the renewal option reserving the Division's option to renew for the remaining two years based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

Should the Governor and Executive Council not authorize this request, the flexibility of community based family services may not be available to address the needs of children and families throughout the state which could cause an increase in the Division for Children, Youth and Families involvement for out of home placements. The services provided through these agreements help prevent separation of children from their families and afford them a safe, stable and supportive family environment.

Area Served: Statewide

Source of Funds: 95.34% Federal Funds
4.66% General Funds

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

Respectfully submitted,

Mary Ann Cooney
Associate Commissioner

Approved by:

Jeffrey A. Meyers
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$823	$0	$823
2016	102-500734	Social Service Contract	42106802	$1,907	$0	$1,907
2017	102-500734	Social Service Contract	42106802	$0	$823	$823
2018	102-500734	Social Service Contract	42106802	$0	$1,907	$1,907
			Total:	$2,730	$2,730	$5,460

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**
			Sub-Total	**$93,630**	**$93,630**	**$187,260**

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636
			Sub-Total	$459,998	$459,998	$919,996

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$8,982	$0	$8,982
2016	102-500734	Social Service Contract	42106603	$8,982	$0	$8,982
2017	102-500734	Social Service Contract	42106603	$0	$8,982	$8,982
2018	102-500734	Social Service Contract	42106603	$0	$8,982	$8,982
			Total:	$17,964	$17,964	$35,928

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	**$156,802**	**$156,802**	**$313,604**
			Sub-Total	**$1,585,984**	**$1,585,984**	**$3,171,968**

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$31,290	$0	$31,290
2016	502-500891	Social Service Contract	45030206	$31,290	$0	$31,290
2017	502-500891	Social Service Contract	45030206	$0	$31,290	$31,290
2018	502-500891	Social Service Contract	45030206	$0	$31,290	$31,290
			Total:	**$62,580**	**$62,580**	**$125,160**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484
			Sub-Total	$800,000	$800,000	$1,600,000

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324
			Sub-Total	$122,782	$122,782	$245,564

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004105	$75,000	$0	$75,000
2016	102-500731	Contracts for Program Services	90004105	$75,000	$0	$75,000
2017	102-500731	Contracts for Program Services	90004105	$0	$75,000	$75,000
2018	102-500731	Contracts for Program Services	90004105	$0	$75,000	$75,000
			Total:	$150,000	$150,000	$300,000
			Sub-Total	$3,212,394	$3,212,394	$6,424,788

State of New Hampshire
Department of Health and Human Services
Amendment #2 to the Comprehensive Family Support Services Contract

This second (2nd) Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #2") dated this 13th day of January, 2016, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Child and Family Services of New Hampshire, (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 464 Chestnut Street, Manchester, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80) and Amendment #1 approved by the Attorney General's Office on May 22, 2015, the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18, "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 by Governor and Executive Council of the State of New Hampshire", and Exhibit C-2, Additional Special Provisions, Paragraph 1, the State may renew the agreement for up to four additional years by written agreement of the parties and approval of the Governor and Executive Council; and

WHEREAS the parties agree to amend the Scope of Services, Method and Conditions Precedent to Payment, increase the price limitation and extend the Contract for two (2) additional years; and

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

To amend as follows:

1. Form P-37, General Provisions, Item 1.7, Completion Date, to read:

   June 30, 2018

2. Form P-37, General Provisions, Item 1.8, Price Limitation, to read:

   $585,228

3. Add Exhibit A, Scope of Services, Paragraph 1.34.1:

   1.34.1 Which includes entering all on-line data for the Watch Me Grow Program.

4. Add Exhibit B-3, Amendment #2.

5. Add Exhibit B-4, Amendment #2.

6. Exhibit B, Method and Conditions Precedent to Payment , Paragraph 2.2 to read:

   2.2 Expenditures shall be in accordance with the approved line item budget shown in Exhibit B-1 – Amendment #1, B-2, B-3 - Amendment #2 and B-4 – Amendment #2.

Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement, and the obligations of the parties there under, shall remain in full force and effect in accordance with the terms and conditions set forth herein.

Amendment #2 to the Child and Family Services of New Hampshire Contract for Comprehensive Family Support Services

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

4/3/16
Date

Mary Ann Cooney
Associate Commissioner

Child and Family Services of New Hampshire

3/22/16
Date

Name/Title DORJA ALVAREZ DE TOLEDO, President & CEO

Acknowledgement:
State of New Hampshire County of Hillsborough on 3/22/16, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.
Signature of Notary Public or Justice of the Peace

Marybeth D'Amico
Name and Title of Notary or Justice of the Peace

MARYBETH D'AMICO
STATE OF NEW HAMPSHIRE
MY COMMISSION EXPIRES MARCH 6, 2018
NOTARY PUBLIC

Amendment #2 to the Child and Family Services of New Hampshire Contract for Comprehensive Family Support Services

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

OFFICE OF THE ATTORNEY GENERAL

4/27/16
Date

Name:
Title: Assistant Attorney General

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

Exhibit B-3, Amendment #2

Bidder/Program Name: Child and Family Services - Manchester

Budget Request for: CFSS
(Name of RFP)

Budget Period: July 1, 2016 - June 30, 2017

	Total Program Cost			Contractor Shared Match			Funded by DHHS contract shares		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 94,016.52	$ -	$ 94,016.52	$ -	$ -	$ -	$ 94,016.52	$ -	$ 94,016.52
2. Employee Benefits	$ 16,922.97	$ -	$ 16,922.97	$ -	$ -	$ -	$ 16,922.97	$ -	$ 16,922.97
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ 2,000.00	$ 1,000.00	$ 3,000.00	$ -	$ 1,000.00	$ 1,000.00	$ 2,000.00	$ -	$ 2,000.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 1,000.00	$ 500.00	$ 1,500.00	$ -	$ 500.00	$ 500.00	$ 1,000.00	$ -	$ 1,000.00
6. Travel	$ 8,000.00	$ -	$ 8,000.00	$ -	$ -	$ -	$ 8,000.00	$ -	$ 8,000.00
7. Occupancy	$ 18,367.51	$ 2,000.00	$ 20,367.51	$ -	$ 2,000.00	$ 2,000.00	$ 18,367.51	$ -	$ 18,367.51
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 4,000.00	$ 500.00	$ 4,500.00	$ -	$ 500.00	$ 500.00	$ 4,000.00	$ -	$ 4,000.00
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ -	$ -
Insurance	$ -	$ 2,700.00	$ 2,700.00	$ -	$ 2,700.00	$ 2,700.00	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
12. Subcontracts/Agreements	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
13. Other (specific details mandatory): In-Kind Donations of goods for families	$ 785.00	$ -	$ 785.00	$ 785.00	$ -	$ 785.00	$ -	$ -	$ -
	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 147,092.00	$ 7,700.00	$ 154,792.00	$ 785.00	$ 7,700.00	$ 8,485.00	$ 146,307.00	$ -	$ 146,307.00

Indirect As A Percent of Direct 5.2%

Contractor's Initials BK

Date 3/22/16

Exhibit B-4, Amendment #2

Bidder/Program Name: Child and Family Services - Manchester

Budget Request for: CFSS
(Name of RFP)

Budget Period: July 1, 2017 - June 30, 2018

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 94,016.52	$ -	$ 94,016.52	$ -	$ -	$ -	$ 94,016.52	$ -	$ 94,016.52
2. Employee Benefits	$ 16,922.97	$ -	$ 16,922.97	$ -	$ -	$ -	$ 16,922.97	$ -	$ 16,922.97
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ 2,000.00	$ 1,000.00	$ 3,000.00	$ -	$ 1,000.00	$ 1,000.00	$ 2,000.00	$ -	$ 2,000.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 1,000.00	$ 500.00	$ 1,500.00	$ -	$ 500.00	$ 500.00	$ 1,000.00	$ -	$ 1,000.00
6. Travel	$ 8,000.00	$ -	$ 8,000.00	$ -	$ -	$ -	$ 8,000.00	$ -	$ 8,000.00
7. Occupancy	$ 18,367.51	$ 2,000.00	$ 20,367.51	$ -	$ 2,000.00	$ 2,000.00	$ 18,367.51	$ -	$ 18,367.51
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 4,000.00	$ 500.00	$ 4,500.00	$ -	$ 500.00	$ 500.00	$ 4,000.00	$ -	$ 4,000.00
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ -	$ -
Insurance	$ -	$ 2,700.00	$ 2,700.00	$ -	$ 2,700.00	$ 2,700.00	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
12. Subcontracts/Agreements	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
13. Other (specific details mandatory): In-Kind Donations of goods for families	$ 785.00	$ -	$ 785.00	$ 785.00	$ -	$ 785.00	$ -	$ -	$ -
	$ -	$ -		$ -		$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 147,092.00	$ 7,700.00	$ 154,792.00	$ 785.00	$ 7,700.00	$ 8,485.00	$ 146,307.00	$ -	$ 146,307.00

Indirect As A Percent of Direct 5.2%

Contractor's Initials: BM
Date: 3/22/16

Nicholas A. Toumpas
Commissioner

Lorraine Bartlett
Director

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION FOR CHILDREN, YOUTH & FAMILIES

129 PLEASANT STREET, CONCORD, NH 03301
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-626-2983 TDD Access: 1-800-735-2964

May 13, 2015

Attorney Megan Yaple
NH Department of Justice
Office of the Attorney General
33 Capitol Street
Concord, New Hampshire 03301

Good Morning Attorney Yaple,

I am writing to ask that you review the attached amendments between the Department of Health and Human Services, Division for Children, Youth and Families and Child and Family Services of New Hampshire (Vendor # 177166-B002), 464 Chestnut Street, Manchester, NH. The amendment has been signed by the Associate Commissioner and an authorized signor for the vendor. The vendor provides Comprehensive Family Support Services in the Manchester, Concord and Southern District Office areas, and has requested the adjustment of several budget line items in State Fiscal Year 2015 in order to meet specified needs. The Governor and Executive Council approved the original agreements on June 18, 2014, (Item # 80). These are zero cost amendments with no change to any of the contracts end date of June 30, 2016.

Because of the language, in all of the contracts, in Exhibit B, Section 2.7, that reads:

2.7 *Notwithstanding paragraph 18 of the P-37, an amendment limited to the adjustment of the amounts between budget line items and/or State Fiscal Years, related items, and amendments of related budget exhibits, can be made by written agreement of both parties and do not require additional approval of the Governor and Executive Council*

I am asking that you review and sign off on the amendments as they do not need further action by the Governor and Executive Council.

The remainder of this letter is presented in the format typical of most Governor and Executive Council letters, so that you might have some context for your review.

Funds to support this request are available in the following accounts in State Fiscal Year 2015 and are anticipated to be available in State Fiscal Year 2016, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified without further approval from the Governor and Executive Council.

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attached for fiscal details

EXPLANATION

The purpose of these amendments is to allow the vendor to adjust certain budget lines in each of the contracts in order to meet contractual needs; and to update the standard contract language in Exhibit C and Exhibit G for each contract. The vendor underestimated the Staff Education and Training for the Manchester, Concord and Southern District Office areas as well as the subcontractor amount for the Concord and Southern District Office areas. The change has resulted in a request from the vendor to adjust the travel and staff training budget lines in the Manchester area contract, the salary, subcontractor and staff education and training budget line in the Concord area contract, and salary, subcontractor and staff education and training budget lines for the Southern area contract. The Department supports the requested adjustments.

There are no additional funds being requested for these amendments. Other than the updating the contract standard language in Exhibit C and Exhibit G and the budget line adjustments outlined above, all other terms and conditions remain unchanged from the original agreements approved by the Governor and Executive Council on June 18, 2014, (Item # 80).

Comprehensive Family Support Services assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents and give families an opportunity to learn and grow.

This contract was awarded as the result of a competitive bid process. On January 21, 2014, the Division issued a Request for Proposal for Comprehensive Family Support Services to serve the eleven (11) catchment areas in the State of New Hampshire. Twelve proposals were received.

Child and Family Services of New Hampshire was awarded three (3) of the eleven (11) contracts selected in the competitive bid process.

Should the Governor and Executive Council not approve this request, the vendor would not be able to meet their contractual needs which could reduce the availability, accessibility, and quality of Comprehensive Family Support Services in the Manchester, Concord and Southern District Office areas.

Area Served: Manchester, Concord and Southern District Office areas

Source of Funds: 83.11% Federal Funds, 16.89% General Funds

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

Respectfully submitted,

Eric Borrin
Director

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	**$9,090**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	**$9,090**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	**$9,090**
			Sub-Total	***$27,270***

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	**$41,818**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	**$41,818**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	**$41,818**
			Sub-Total	***$125,454***

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	**$156,802**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$8,982
2016	102-500734	Social Service Contract	42106603	$8,982
			Total:	**$17,964**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	**$156,802**
			Sub-Total	***$331,568***

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	**$73,742**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$31,290
2016	502-500891	Social Service Contract	45030206	$31,290
			Total:	**$62,580**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	**$73,742**
			Sub-Total	***$210,064***

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	**$11,162**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	**$11,162**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	**$11,162**
			Sub-Total	***$33,486***

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004105	$75,000
2016	102-500731	Contracts for Program Services	90004105	$75,000
			Total:	**$150,000**
			Sub-total:	***$150,000***
			Grand Total	**$887,842**

State of New Hampshire
Department of Health and Human Services
Amendment #1 to the Comprehensive Family Support Services Contract

This first Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #1") dated this 5th day of May, 2015, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Child and Family Services of New Hampshire, (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 464 Chestnut Street, Manchester, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to Exhibit B, Paragraph 2.7, an amendment limited to the adjustment of amounts between budget line items and/or State Fiscal Years, related items, and amendment of related budget exhibits, can be made by written agreement of both parties and does not require additional approval of the Governor and Executive Council;

WHEREAS the State and the Contractor have agreed to amend Exhibit B-1, Budget Period 7/1/2014 – 6/30/2015 – Manchester, of the contract;

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

To amend as follows:

1. Replace Exhibit B-1, Budget Period 7/1/2014 – 6/30/2015 - Manchester with:

   Exhibit B-1 – Amendment #1, Budget Period 7/1/2014 – 6/30/2015 - Manchester

2. Replace Exhibit C – Special Provisions with:

   Exhibit C – Amendment # 1

3. Add Exhibit C-2, Additional Special Provisions, Paragraph 2

   2. Subparagraph 14.1.1 of the General Provisions of this contract, is deleted and the following subparagraph is added:

      14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than $250,000 per claim and $1,000,000 per occurrence with additional general liability excess insurance coverage of not less than $4,000,000 per occurrence; and

4. Replace Standard Exhibit G, Certification Regarding the Americans with Disabilities Act Compliance with:

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

Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement, and the obligations of the parties there under, shall remain in full force and effect in accordance with the terms and conditions set forth herein.

Amendment #1 to the Child and Family Services of New Hamshire Contract for Comprehensive Family Support Services

---

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

5/18/15
Date

Mary Ann Cooney
Associate Commissioner

Child and Family Services of New Hampshire

5/8/15
Date

Name/Title Borja Alvarez de Toledo
President / CEO

Acknowledgement:
State of NH, County of Hillsborough on May 8, 2015, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.
Signature of Notary Public or Justice of the Peace

Angela Basnar
Name and Title of Notary or Justice of the Peace

ANGELA BASNAR
STATE OF
MY
COMMISSION
EXPIRES
JUNE 16,
2018
NEW HAMPSHIRE
NOTARY PUBLIC

Amendment #1 to the Child and Family Services of New Hamshire Contract for Comprehensive Family Support Services

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

OFFICE OF THE ATTORNEY GENERAL

5/22/15
Date

Name: Mary A. Young
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

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

Bidder/Program Name: Child and Family Services - Manchester

Budget Request for: CFSS
(Name of RFP)

Budget Period: July 1, 2014 - June 30, 2015

1. Total Salary/Wages	$ 83,108.84	$ -	$ 83,108.84	$0.00	$ -	$ -	$ 83,108.84	$ -	$	83,108.84
2. Employee Benefits	$ 16,758.74	$ -	$ 16,758.74	$ -	$ -	$ -	$ 16,758.74	$ -	$	16,758.74
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
Purchase/Depreciation	$ 2,000.00	$ 1,000.00	$ 3,000.00	$ -	$ 1,000.00	$ 1,000.00	$ 2,000.00	$ -	$	2,000.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
Office	$ 1,000.00	$ 500.00	$ 1,500.00	$ -	$ 500.00	$ 500.00	$ 1,000.00	$ -	$	1,000.00
6. Travel	$ 8,800.00	$ -	$ 8,800.00	$ -	$ -	$ -	$ 8,800.00	$ -	$	8,800.00
7. Occupancy	$ 18,388.82	$ 2,000.00	$ 20,388.82		$ 2,000.00	$ 2,000.00	$ 18,388.82	$ -	$	18,388.82
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
Telephone	$ 4,000.00	$ 500.00	$ 4,500.00	$ -	$ 500.00	$ 500.00	$ 4,000.00	$ -	$	4,000.00
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
Audit and Legal	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ -	$	-
Insurance	$ -	$ 2,700.00	$ 2,700.00	$ -	$ 2,700.00	$ 2,700.00	$ -	$ -	$	-
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
10. Marketing/Communications	$ 571.00	$ -	$ 571.00	$ -	$ -	$ -	$ 571.00	$ -	$	571.00
11. Staff Education and Training	$ 2,600.00	$ -	$ 2,600.00	$ -	$ -	$ -	$ 2,600.00	$ -	$	2,600.00
12. Subcontracts/Agreements	$ 1,000.00	$ -	$ 1,000.00		$ -	$ -	$ 1,000.00	$ -	$	1,000.00
13. Other (specific details mandatory): In-Kind Donations of goods for families	$ 785.00	$ -	$ 785.00	$ 785.00	$ -	$ 785.00	$ -	$ -	$	-
Interest Expense-Long term financing	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$	-
	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$	-
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$	-
TOTAL	$ 147,002.00	$ 7,700.00	$ 154,702.00	$ 785.00	$ 7,700.00	$ 8,485.00	$ 146,387.00	$ -	$	146,387.00

Indirect As A Percent of Direct 5.2%

Contractor's Initials [illegible]

Date 5/8/15

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

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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.ojp.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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Date 5/8/15

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.

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.

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: Child and Family Services of NH

5/8/15
Date

Name: Borja Alvarez de Toledo
Title: President/CEO

SDM

Nicholas A. Toumpas
Commissioner

Mary Ann Cooney
Associate Commissioner

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

DIVISION FOR CHILDREN, YOUTH & FAMILIES

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

May 23, 2014

G&C Approved

Date 6-18-14

Item # 80

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to enter into agreements with the vendors identified below, for the provision of Comprehensive Family Support Services, in an amount not to exceed $3,212,394, effective July 1, 2014 or date of Governor and Council approval, whichever is later, through June 30, 2016.

Vendor	Vendor Number	Location	Amount
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway, NH	$292,614
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$286,254
Families First of the Greater Seacoast	166629-B001	100 Campus Drive, Suite 12 Portsmouth NH	$292,614
Good Beginnings of Sullivan County	170625-B001	109 Pleasant Street Claremont NH	$292,614
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$292,614
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$292,614
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$292,614
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$292,614
		Total	$3,212,394

Funds to support this request are available in the following accounts in State Fiscal Year 2015 and are anticipated to be available in State Fiscal Year 2016, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified without further approval from the Governor and Executive Council.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, SOCIAL SERVICES BLOCK GRANT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

Comprehensive Family Support Services assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents and give families an opportunity to learn and grow.

The Division for Children, Youth and Families and Division of Public Health Services /Maternal Child Health Services blended three family health and support related programs, into one program. This Comprehensive Family Support Services represents such efforts.

New Hampshire DHHS Comprehensive Family Support Services:

In 2002, The Division for Children, Youth and Families, launched a family support partnership, entitled Comprehensive Family Support Services. Support and prevention-based services and programs were provided to thousands families and individuals throughout the state. Due to the success of these prevention-oriented programs, the Division for Children, Youth and Families has recognized the benefit of provider services to families as an effort to keep them from becoming involved in other systems of care.

Currently, there are 25 community-based family resource centers in operation across the State of New Hampshire, which provide a range of support services to families and children that focus on strengthening, supporting and building on the strengths and skills of individuals while also ensuring developmental screening for children six and under. These centers are often key local stakeholders in groups that assess and advocate for the needs of local families.

New Hampshire DHHS Home Visiting NH:

In 2001, the Division of Public Health Services Maternal and Child Health Section began Home Visiting New Hampshire, a statewide, family focused and child centered, preventive program that provides, health, education, support and linkages to community services to eligible, pregnant women and their families in their home until her child is twelve (12) months old. Contractors provide these services in nine (9) of the Division for Children, Youth and Families service areas. The goals of Home Visiting New Hampshire are to promote healthy pregnancy and birth outcomes, promote a safe and nurturing environment for children, and enhance families' life course and development.

Child and Family Health Support Services:

Child and Family Health Support Services have been available through local community health and home visiting agencies for approximately twenty years with funds that had previously supported the state's network of "well baby clinics". These services provide assistance with health care enrollment, referrals, case management, care coordination, education and counseling relative to the child and family and can be conducted by home, office visit or by telephone when appropriate. The goal of Child and Family Health Support Services is to promote the health and well-being of children from birth through age eighteen, with priority given to children birth through age ten.

This contract was competitively bid. On January 21, 2014 the Department issued a Request for Proposals to solicit proposals for the provision of Comprehensive Family Support Services to assist expectant women along with children and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. The request for proposals was available on the Department of Health and Human Services website from January 21, 2014 through March 10, 2014. There were 12 proposals submitted.

The proposals were evaluated by a team of Department of Health and Human Services employees with knowledge of the program requirements, the Division for Children, Youth and Families' Comprehensive Family Support Services program and the Division of Public Health Services, Maternal and Child Health Section. The team also included staff with significant business and management expertise.

The proposals were evaluated based on the criteria published in the Request for Proposals. Eleven of the twelve proposals were selected. The bid summary is attached.

The attached contract calls for the provision of these services for two years and reserves the Division's right to renew the agreement for up to four additional years, based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

Should Governor and Council not authorize this request, the flexibility of community–based family services may not be available to address the needs of children and families throughout the state which could cause an increase in the Division for Children, Youth and Families involvement for out-of-home placement, as these services help to prevent the separation of children from their families and afford them a safe, stable and supportive family environment.

Area Served: Statewide.

Source of Funds: 95.34% Federal Funds
4.66% General Funds

In the event that Federal Funds are no longer available, no additional General Funds will be requested to support this program.

Respectfully submitted,

Mary Ann Cooney
Associate Commissioner

Approved By:

Nicholas A. Toumpas
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$823
2016	102-500734	Social Service Contract	42106802	$1,907
			Total:	$2,730

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090
			Sub-total	93,630.00

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FISCAL DETAILS
C .PREHENSIVE FAMILY SUPPORT SER ES

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818
			Sub-total	459,998.00

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$8,982
2016	102-500734	Social Service Contract	42106603	$8,982
			Total:	$17,964

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

FISCAL DETAILS
C..MPREHENSIVE FAMILY SUPPORT SER. .ES

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802
			Sub-total	1,585,984.00

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$31,290
2016	502-500891	Social Service Contract	45030206	$31,290
			Total:	$62,580

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45130206	$36,871
2016	502-500891	Social Service Contract	45130206	$36,871
			Total:	$73,742

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742
			Sub-total	800,000.00

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162
			Sub-total	122,782.00

FISCAL DETAILS
C .MPREHENSIVE FAMILY SUPPORT SEF. :ES

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Seivices	90004105	$75,000
2016	102-500731	Contracts for Program Services	90004105	$75,000
			Sub-total:	**$150,000**
			Grand total:	**3,212,394.00**

New Hampshire Department of Health and Human Services
Office of Business Operations
Contracts & Procurement Unit
Summary Scoring Sheet

Comprehensive Family Support Services	15-DHHS-OHS-DCYF-01
RFP Name	RFP Number

Bidder Name	Pass/Fail	
1. Children Unlimited Inc. (Conway District)		
2. Families First (Seacoast District)		
3. The Family Resource Center (Berlin District)		
4. The Family Resource Center (Littleton District)		
5. Community Action Partnership of Strafford County (Rochester District)		
6. Lakes Region Community Services (Laconia District)		
7. Child and Family Services (Manchester District)		
8. Child and Family Services (Concord District)		
9. Child and Family Services (Southern District)		
10. Home Healthcare Hospice & Community Services (Keene District)		
11. Good Beginnings of Sullivan County (Claremont District)		
12. Monadnock Family Services (Keene District)		

Reviewer Names

1. John Harrington, Community and Family Support Specialist
2. Michael Donati, Administrator I
3. Deirdre Dunn, Program Specialist IV
4. Dague Clark, Fiscal Administrator

FORM NUMBER P-37 (version 1/09)

Subject: Comprehensive Family Support Services

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Health and Human Services		**1.2 State Agency Address** 129 Pleasant Street Concord NH 03301	
1.3 Contractor Name Child and Family Services of New Hampshire		**1.4 Contractor Address** 464 Chestnut Street PO Box 448 Manchester NH 03105	
1.5 Contractor Phone Number (603) 518-4000	**1.6 Account Number** 05-95-42-421010-29680000-102-500734-40130215 05-95-42-421010-29730000-102-500734-40130007 05-95-42-421010-29660000-102-500734-40130302 05-095-045-614600000-502-500891-45030206 05-095-090-902010-51900000-102-500731-90004009 05-095-090-902010-51900000-102-500731-90004105	**1.7 Completion Date** June 30, 2016	**1.8 Price Limitation** $292,614
1.9 Contracting Officer for State Agency Eric D. Borrin		**1.10 State Agency Telephone Number** 603-271-9558	
1.11 Contractor Signature		**1.12 Name and Title of Contractor Signatory** Zoria Alvarez de Toledo President & CEO	

1.13 Acknowledgement: State of NH, County of Hillsborough

On May 12th 2014, before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.

1.13.1 Signature of Notary Public or Justice of the Peace

[Seal]

1.13.2 Name and Title of Notary or Justice of the Peace

Nicole Walker

1.14 State Agency Signature	**1.15 Name and Title of State Agency Signatory** Mary Ann Carey Associate Commissioner

1.16 Approval by the N.H. Department of Administration, Division of Personnel *(if applicable)*

By: Director, On:

1.17	Approval by the Attorney General (Form, Substance and Execution)		
By:		On:	6-3-14
1.18	Approval by the Governor and Executive Council		
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, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("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. 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 consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written 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 $250,000 per claim and $2,000,000 per occurrence; and
14.1.2 fire and extended coverage insurance covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

Contractor Initials: JAS
Date: 5/12/14

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 fifteen (15) 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 endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) 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.

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: BJS
Date: 3/12/14

Scope of Services

1. Scope of Services

The Contractor will provide Comprehensive Family Support Services, through a variety of methods including home visiting, to assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. The Contractor will perform duties, which include but are not limited to:

1.1 Providing the following services for the Division for Children, Youth and Families' Manchester District Office Catchment Area, at minimum, during the business hours of 8:00 a.m.-7:00 p.m.(Monday – Thursday) and 8:a.m. – 5:00 p.m. (Fridays):

1.1.1 Age appropriate health education, as well as safety and injury prevention information according to the American Academy of Pediatrics' "Bright Futures – Guidelines for Health Supervision of Infants, Children and Adolescents", Third Edition or most recent edition; the Contractor will:

1.1.1.1 Use "Bright Futures – Guidelines for Health Supervision of Infants, Children and Adolescents" for health education, safety and injury prevention priorities;

1.1.1.2 Use Healthy Homes "One Touch" environmental health assessment tool to access the living environment of each client;

1.1.1.3 Use Personal Responsibility Education Program to educate teens and young adults with a goal of reducing teenage pregnancies and sexually transmitted infections using the evidence-based FOCUS curriculum.

1.1.2 Assistance with enrollment in Medicaid; the Contractor will:

1.1.2.1 Help clients apply for Medicaid online through NH Easy;

1.1.2.2 Help clients complete application forms during home visits;

1.1.2.3 Help clients navigate through affordable care act health insurance "marketplace" and through the application process.

1.1.3 Child care resource and referral in partnership with the local Child Care Aware NH agency; the Contractor will:

1.1.3.1 Help families identify and access quality preventive child care;

1.1.3.2 Work with families to arrange quality child care or improve their child care situation;

1.1.3.3 Remain a member of Family Education Collaborative family resource center;

1.1.3.4 Maximize the ability to find appropriate child care placement with little notice by maintaining direct relationships with the following:

1.1.3.4.1 Easter Seals CCRR and their Child Development and Family Resource Center;

1.1.3.4.2 Girls Inc.;

1.1.3.4.3 The Boys and Girls Club; and

1.1.3.4.4 Southern NH Services Head Start and Early Head Start.

1.1.4 Developmental and social-emotional screening using ASQ & ASQ-SE Questionnaire through the Watch Me Grow Program ; the Contractor will:

1.1.4.1 Provide developmental screenings as prescribed by the Watch Me Grow from 2 months of age through 60 months using ASQ during home visits;

1.1.4.2 Provide ASQ-SE for children that need to be more closely evaluation in the social and emotional areas. This may include children:

1.1.4.2.1 Who have experienced trauma; or

1.1.4.2.2 Who routinely observe their parents fighting.

1.1.4.3 Link families with the Moore Center, Manchester's Area Agency and one of two Early Supports and Services providers when the screening reveals a significant deficiency or a probable developmental delay;

1.1.4.4 Refer children and their families to Child Find within the school system.

1.1.5 Domestic violence prevention and intervention services; the Contractor will:

1.1.5.1 Use the Relationship Assessment Tool with clients in relationships to assess the health of the relationship and identify concerns;

1.1.5.2 Provide educational supports that are aimed to prevent domestic violence;

1.1.5.3 Provide intervention and crisis services in partnership with the "YWCA" when a violence situation is revealed;

1.1.5.4 Participate in the Domestic Violence Council.

1.1.6 Family centered early childhood programs; the Contractor will:

1.1.6.1 Work in partnership with the Family Education Collaborative family resource center which continually assess community needs and develops an array of local, family-centered and culturally diverse services/activities at several locations within the partnership. These services/activities include:

1.1.6.1.1 Playgroup For You and Baby;

1.1.6.1.2 Circle of Parent Support Group;

1.1.6.1.3 Latina Domestic Violence Support Group;

1.1.6.1.4 Domestic Violence Support Group;

1.1.6.1.5 Sexual Assault Support Group;

1.1.6.1.6 Incredible Years;

1.1.6.1.7 Parenting Under Difficult Circumstances.

1.1.6.2 Run parenting classes through the Family Education Collaborative.

1.1.6.3 Increase early childhood education and support opportunities provided through Easter Seals Child Development & Resource Center.

1.1.7 Child development education; the Contractor will:

1.1.7.1 Provide "Period of PURPLE Crying" education, inform parents of the dangers of shaking infants and discuss ways to sooth a baby on the first home visit after the birth of a baby;

1.1.7.2 During home visits, address parent's concerns, maintain a development history, make informed observations of the child, identify the presence of risk and protective factors, periodically use screening tests, and document findings.

1.1.7.3 Educate parents about motor, cognitive and social-emotional skills and discuss common milestones using Parents at Teachers:
1.1.7.4 Provide families child development education and support groups through the Family Education Collaborative and Easter Seals;
1.1.7.5 Use Bright Futures Guidelines and ASQ&ASQ-SE screenings;
1.1.7.6 Refer to Early Supports and Services when appropriate.

1.1.8 Family Centered Early Supports and Services Program; the Contractor will:
1.1.8.1 Link families with Family Centered Early Support Services Provider, The Moore Center, and other resources as needed.

1.1.9 Assistance with enrollment of child in Medical Home (Primary Care Provider); the Contractor will:
1.1.9.1 Promote and Encourage good health for all family members;
1.1.9.2 Work with clients to obtain appropriate releases to enhance care coordination;
1.1.9.3 Help clients establish a Medical Home
1.1.9.4 During home visits, the Contractor will:
1.1.9.4.1 Discuss the appropriate use of the physician's office and the emergency room, stressing that the emergency room is not the place to address routine medical concerns and discomfort;
1.1.9.4.2 Encourage and role model the importance of regular communication between the home and medical community;
1.1.9.4.3 Provide education regarding child development and safety, health and wellness issues and help clients understand information they are receiving from medical providers;
1.1.9.4.4 Provide teaching and information around pertinent health concerns such as head lice, beg bugs and immunizations;
1.1.9.4.5 Encourage and assist with the collection of medical documents and reports;
1.1.9.4.6 Use the Bright Futures Guidelines to inform home visits and support healthy child development

1.1.10 Family mentoring and advocacy programs; the Contractor will:
1.1.10.1 Offer Role modeling and Mentoring around parenting techniques;
1.1.10.2 Refer clients to participate in the Circle of Parents support group;
1.1.10.3 Involve families in leadership roles whenever possible;
1.1.10.4 Work closely with NH Children's Trust to promote and link client with advocacy projects.

1.1.11 Home visiting services in accordance with Home Visiting NH 2012;

1.1.12 Independent Living skills training; the Contractor will:
1.1.12.1 Maintain cooperative relationships with NH Employment Program staff in order to facilitate employment related supports and services;
1.1.12.2 Refer teen and young adult parents to the CFS Transitional Living Program;

1.1.12.3 Help families enhance their Family Service (goal) Plans which may include life skills, independent living skills and life planning goal and objectives.

1.1.13 Life course planning; the Contractor will:

1.1.13.1 Provide supports that reduce risks and increase protective factors that can change the health trajectory of the adults and children served.

1.1.14 Life skills training; the Contractor will:

1.1.14.1 Work with parents to discuss their educational and work history and career path.

1.1.15 Literacy education and support; the Contractor will:

1.1.15.1 Recommend that parents start reading to the fetus in utero;

1.1.15.2 Help parents understand the importance of reading to their children;

1.1.15.3 Use the "Born to Learn" curriculum from Parents As Teachers curriculum;

1.1.15.4 Work with parents to address their educational goals which could include:

1.1.15.4.1 Looking at picture books together;

1.1.15.4.2 Using audio-books to guide parent and child through a book;

1.1.15.4.3 Participating in parent groups and story time opportunities to listen to others;

1.1.16 Medical and health education including adherence of child to the American Academy of Pediatrics' "Recommendations for Preventive Pediatric Health Care" schedule; the Contractor will:

1.1.16.1 Use Bright Futures Guidelines to provide medical and health educations;

1.1.16.2 Follow Bright futures and the APA medical and health education preventive care visit schedule.

1.1.17 Mental health services; the Contractor will:

1.1.17.1 Ensure that all pregnant women enrolled in the program:

1.1.17.1.1 have a Prime MD depression screening during pregnancy as a baseline;

1.1.17.1.2 Receive the Edinburg Postnatal Screen at two (2) weeks post-partum and again six (6) to eight (8) weeks post-partum.

1.1.17.2 Families enrolled in the program are given a short depression screen called the Patient Health Questionairre-9 (PHQ-9).

1.1.17.3 Link clients/families to appropriate services including:

1.1.17.3.1 Family Counseling program for office-based therapy;

1.1.17.3.2 Center for Expressive Arts Therapy and Education for office-based therapy;

1.1.17.3.3 Greater Manchester Mental Health Center if medication and home-based therapy are needed;

1.1.17.3.4 The Elliot Hospital Postpartum Emotional Support Program and Support Group.

1.1.18 Oral health services; the Contractor will:

1.1.18.1 Discuss the importance of oral health with clients during pregnancy;

1.1.18.2 Provide dental education; such as:

1.1.18.2.1 Proper cleaning of gums and mouths of babies (do's and don'ts);
1.1.18.2.2 Bottle rot and other hazards.
1.1.18.3 Refer client to Small Smiles in Manchester;
1.1.18.4 Use the Oral Health Risk Assessment tool in order to follow the Bright Future guidelines on oral health risk assessment being performed for children 6 and 9 months of age until a dental home is established.
1.1.19 Other health and social services (such as: family planning, fuel assistance, transportation etc.); the Contractor will:
1.1.19.1 Help clients access a plethora of services to address their needs such as:
1.1.19.1.1 Family Planning;
1.1.19.1.2 Basic needs through City Welfare and Southern NH Services for energy programs, fuel assistance, nutrition, and utility assistance;
1.1.19.1.3 Financial needs through debt management services and foreclosure counseling;
1.1.19.1.4 Transportation needs through Manchester Transit Green Dash, Medicaid providers and free bus passes;
1.1.19.1.5 NH Housing needs through Section 8 and subsidized housing.
1.1.20 Parent education and support; the Contractor will:
1.1.20.1 Provide significant education and support to parent through Parents As Teachers and the home visiting aspect of the program;
1.1.20.2 Link parents with the programming of the Family Education Collaborative;
1.1.20.3 Offer parenting education and support to female inmates at the Goffstown Prison for Women and at the Shea Farm half-way house in partnership with the NH Department of Corrections;
1.1.20.4 Link parents with other providers, such as hospital or health center groups.
1.1.21 Parents As Teachers home visiting curriculum;
1.1.22 Smoking cessation assistance; the Contractor will:
1.1.22.1 Work with clients regarding the hazards of smoking and secondhand smoke as part of their health assessment and education:
1.1.22.2 Work to motivate smokers to quit, when ready to quit;
1.1.22.2.1 Refer smokers to QuitWorks-NH.
1.1.23 Substance abuse services; the Contractor will:
1.1.23.1 Use TWEAK screening for all pregnant women;
1.1.23.2 Conduct brief interventions for those who test positive;
1.1.23.3 Refer clients that need further assessment/intervention to:
1.1.23.3.1 Families in Transition;
1.1.23.3.2 The Farnum Center;
1.1.23.3.3 Child and Family Service Adolescent Substance Abuse Treatment (only for clients through age 24.)
1.1.24 Trauma informed services; the Contractor will:
1.1.24.1 Ensure staff members are trained in trauma informed care;
1.1.24.2 Use the trauma-informed approach for the entirety of care;

1.1.24.3 Refer client who are in need of therapeutic service to Child and Family Services Family Counseling program for office-based treatment.

1.1.25 WIC program services. The Contractor will:

1.1.25.1 Encourage pregnant women to apply prenatally;

1.1.25.2 Take clients to WIC appointments when necessary.

1.2 Coordinating outreach to the communities and families regarding the availability of the program and services. The Contractor will:

1.2.1 Actively outreach with partner agencies through relationships and participation in collaborative efforts;

1.2.2 Distribute collateral materials including CFSS and agency brochures, CFS "All in the Family" newsletters, and Family Education Collaborative flyers;

1.2.3 Include parenting and family resource center information on the CFS website (www.cfsnh.org) under "Parent Education";

1.2.4 Provide information sessions and presentations with community agencies and their representatives; and

1.2.5 Use media coverage.

1.3 Offering home visitation and other services at times that allow for the utmost amount of family member/caregiver participation. The Contractor will:

1.3.1 Offer home visits at all times of the morning, afternoon and evening;

1.3.2 Offer weekend appointment when a family is unable to meet during the week;

1.3.3 Increase efforts for father involvement;

1.3.4 Encourage clients to involve family member and caregivers in home visiting assessments even if they do not live with the client.

1.4 Establishing and maintaining contact with local community groups and organizations that promote effective supports and services that result in safety, permanency and well-being of children and their families. The Contractor will:

1.4.1 Actively participate in community-based meetings;

1.4.2 Collaborate through phone calls and meetings to coordinate services;

1.4.3 Communicate with health care and other providers with appropriate client releases for sharing of nurse and medical notes,

1.4.4 Actively engage in partnerships, which include:

1.4.4.1 Maintaining relationships with child care providers and resource and referral organizations;

1.4.4.2 Maintain MOU and collaborative discussions and client-specific coordination with the Moore Center regarding early supports and services;

1.4.4.3 Participate in Project LAUNCH partnership with Manchester Community Health Center, Child Health Services, Southern NH Services, Manchester Health Department and Easter Seals and attend Leadership Team meetings;

1.4.4.4 Remain engaged with Manchester Health Department initiatives such as Neighborhood Health Improvement Strategy;

1.4.4.5 Significant relationship with area schools including involvement with the Health Department's community schools;

1.4.4.6 Participate in the Infant Mental Health Regional Team, NH Association for Infant Mental Health for client-specific coordination and to remain informed about emerging issues;

1.4.4.7 Work closely with and provide domestic violence referrals to the YWCA; participate in Domestic Violence Council;

1.4.4.8 Engage in partnership and planning with YWCA, UNH Cooperative Extension and UNH Manchester and Easter Seals Child Development Center;

1.4.4.9 Work with NH Children's Trust around training, technical assistance, and client advocacy and recognition;

1.4.4.10 Engage with the NH Employment Program and staff around client supports and attend wraparound meetings;

1.4.4.11 Link clients with and coordinate services with clients residing at the CFS Transitional Living Program;

1.4.4.12 Keep informed about the health care system, maintain relationships with the medical community, coordinate to establish and maintain medical homes for clients, coordinate with and refer clients to WIC, NH Medicaid, mental health providers, and substance abuse providers;

1.4.4.13 Maintain and expand upon our relationships with and refer clients for basic needs, financial supports, transportation and other supports;

1.4.4.14 Maintain relationships with funders including the NH DHHS, Granite United Way and nonprofit resources including the NH Center for Nonprofits;

1.4.4.15 Participate in the Greater Manchester Association of Service Agencies;

1.4.4.16 Maintain relationships with businesses in the private sector to leverage client support;

1.4.4.17 Work closely with Dr. Trinidad Tellez, Director at Office of Minority Health & Refugee Affairs, New Hampshire Department of Health and Human Services;

1.4.4.18 Partnership with Stewart Properties to provide residential services to Antoinette Hill residents (located on the 3rd Floor of the YWCA building);

1.4.4.19 Remain open to participation in new activities and initiatives focused on improving the wellbeing of children and families and strengthening family life.

1.5 Identifying additional resources and funding opportunities and reporting the results to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program. The Contractor will:

1.5.1 Help identify charitable resources;

1.5.2 Raise funds through:

1.5.2.1 Private philanthropy;

1.5.2.2 Securing charitable grants from foundation and corporations.

1.6 Ensuring service delivery is flexible and support services are provided to families across a continuum of the three (3) preventive stages:

1.6.1 Prevention: is provided through the Family Education Collaborative and Easter Seals through activities that are directed toward the general public;

1.6.2 Early Intervention: is provided primarily through Family Support Worker through home visiting services and also through community partnerships;

1.6.3 Crisis: is provided to highly vulnerable families who are at imminent risk for having a child place in out of home care or are at a crisis point that requires immediate attention to provide a safe environment. Services may include:

1.6.3.1 Immediate and/or assisted referrals to medical, behavioral health or other support services such as the YMCA Domestic Violence Center.

1.7 Facilitating identification and evaluation of programs/services, using the North Carolina Family Assessment Scale General and ASQ & ASQ-SE for families experiencing conditions that include, but are not limited to:

1.7.1 Current founded or unfounded child protective services report;

1.7.2 Previous founded child protective services report;

1.7.3 Closed DCYF case;

1.7.4 Child's low birth weight and neuro developmental delays;

1.7.5 History of, or current, parental or caregiver substance abuse;

1.7.6 Low socioeconomic status of the family (defined as <300% percent of the Federal Poverty Level);

1.7.7 Problematic marital relationship;

1.7.8 Family history, including history of domestic violence;

1.7.9 Child's insecure attachment in early years;

1.7.10 Pregnancy;

~~1.7.11 Recent birth of a child (within 6-12 months);~~

1.7.12 Expected birth of an additional child (within 6 months);

1.7.13 Birth of a child or expected birth of a child with special health care needs;

1.7.14 More than 1 child under the age of 3 years;

1.7.15 Families, teen parent, or single parent experiencing multiple stressors;

1.7.16 Physical or social isolation;

1.7.17 Home conditions present a health and safety risk to family members;

1.7.18 Chronic health problems, which interfere with care giving; and

1.7.19 Child or family with chronic health, behavioral or developmental issues that impact on parenting;

1.7.20 ASQ & ASQ-SE results that indicate possible delay;

1.7.21 Families impacted by traumatic events;

1.7.22 Receiving TANF cash assistance or any of the Medicaid options;

1.7.23 Any other factors that may contribute to unhealthy social and emotional outcomes.

1.8 Authorizing and managing the preventive child care award in accordance with Exhibit A-1, in an amount not to exceed the yearly-authorized amount for preventive child care dollars in paragraph 1 of Exhibit A-1.

1.9 Evaluating the progress of both parents/caregivers (if applicable) as well as the performance of the programs and services provided. The Contractor will:

1.9.1 Have the Program Director and staff evaluate the program during monthly team meetings;

1.9.2 Have the Operations Team, QI Committee and Board of Trustees evaluate the program to examine program procedures, outputs, client outcomes and establish annual outcome and output targets;

1.9.3 Survey clients when services end and during two (2) survey months annually.

1.10 Maintaining a family service record on each family in compliance with all Health Insurance Portability and Accountability Act (HIPPA) Privacy Rules. The family service record will include but not be limited to:

1.10.1 Referral information;
1.10.2 Release of information form;
1.10.3 Family assessment;
1.10.4 Child/Family services plan;
1.10.5 Case contact log;
1.10.6 Identification of primary care physician (PCP);
1.10.7 Linkages with prenatal/primary care and visit schedule as outlined in American Academy Pediatrics "Recommendations for Preventive Pediatric Health Care" schedule;
1.10.8 Progress notes;
1.10.9 Child care utilization and billing information; and
1.10.10 Case closure report.

1.11 Completing criminal background and central registry checks on all staff, sub-contractors, and volunteers working on this contract, who come in contact with children.

1.12 Ensuring all staff, sub-contractors, and volunteers, at minimum, possess:

1.12.1 An understanding of the principles of family support;
1.12.2 Skills to address the ethnic and cultural needs, resources and assets of their community;
1.12.3 Experience working with community groups;
1.12.4 Empathy for parents and families, and an understanding of family stressors;
1.12.5 A working knowledge of the array of services in the community;
1.12.6 Experience working directly with families;
1.12.7 Experience in the area of child welfare services;
1.12.8 Experience in the area of maternal and child health,

1.12.9 Experience in working in coordination with a multidisciplinary team, including but not limited to Registered Nurses, Advance Practice Registered Nurses, licensed clinical social workers, and/or other licensed health professionals.

1.12.10 Good organizational skills;

1.12.11 Good problem solving skills;

1.12.12 Clear and effective oral and written communication skills;

1.12.13 A valid driver's license and reliable automobile transportation;

1.12.14 The ability to work hours that are flexible and convenient for families; and

1.12.15 An understanding of how to access the range of services in the delivery system.

1.13 Ensuring all allied health professionals have the appropriate New Hampshire licenses whether directly employed, contracted or subcontracted.

1.14 Providing consultation services from a clinician or prescribing practitioner who is licensed, by the New Hampshire Board of Psychological Examiners, as a health care professional.

1.15 Submitting a Communication and Marketing Plan that ensures and describes involvement with DCYF District Office staff to promote Comprehensive Family Support Services.

1.15.1 Work collaboratively with the District Office in your catchment area and make the request to attend no fewer than two DO staff meetings a year, preferably quarterly.

1.16 Ensuring that staff attend meetings and trainings as required by the Division of Public Health Services, Maternal and Child Health Section, including but not limited to:

1.16.1 MCH Agency Directors' Meetings

1.16.2 MCH Coordinators Meetings

1.17 Ensuring that programs are staffed by a Program Director and an appropriate number of Home Visitors and/or paraprofessional home visitors, in accordance with "Parents As Teachers Guidance for determining caseload size for your affiliate", that are necessary to implement the program. The Contractor will ensure staff qualifications, as listed below:

1.17.1 The Program Director will:

1.17.1.1 Work a minimum of .5 FTE;

1.17.1.2 Supervise each Professional Home Visitors preferably on a weekly (at minimum bi-weekly) basis; and

1.17.1.3 Possess either:

1.17.1.3.1 A Master's degree in social work, counseling, nursing, public health or a related field, and two years of experience working with families and children in a social service, home health or other early childhood program setting; or

1.17.1.3.2 A Bachelor's degree in social work, counseling, nursing, public health or a related field, and five years of experience working with families and children in a social service, home health or other

early childhood program setting, some of which must have been in a supervisory capacity.

1.17.2 Professional Home Visitors will:

1.17.2.1 Have knowledge of the eligibility requirements for Medicaid reimbursement;

1.17.2.2 Have access to clinical case consultation;

1.17.2.3 Have a minimum of two (2) years of supervised experience working with families; and

1.17.2.4 Possess a Bachelor's Degree in one of the following disciplines:

1.17.2.4.1 Social work

1.17.2.4.2 Counseling

1.17.2.4.3 Early childhood education

1.17.2.4.4 Nursing or a related field.

1.17.3 Paraprofessional home visitors shall have at minimum:

1.17.3.1 A high school diploma or general equivalency diploma; and

1.17.3.2 Two years' experience working with families in an early childhood program or health care support capacity.

1.18 Ensuring that one home visitor and supervisor have and/or maintain Parents as Teachers "approved user" status, unless a waiver has been obtained from the Division for Children, Youth and Families.

1.19 Designating a liaison for all programmatic correspondence between the Department and the agency for matters including but not limited to:

1.19.1 Program announcements;

1.19.2 Clinical updates;

1.19.3 Reporting changes, errors and requests.

1.20 Notifying the Division for Children, Youth and Families (DCYF) in writing when hiring a new administrator or any staff person essential to carrying out this scope of services to work in the program. Notification must be provided to DCYF within 30 days of the hire date and will include:

1.20.1 A resume of the employee;

1.20.2 Date of hire; and

1.20.3 Job description for the position.

1.21 Requesting a waiver of the applicable staffing requirements before an agency hires new program personnel that do not meet the required staff qualifications. Waiver requests must be sent to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program and include:

1.21.1 Reason for request;

1.21.2 Name and job description of the position; and

1.21.3 Proposed qualifications for the position.

1.22 Notifying the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program in writing of the need for a budget revision if any critical position is vacant for more than one month or if at any time funded under this contract does not have adequate staffing to perform all required services for more than one month.

1.23 Reporting all cases of communicable diseases according to New Hampshire RSA 141-C and He-P 301, adopted June 03, 2008.

1.24 Coordinating and participating in public health activities as requested by the Division of Public Health Services during any disease outbreak and/or emergency, natural or man-made affecting the public's health.

1.25 Ensuring that all staff complies with the reporting requirements of New Hampshire RSA 169: C, Child Protection Act; RSA 161:F46, Protective Services to Adults; RSA 631:6, Assault and Related Offenses; and RSA 130: A, Lead Paint Poisoning and Control.

1.26 Promoting immunizations in accordance with RSA 141-C and the Immunization Rules promulgated there under.

1.27 Ensuring that services meet the requirements of Sec. 401 (a) (3) of the 42 USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF. One of the purposes of this requirement is to increase State flexibility to "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies" to the State/Federal regulation.

1.28 Complying with the confidentiality provisions of RSA 170-G: 8-a. All information regarding the Division's clients, client families, foster families, and other involved individuals that the Contractor may learn is strictly confidential and shall not be discussed with anyone except the Division's personnel in the performance of contracted services.

1.29 Maintaining the confidentiality of all clients and using client information only for the purpose of program administration, evaluation and quality improvement.

1.30 Ensuring that all staff understands that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.

1.31 Ensuring that all staff adheres to the Division of Family Assistance confidentiality policy in the General Manual and sign a statement saying that they agree to uphold the confidentiality standards. Failure to maintain confidentiality shall result in disciplinary actions.

1.32 Reporting personally identifiable health data to DHHS as requested, for all clients served under this contract for purposes of program evaluation and/or continuous quality improvement. Contractors are responsible for obtaining any authorizations

for release of information from the clients that is necessary to comply with federal and state laws and regulations.

1.32.1 All forms developed for authorization for release of information must be approved by the Division for Children, Youth and Families prior to their use.

1.33 Informing the Division for Children, Youth and Families prior to initiating any research relating to this contract that uses clients as subjects and adhering to the legal requirements governing human subjects' research, if considering clinical or sociological research using clients as subjects.

1.34 Complying with all of the provisions of the Home Visiting NH 2012 and Watch Me Grow.

1.35 Using the MCH portion of these funds to provide or arrange for preventative health care for children in the service delivery area, in the event that the Community Health Center in the Contractor's service delivery area is defunded.

1.36 Providing culturally and linguistically appropriate services as well as providing clients of limited English Proficiency with interpretation services to ensure equal access to quality health services in compliance with Title VI, language efficiency and Proficiency citation 45 CFR 80.3 (b) (2).

1.37 Complying with all of the requirements of the Health Insurance Portability and Accountability Act (HIPPA) Privacy Rules, Public Law 104-191.

1.38 Agreeing that the Department of Health and Human Services and/or its funders will retain COPYRIGHT ownership for any and all original materials produced with the Department of Health and Human Services' contract funding, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports.

1.39 Agreeing that all media (written, video, audio, and electronic etc.) produced, reproduced or purchased under the contract shall have prior approval from the Department before publication, production, distribution, or use.

1.40 Crediting the New Hampshire Department of Health and Human Services on all materials produced under this contract.

2. Reporting Requirements

2.1 The Contractor shall submit monthly reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program by the last day of the month, which will include, but not be limited to:

2.1.1 Statistical reports that must detail:

2.1.1.1 Number of families enrolled at the beginning and end of the month;
2.1.1.2 Number of referrals;
2.1.1.3 Number of families receiving TANF,
2.1.1.4 Early and Periodic Screening and Diagnosis services,
2.1.1.5 Number of terminations;
2.1.1.6 Total number of units of services delivered, (Unit = 15 minutes)
2.1.1.7 Number of childcare cases and utilization data;

Contractor Initials: BAS
Date: 5/12/14

2.1.1.8 Year-To-Date unduplicated childcare count;
2.1.1.9 Narrative regarding impact of the services provided for families; and
2.1.1.10 Community impact of the services provided;
2.1.1.11 Family income, composed of earned income and child support receipts;
2.1.1.12 Number of families employed or in training;
2.1.1.13 Number of families reporting housing destabilization;
2.1.1.14 Number of expectant women and children receiving WIC services.

2.1.2 A narrative summary of the family services records.

2.2 The Contractor shall submit quarterly reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program no later than the 15th day of the month following the reporting period of each contract year, with the first report due on October 15, 2014. Quarterly reports shall include, but not be limited to:

2.2.1 A report highlighting the program activities for each quarter, which includes;
2.2.2 Describing the progress in achieving the stated outcomes;
2.2.3 Feedback from families, as to the effectiveness and satisfaction of the contracted services.
2.2.4 Submitting a Work Plan Outcome Report with S.M.A.R.T. Goals that are Specific, Measurable Attainable Realistic and Timely, and that, at minimum, includes:
2.2.4.1 Input/resources;
2.2.4.2 Activities/action plan;
2.2.4.3 Performance measures for outcomes;
2.2.4.4 Evaluation activities; and
2.2.4.5 Brief narrative describing strategies for Quality Improvement.

2.3 The Contractor shall submit Annual reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program by July 31st of each contract year, with the first report due on July 31, 2015. Annual reports shall include, but not be limited to:

2.3.1 Information regarding accomplishments and activities for the program;
2.3.2 Recommendations for service development and outcomes;
2.3.3 Systemic barriers; and
2.3.4 Family satisfaction survey results.

3. Requirements of Delivery of Services

3.1 In addition to the reporting requirements set forth in Section 2 Reporting Requirements, the Contract will:

3.1.1 Achieve a minimum 80% favorable rating on parent/family satisfaction surveys conducted annually;
3.1.2 Achieve each target set in the approved Work Plan.

New Hampshire Department of Health and Human Services
Comprehensive Family Support Services
Exhibit A-1

Vendor: Child and Family Services of New Hampshire–Manchester District Office Service Area

PREVENTIVE CHILD CARE AUTHORIZATION AND BILLING INSTRUCTIONS, SFY16

1. The Contractor's maximum yearly-authorized amount for preventive child care dollars is $71,404. Preventive child care shall not be authorized in excess of the standard rate. (see page 2 of this Exhibit).

   1.1 Out of this maximum yearly amount, for those families that the Contractor determines should receive preventive child care, the Contractor shall authorize no more than twelve weeks of child care services at a time.

   1.2 The Contractor shall maintain utilization data that includes the family's name and authorized amounts; this information shall accompany the Contractor's billing invoice submitted to DCYF on a monthly basis.

2. To access the preventive child care service, the Contractor shall identify an appropriate provider.

   2.1 The Contractor shall contact the designated DCYF preventive child care Provider Relations Specialist to authorize the family's enrollment into this service and provide the Specialist with the required family and provider contact information necessary to complete the authorization process through NH Bridges, by utilizing form 2096 (See Exhibit A-2).

   2.2 The Provider Relations Specialist shall complete the authorization process to generate child care billing forms that will automatically be sent to the designated provider on a weekly basis.

   2.3 If the Contractor identifies a new child care provider that is willing to be certified by DCYF to provide preventive child care, the Contractor shall contact the Provider Relations Specialist and provide the name and address of the provider. Preventive child care services cannot be authorized until the provider has been certified by DCYF.

3. If the Contractor determines that child care services are required beyond the initial twelve-week authorization, the Contractor shall follow steps 2.1 and 2.2 above.

4. If the Contractor determines that authorized child care is no longer needed or appropriate, the Contractor shall contact the Provider Relations Specialist to request that this service be terminated for the applicable family.

5. The Contractor shall routinely track the amount of child care that it authorizes through DCYF. Upon reaching the yearly allotment, the Contractor shall notify DCYF in writing (e-mail is acceptable), to ensure that no further authorizations are processed.

6. DCYF shall monitor preventive child care usage based on the utilization data provided by the Contractor. Should monitoring reveal that authorized child care services are not being utilized (the child care provider does not submit invoices for payments); DCYF shall notify the Contractor to determine whether the authorization should remain active in the NH Bridges system.

   6.1 The Contractor shall contact the family and child care provider to determine the status of child care usage and notify them of the decision whether to continue or rescind authorization for child care resources not yet utilized.

7. If within the contract year, DCYF monitoring indicates that the Contractor's maximum yearly-authorized amount for preventive child care has been reached or is about to be reached, DCYF will alert the Contractor.

New Hampshire Department of Health and Human Services
Comprehensive Family Support Services
Exhibit A-1

CHILD CARE SCHOLARSHIP PROGRAM MAXIMUM WEEKLY STANDARD RATES EFFECTIVE JULY 1, 2013

Licensed Child Care Center

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$201.75
Full Time	18-35	$191.00
Full Time	36-78	$170.00
Full Time	79-155	$135.96
Half Time	1-17	$156.24
Half Time	18-35	$147.84
Half Time	36-78	$131.52
Half Time	79-155	$85.00
Part Time	1-17	$78.12
Part Time	18-35	$73.92
Part Time	36-78	$65.76
Part Time	79-155	$42.49

Licensed Family Home

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$155.00
Full Time	18-35	$152.50
Full Time	36-78	$147.50
Full Time	79-155	$65.18
Half Time	1-17	$120.00
Half Time	18-35	$118.08
Half Time	36-78	$114.24
Half Time	79-155	$50.00
Part Time	1-17	$60.00
Part Time	18-35	$59.04
Part Time	36-78	$57.12
Part Time	79-155	$25.00

License-Exempt Center

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	
Full Time	18-35	
Full Time	36-71	
Full Time	72-78	$85.00
Full Time	79-155	$87.98
Half Time	1-17	
Half Time	18-35	
Half Time	36-71	
Half Time	72-78	$65.76
Half Time	79-155	$42.50
Part Time	1-17	
Part Time	18-35	
Part Time	36-71	
Part Time	72-78	$32.88
Part Time	79-155	$21.24

License Exempt Family Home

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$108.50
Full Time	18-35	$106.75
Full Time	36-78	$103.25
Full Time	79-155	$45.63
Half Time	1-17	$84.00
Half Time	18-35	$82.66
Half Time	36-78	$79.97
Half Time	79-155	$35.00
Part Time	1-17	$42.00
Part Time	18-35	$41.33
Part Time	36-78	$39.98
Part Time	79-155	$17.50

Full Time Level = 31 or more hours per week
Half Time Level = 16 to 30 hours per week
Part Time Level = 1 to 15 hours per week

Providers caring for children with disabilities can be reimbursed an additional amount per week.
Full time = $50.00 per week, Half time = $30.00 per week, and Part time = $15.00 per week. Call (603) 271-7313 for information regarding Form 2628, Verification for a Child with a Disability.

EXHIBIT A-2

STATE OF NEW HAMPSHIRE
Department of Health and Human Services
Division for Children, Youth and Families

Form 2096
May 2009

REFERRAL FOR PREVENTIVE CHILD CARE SERVICES

Date: _____

CHILD/FAMILY INFORMATION

Name of Child: _____ _____ _____
LAST FIRST MI

Date of Birth _____ Social Security # _____

Name of Parent _____

Street Address: _____

Town or City _____ State _____ Zip Code _____

CHILD CARE INFORMATION

Name of Child Care Provider _____

Street Address _____

Town or City _____ State _____ Zip Code _____

RESOURCE ID NUMBER _____

Start Date of Child Care Services _____
Projected End Date of Child Care Services _____ (No longer that 12 weeks)

Number of hours of child care approved by the Comprehensive Family Support Agency as identified in the Family Service Plan.

☐ **Full Time** (31 or more hrs) ☐ **Half Time** (16-30 hrs/week) ☐ **Part Time** (1-15 hrs/week)

FAMILY RESOURCE AND SUPPORT AGENCY INFORMATION

Name of Family Resource and Support Agency _____

Address _____

Em ail Address _____

FRS Worker _____ Telephone Number _____

Contractor Initials BAT

Method and Conditions Precedent to Payment

1. Subject to the availability of Federal funds, and in consideration for the Contractor's compliance with the terms and conditions of this agreement, and for the services provided by the Contractor pursuant to Exhibit A, Scope of Services, and expenses incurred, the Department shall pay the Contractor an amount not to exceed, Form P-37, block 1.8, Price Limitation.

   1.1. This contract is funded with general funds from MOE for Maternal, Infant and Early Childhood Home Visiting Program and funds from the following Catalog of Federal Domestic Assistance (CFDA) #'s, for the provision of services pursuant to Exhibit A, Scope of Services.
   - # 93.667, Federal Agency Department of Health and Human Services, Administration for Children and Families, Social Services Block Grant;
   - # 93.645, Federal Agency Department of Health and Human Services, Administration for Children and Families, Stephanie Tubbs Jones Child Welfare Services Program;
   - # 93.556, Federal Agency Department of Health and Human Services, Administration for Children and Families, Promoting Safe and Stable Families;
   - # 93.558, Federal Agency Department of Health and Human Services, Administration for Children and Families, Temporary Assistance for Needy Families; and
   - # 93.994, Federal Agency Department of Health and Human Services, Administration for Children and Families, Maternal and Child Health Services Block Grant to the States,

   1.2. The contractor agrees to provide the services in Exhibit A, Scope of Services in compliance with funding requirements.

2. Payment for said services shall be made monthly, but not less than quarterly:

   2.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this agreement. The invoice, provided by the Department, must be completed, signed, and returned to the Department in order to initiate payment. In lieu of hard copies, invoices may be assigned an electronic signature and emailed. Hard copies shall be mailed to:

Fiscal Administrator
Division for Children, Youth and Families
Department of Health and Human Services
129 Pleasant Street
Concord, NH 03301

Email: dbclark@dhhs.state.nh.us

   2.2 Expenditures shall be in accordance with the approved line item budget shown in exhibit B-1 and Exhibit B-2.

   2.3 Payments may be withheld pending receipt of required reports, plans, and updates as defined in Exhibit A.

Contractor Initials _____
Date 5/12/14

2.4 A final payment request shall be submitted no later than sixty days after the contact ends.

2.5 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; and

2.6 When the contract price limitation is reached, the program shall continue to operate at full capacity at no charge to the State of New Hampshire for the duration of the contract period.

2.7 Notwithstanding paragraph 18 of the P-37, an amendment limited to the adjustment of the amounts between budget line items and/or State Fiscal Years, related items, and amendments of related budget exhibits, can be made by written agreement of both parties and do not require additional approval of the Governor and Executive Council.

Contractor Initials SAT
Date 5/12/14

Exhibit B-1

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

s Family Services - Manchester

(Name of RFP)

014 - June 30, 2015

93,108.64	$ -	$ 93,108.64	$0.00	$ -	$ -	$ 93,108.64	$ -	$ 93,108.64
16,759.74	$ -	$ 16,759.74	$ -	$ -	$ -	$ 16,759.74	$ -	$ 16,759.74
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2,000.00	$ 1,000.00	$ 3,000.00	$ -	$ 1,000.00	$ 1,000.00	$ 2,000.00	$ -	$ 2,000.00
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
1,000.00	$ 500.00	$ 1,500.00	$ -	$ 500.00	$ 500.00	$ 1,000.00	$ -	$ 1,000.00
8,500.00	$ -	$ 8,500.00	$ -	$ -	$ -	$ 8,500.00	$ -	$ 8,500.00
18,368.62	$ 2,000.00	$ 20,368.62		$ 2,000.00	$ 2,000.00	$ 18,368.62	$ -	$ 18,368.62
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4,000.00	$ 500.00	$ 4,500.00	$ -	$ 500.00	$ 500.00	$ 4,000.00	$ -	$ 4,000.00
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ -	$ -
-	$ 2,700.00	$ 2,700.00	$ -	$ 2,700.00	$ 2,700.00	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
571.00	$ -	$ 571.00	$ -	$ -	$ -	$ 571.00	$ -	$ 571.00
1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
1,000.00	$ -	$ 1,000.00		$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
785.00	$ -	$ 785.00	$ 785.00	$ -	$ 785.00	$ -	$ -	$ -
-	$ -	$ -	$ -		$ -	$ -	$ -	$ -
-	$ -	$ -		$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
147,092.00	$ 7,700.00	$ 154,792.00	$ 785.00	$ 7,700.00	$ 8,485.00	$ 146,307.00	$ -	$ 146,307.00
	5.2%							

Contractor's Initials BAT

Date 5/12/14

bit B-2

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

s Family Services - Manchester

(Name of RFP)

013 - June 30, 2016

94,018.52	$ -	$ 94,018.52	$0.00	$ -	$ -	$ 94,018.52	$ -	$ 94,018.52
16,922.97	$ -	$ 16,922.97	$ -	$ -	$ -	$ 16,922.97	$ -	$ 16,922.97
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2,000.00	$ 1,000.00	$ 3,000.00	$ -	$ 1,000.00	$ 1,000.00	$ 2,000.00	$ -	$ 2,000.00
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
1,000.00	$ 500.00	$ 1,500.00	$ -	$ 500.00	$ 500.00	$ 1,000.00	$ -	$ 1,000.00
8,000.00	$ -	$ 8,000.00	$ -	$ -	$ -	$ 8,000.00	$ -	$ 8,000.00
18,367.51	$ 2,000.00	$ 20,367.51		$ 2,000.00	$ 2,000.00	$ 18,367.51	$ -	$ 18,367.51
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4,000.00	$ 500.00	$ 4,500.00	$ -	$ 500.00	$ 500.00	$ 4,000.00	$ -	$ 4,000.00
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ -	$ -
-	$ 2,700.00	$ 2,700.00	$ -	$ 2,700.00	$ 2,700.00	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
1,000.00	$ -	$ 1,000.00		$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
785.00	$ -	$ 785.00	$ 785.00	$ -	$ 785.00	$ -	$ -	$ -
-	$ -		$ -		$ -	$ -	$ -	$ -
-	$ -	$ -		$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
147,082.00	$ 7,700.00	$ 154,782.00	$ 785.00	$ 7,700.00	$ 8,485.00	$ 146,307.00	$ -	$ 146,307.00
	5.2%							

Contractor's Initials BAT

Date 5/12/14

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 fundors 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 fundors, 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. **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:

16.1. Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function

16.2. 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

16.3. Monitor the subcontractor's performance on an ongoing basis

16.4. Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed

16.5. 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.

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.

ADDITIONAL SPECIAL PROVISIONS

1. The Division reserves the right to renew the Agreement for up to four additional years, subject to continued availability of funds, satisfactory performance of services, and approval by the Governor and Executive Council.

Contractor Initials: [illegible]
Date: 5/12/14

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 GRANTEES 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

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: Child and Family Services of NH

5/12/14
Date

Name: Sonja Alvarez de Toledo
Title: President & CEO

New Hampshire Department of Health and Human Services
Exhibit E

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: Child and Family Service of NH

5/12/14
Date

Name: Sonja Alvarez de Toledo
Title: President & CEO

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

Contractor Initials ZAS
Date 5/12/14

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: Child and Family Services NH

5/12/14
Date

Name: Sonia Alvarez de Toledo
Title: President & CEO

Contractor Initials
Date 5/12/14

CERTIFICATION REGARDING THE AMERICANS WITH DISABILITIES ACT COMPLIANCE

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

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

Contractor Name: Child and Family Services of NH

5/12/14
Date

Name: Sonja Alvarez de Toledo
Title: President & CEO

Contractor Initials

Date 5/12/14

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: Child and Family Services of NH

5/12/14
Date

Name: Sonja Kwarez de Toledo
Title: President & CEO

Contractor Initials SKT
Date 5/12/14

HEALTH INSURANCE PORTABLITY 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, TitleXIII, 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.

l. "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.

(3) 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

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:

- The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
- The unauthorized person used the protected health information or to whom the disclosure was made;
- Whether the protected health information was actually acquired or viewed
- 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 (l). 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

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

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.

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) l, 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.

NHDHHS	Child and Family Services of NH
The State	Name of the Contractor
Signature of Authorized Representative	Signature of Authorized Representative
MaryAnn Carey	Sonia Alvarez de Toledo
Name of Authorized Representative	Name of Authorized Representative
Associate Commissioner	President & CEO
Title of Authorized Representative	Title of Authorized Representative
5/27/14	5/12/14
Date	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: Child and Family Services of NH

5/12/14
Date

Name: ~~Sonya Alvarez de Toledo~~
Title: President & CEO

Contractor Initials ZAT
Date 5/12/14

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: 095505905

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: _____

Contractor Initials BAT

Date 5/12/14

State of New Hampshire
Department of Health and Human Services
Amendment #4 to the Comprehensive Family Support Services

This 4th Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #4") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Waypoint, (fka Child and Family Services of New Hampshire) (hereinafter referred to as "the Contractor"), a nonprofit with a place of business at 464 Chestnut Street, Manchester, NH, 03105.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80), and as amended on May 22, 2015 (approved by the Attorney General's Office), May 18, 2016 (Item #9A), and March 21, 2018 (Item #14B), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules or terms and conditions of the contract; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-2 Additional Special Provisions, Paragraph #1, the State may modify the scope of work and the payment schedule of the contract upon written agreement of the parties and approval from the Governor and Executive Council; and

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

WHEREAS, all terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #4 remain in full force and effect; and

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

1. Form P-37 General Provisions, Block 1.3 Contractor Name to read: Waypoint

2. Form P-37 General Provisions, Block 1.6, Account Number to add:

   05-095-045-450010-61270000-102-500731
   05-095-042-421010-29580000-644-504187

3. Form P-37 General Provisions, Block 1.7, Completion Date, to read:

   June 30, 2020.

4. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:

   $1,412,742.

5. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:

   Nathan D. White, Director.

6. Form P-37, General Provisions, Block 1.10, State Agency Telephone Number, to read:

   603-271-9631.

7. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 2.2, to read:

    2.2 Expenditures shall be in accordance with the approved line item budget shown in Exhibit B-1 – Amendment #1, B-2, B-3 - Amendment #2, B-4 – Amendment #3, Exhibit B-5 Amendment #3, and Exhibit B-6, Budget Amendment #4.

8. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 1.2 to read:

    1.2 The Contractor agrees to provide the services in Exhibit A, Scope of Service in compliance with funding requirements, which includes an in-kind match of an amount equal to a minimum of 25% of the federal Title IV-B grant identified in Subsection 1.1, above and 25% of the federal Promoting Safe and Stable Families grant identified in Subsection 2.2, above.

9. Add Exhibit B, Methods and Conditions Precedent to Payment, Section 1.3 to read:

    1.3 The Contractor shall ensure the annual 25% required match in Section 1.2 above, is in non-federal contributions either in cash or in-kind related to directly providing Title IV-B and Promoting Safe and Stable Families project activities and goals related to Comprehensive Family Support Services as approved by the Department.

10. Add Exhibit B-6, Budget Amendment #4

11. Add Exhibit K, DHHS Information Security Requirements

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

5/28/19
Date

Name: Christine Santaniello
Title: Director

Waypoint

5/21/19
Date

Name: Sonja Alvarez de Toledo
Title: President / CEO

Acknowledgement of Contractor's signature:

State of NH, County of HILLSBOROUGH on 5/21/19, before the undersigned officer, personally appeared the person identified directly above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

Signature of Notary Public or Justice of the Peace

Notary - Jill M. Lowell
Name and Title of Notary or Justice of the Peace

My Commission Expires: 2022

JILL M. LOWELL, Notary Public
State of New Hampshire
My Commission Expires January 18, 2022

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

OFFICE OF THE ATTORNEY GENERAL

6/4/2019 NJS
Date

Name: Nancy J. Smith
Title: Sr. Asst. Atty General

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

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

Contractor name Waypoint

Budget Request for: Comprehensive Family Support Services (Southern District Office)

Budget Period: July 1, 2019 through June 30, 2020

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	$ 155,715.00	$ 23,022.00	$ 178,737.00	$ -	$ -	$ -	$ 155,715.00	$ 23,022.00	$ 178,737.00
2. Employee Benefits	$ 40,147.00	$ 4,073.00	$ 44,220.00	$ -	$ -	$ -	$ 40,147.00	$ 4,073.00	$ 44,220.00
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ 1,813.00	$ 1,813.00	$ -	$ -	$ -	$ -	$ 1,813.00	$ 1,813.00
Purchase/Depreciation	$ -	$ 1,186.00	$ 1,186.00	$ -	$ -	$ -	$ -	$ 1,186.00	$ 1,186.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 1,900.00	$ 255.00	$ 2,155.00	$ -	$ -	$ -	$ 1,900.00	$ 255.00	$ 2,155.00
6. Travel	$ 5,500.00	$ 266.00	$ 5,766.00	$ -	$ -	$ -	$ 5,500.00	$ 266.00	$ 5,766.00
7. Occupancy	$ 18,000.00	$ 1,622.00	$ 19,622.00	$ -	$ -	$ -	$ 18,000.00	$ 1,622.00	$ 19,622.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 4,400.00	$ 582.00	$ 4,982.00	$ -	$ -	$ -	$ 4,400.00	$ 582.00	$ 4,982.00
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ 1,000.00	$ 322.00	$ 1,322.00	$ -	$ -	$ -	$ 1,000.00	$ 322.00	$ 1,322.00
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ 357.00	$ 357.00	$ -	$ -	$ -	$ -	$ 357.00	$ 357.00
11. Staff Education and Training	$ 1,000.00	$ 271.00	$ 1,271.00	$ -	$ -	$ -	$ 1,000.00	$ 271.00	$ 1,271.00
12. Subcontracts/Agreements	$ 54,000.00	$ 1,965.00	$ 55,965.00	$ -	$ -	$ -	$ 54,000.00	$ 1,965.00	$ 55,965.00
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Interest Expense	$ -	$ 5,011.00	$ 5,011.00	$ -	$ -	$ -	$ -	$ 5,011.00	$ 5,011.00
Organization Dues	$ 1,200.00	$ -	$ 1,200.00	$ -	$ -	$ -	$ 1,200.00	$ -	$ 1,200.00
Purchased Services/In-kind donations	$ 6,365.00	$ -	$ 6,365.00	$ 6,365.00	$ -	$ 6,365.00	$ -	$ -	$ -
TOTAL	$ 290,227.00	$ 40,745.00	$ 330,972.00	$ 6,365.00	$ -	$ 6,365.00	$ 283,862.00	$ 40,745.00	$ 324,607.00
Indirect As A Percent of Direct		14.0%							

Contractor Initials BA
Date 5/21/19

A. Definitions

The following terms may be reflected and have the described meaning in this document:

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, " Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.

2. "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.

3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

   Confidential Information also 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 Protected Health Information (PHI), Personal Information (PI), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.

5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.

6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss or misplacement of hardcopy documents, and misrouting of physical or electronic

mail, all of which may have the potential to put the data at risk of unauthorized access, use, disclosure, modification or destruction.

7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.

8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.

9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.

10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.

11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.

12. "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.

I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR

A. Business Use and Disclosure of Confidential Information.

1. The Contractor must not use, disclose, maintain or transmit Confidential Information except as reasonably necessary as outlined under this Contract. Further, Contractor, including but not limited to all its directors, officers, employees and agents, must not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
2. The Contractor must not disclose any Confidential Information in response to a

request for disclosure on the basis that it is required by law, in response to a subpoena, etc., without first notifying DHHS so that DHHS has an opportunity to consent or object to the disclosure.

3. If DHHS notifies the Contractor that DHHS 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 Contractor must be bound by such additional restrictions and must not disclose PHI in violation of such additional restrictions and must abide by any additional security safeguards.
4. The Contractor agrees that DHHS Data or derivative there from disclosed to an End User must only be used pursuant to the terms of this Contract.
5. The Contractor agrees DHHS Data obtained under this Contract may not be used for any other purposes that are not indicated in this Contract.
6. The Contractor agrees to grant access to the data to the authorized representatives of DHHS for the purpose of inspecting to confirm compliance with the terms of this Contract.

II. METHODS OF SECURE TRANSMISSION OF DATA

1. Application Encryption. If End User is transmitting DHHS data containing Confidential Data between applications, the Contractor attests the applications have been evaluated by an expert knowledgeable in cyber security and that said application's encryption capabilities ensure secure transmission via the internet.
2. Computer Disks and Portable Storage Devices. End User may not use computer disks or portable storage devices, such as a thumb drive, as a method of transmitting DHHS data.
3. Encrypted Email. End User may only employ email to transmit Confidential Data if email is encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
4. Encrypted Web Site. If End User is employing the Web to transmit Confidential Data, the secure socket layers (SSL) must be used and the web site must be secure. SSL encrypts data transmitted via a Web site.
5. File Hosting Services, also known as File Sharing Sites. End User may not use file hosting services, such as Dropbox or Google Cloud Storage, to transmit Confidential Data.
6. Ground Mail Service. End User may only transmit Confidential Data via *certified* ground mail within the continental U.S. and when sent to a named individual.
7. Laptops and PDA. If End User is employing portable devices to transmit Confidential Data said devices must be encrypted and password-protected.
8. Open Wireless Networks. End User may not transmit Confidential Data via an open

wireless network. End User must employ a virtual private network (VPN) when remotely transmitting via an open wireless network.

9. Remote User Communication. If End User is employing remote communication to access or transmit Confidential Data, a virtual private network (VPN) must be installed on the End User's mobile device(s) or laptop from which information will be transmitted or accessed.
10. SSH File Transfer Protocol (SFTP), also known as Secure File Transfer Protocol. If End User is employing an SFTP to transmit Confidential Data, End User will structure the Folder and access privileges to prevent inappropriate disclosure of information. SFTP folders and sub-folders used for transmitting Confidential Data will be coded for 24-hour auto-deletion cycle (i.e. Confidential Data will be deleted every 24 hours).
11. Wireless Devices. If End User is transmitting Confidential Data via wireless devices, all data must be encrypted to prevent inappropriate disclosure of information.

III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS

The Contractor will only retain the data and any derivative of the data for the duration of this Contract. After such time, the Contractor will have 30 days to destroy the data and any derivative in whatever form it may exist, unless, otherwise required by law or permitted under this Contract. To this end, the parties must:

A. Retention

1. The Contractor agrees it will not store, transfer or process data collected in connection with the services rendered under this Contract outside of the United States. This physical location requirement shall also apply in the implementation of cloud computing, cloud service or cloud storage capabilities, and includes backup data and Disaster Recovery locations.
2. The Contractor agrees to 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.
3. The Contractor agrees to provide security awareness and education for its End Users in support of protecting Department confidential information.
4. The Contractor agrees to retain all electronic and hard copies of Confidential Data in a secure location and identified in section IV. A.2
5. The Contractor agrees Confidential Data stored in a Cloud must be in a FedRAMP/HITECH compliant solution and comply with all applicable statutes and regulations regarding the privacy and security. All servers and devices must have currently-supported and hardened operating systems, the latest anti-viral, anti-hacker, anti-spam, anti-spyware, and anti-malware utilities. The environment, as a

whole, must have aggressive intrusion-detection and firewall protection.

6. The Contractor agrees to and ensures its complete cooperation with the State's Chief Information Officer in the detection of any security vulnerability of the hosting infrastructure.

B. Disposition

1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor 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 by the Contractor 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 and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute of Standards and Technology, U. S. Department of Commerce. The Contractor 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 Contractor prior to destruction.
2. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.
3. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

IV. PROCEDURES FOR SECURITY

A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:

1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.

2. The Contractor will 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.).

3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.

4. The Contractor will 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.

5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.

6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor 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 Contractor, including breach notification requirements.

7. The Contractor 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 Contractor and any applicable sub-contractors prior to system access being authorized.

8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.

9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.

10. The Contractor 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 Information Security Office leadership member within the Department.

11. 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.

12. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.

13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at https://www.nh.gov/doit/vendor/index.htm for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.

14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer and the State's Security Officer of any security breach immediately, at the email addresses provided in Section VI. This includes 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.

15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.

16. The Contractor must ensure that all End Users:

    a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.

    b. safeguard this information at all times.

    c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.

    d. send emails containing Confidential Information only if encrypted and being sent to and being received by email addresses of persons authorized to receive such information.

e. limit disclosure of the Confidential Information to the extent permitted by law.

f. Confidential Information received under this Contract and individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).

g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.

h. in all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.

i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.

Contractor is responsible for oversight and compliance of their End Users. DHHS reserves the right to conduct onsite inspections to monitor compliance with this Contract, including the privacy and security requirements provided in herein, HIPAA, and other applicable laws and Federal regulations until such time the Confidential Data is disposed of in accordance with this Contract.

V. LOSS REPORTING

The Contractor must notify the State's Privacy Officer and Security Officer of any Security Incidents and Breaches immediately, at the email addresses provided in Section VI.

The Contractor must further handle and report Incidents and Breaches involving PHI in accordance with the agency's documented Incident Handling and Breach Notification procedures and in accordance with 42 C.F.R. §§ 431.300 - 306. In addition to, and notwithstanding, Contractor's compliance with all applicable obligations and procedures, Contractor's procedures must also address how the Contractor will:

1. Identify Incidents;
2. Determine if personally identifiable information is involved in Incidents;
3. Report suspected or confirmed Incidents as required in this Exhibit or P-37;
4. Identify and convene a core response group to determine the risk level of Incidents and determine risk-based responses to Incidents; and

5. Determine whether Breach notification is required, and, if so, identify appropriate Breach notification methods, timing, source, and contents from among different options, and bear costs associated with the Breach notice as well as any mitigation measures.

Incidents and/or Breaches that implicate PI must be addressed and reported, as applicable, in accordance with NH RSA 359-C:20.

VI. PERSONS TO CONTACT

A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov

B. DHHS Security Officer:

DHHSInformationSecurityOffice@dhhs.nh.gov

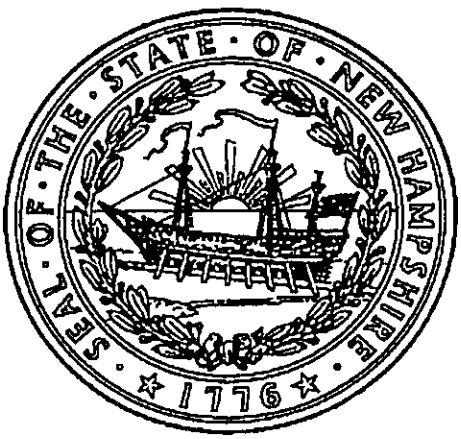
State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that WAYPOINT is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on September 25, 1914. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: **62585**

Certificate Number: **0004508530**



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 2nd day of May A.D. 2019.

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

I, __WILLIAM CONRAD_____, do hereby certify that:
(Name of the elected Officer of the Agency; cannot be contract signatory)

1. I am a duly elected Officer of _____WAYPOINT_____.
(Agency Name)

2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of

the Agency duly held on __12/4/18_____:
(Date)

RESOLVED: That this corporation enters into a contract with the State of New Hampshire, acting through its Department of Health and Human Services.

RESOLVED: That the _____PRESIDENT AND CEO_____
(Title of Contract Signatory)

is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

___BORJA ALVAREZ DE TOLEDO ___ is the duly elected _____PRESIDENT/CEO_____
(Name of Contract Signatory) (Title of Contract Signatory)

of the Agency.

3. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of the 21ST day of May 2019.

(Signature of the Elected Officer)
Board Chair

STATE OF NEW HAMPSHIRE

County of HILLSBOROUGH

The forgoing instrument was acknowledged before me this 21ST day of May, 2019.

By WILLIAM CONRAD.
(Name of Elected Officer of the Agency)

(Notary Public/Justice of the Peace)

JILL M. LOWELL, Notary Public
State of New Hampshire
My Commission Expires January 18, 2022

(NOTARY SEAL)

Commission Expires: 2022

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 04/08/2019

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

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

PRODUCER
FIAI/Cross Insurance
1100 Elm Street
Manchester NH 03101

CONTACT NAME: Andrea Nicklin
PHONE (A/C, No, Ext): (603) 669-3218 FAX (A/C, No): (603) 645-4331
E-MAIL ADDRESS: anicklin@crossagency.com

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	Philadelphia Indemnity Ins Co	18058
INSURER B:	Granite State Health Care and Human Services Self-	
INSURER C:	Travelers Casualty & Surety Co of America	31194
INSURER D:		
INSURER E:		
INSURER F:		

INSURED
Waypoint
Po Box 448
Manchester NH 03105

COVERAGES CERTIFICATE NUMBER: 18-19 All/19-20 WC REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR [X] Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [X] OTHER: Professional Liability			PHPK1842147	07/01/2018	07/01/2019	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
							Aggregate- Prof liab	$ 2,000,000
A	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			PHPK1842135	07/01/2018	07/01/2019	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
							Medical payments	$ 5,000
A	[ ] UMBRELLA LIAB [X] OCCUR [X] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000			PHUB635723	07/01/2018	07/01/2019	EACH OCCURRENCE	$ 4,000,000
							AGGREGATE	$ 4,000,000
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		HCHS20190000118 (3a.) NH	02/01/2019	02/01/2020	[X] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
C	Fidelity & Forgery			105912196	04/01/2019	04/01/2020	Limit	$500,000
							Deductible	$5,000

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

Confirmation of Coverage.

CERTIFICATE HOLDER

State of NH Department 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

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WAYPOINT
Help Along the Way

Formerly
CHILD AND FAMILY SERVICES

MISSION STATEMENT:

Empowering people of all ages through an array of human services and advocacy

HEADQUARTERS

toll free (800) 640.6486
office (603) 518.4000
fax (603) 668.6260

464 Chestnut Street
PO Box 448
Manchester, NH 03105
waypointnh.org

COA
Accredited

WAYPOINT

Consolidated Financial Statements

For the Year Ended December 31, 2018

(With Independent Auditors' Report Thereon)

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MELANSONHEATH
ACCOUNTANTS • AUDITORS

121 River Front Drive
Manchester, NH 03102
(603)669-6130
melansonheath.com

Additional Offices:
Nashua, NH
Andover, MA
Greenfield, MA
Ellsworth, ME

INDEPENDENT AUDITORS' REPORT

To the Board of Trustees
Waypoint

Report on the Financial Statements

We have audited the accompanying consolidated financial statements of Waypoint, which comprise the consolidated statement of financial position as of December 31, 2018, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements

in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

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

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Waypoint as of December 31, 2018, and the changes in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited Waypoint's 2017 consolidated financial statements, and we expressed an unmodified opinion on those audited consolidated financial statements in our report dated March 27, 2018. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2017 is consistent, in all material respects, with the audited consolidated financial statements from which it has been derived.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The Consolidated Schedules of Operating Expenses for 2018 and 2017 are presented for purposes of additional analysis and are not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the consolidated financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 26, 2019 on our consideration of Waypoint's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Waypoint's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Waypoint's internal control over financial reporting and compliance.

Melanson Heath

March 26, 2019

WAYPOINT

Consolidated Statement of Financial Position

December 31, 2018
(with comparative totals as of December 31, 2017)

	Without Donor Restrictions	With Donor Restrictions	2018 Total	2017 Total
ASSETS				
Current Assets:				
Cash and cash equivalents	$ 231,128	$ 847,449	$ 1,078,577	$ 890,431
Accounts receivable, net	714,112	-	714,112	884,748
Contributions receivable	60,000	-	60,000	40,000
Prepaid expenses	192,744	-	192,744	241,546
Total Current Assets	1,197,984	847,449	2,045,433	2,056,725
Investments	14,007,444	2,132,950	16,140,394	17,630,209
Beneficial interest held in trusts	-	1,679,591	1,679,591	1,867,906
Property and equipment, net	6,358,505	-	6,358,505	6,266,362
Total Assets	$ 21,563,933	$ 4,659,990	$ 26,223,923	$ 27,821,202
LIABILITIES AND NET ASSETS				
Current Liabilities:				
Accounts payable	$ 217,685	$ -	$ 217,685	$ 95,667
Accrued payroll and related expenses	564,736	-	564,736	666,502
Other liabilities	67,299	-	67,299	69,062
Bonds payable	140,000	-	140,000	140,000
Total Current Liabilities	989,720	-	989,720	971,231
Bonds payable, net of current portion	4,065,000	-	4,065,000	4,205,000
Deferred loans - NHHFA	1,250,000	-	1,250,000	1,250,000
Interest rate swap agreements	885,525	-	885,525	1,062,342
Total Liabilities	7,190,245	-	7,190,245	7,488,573
Net Assets:				
Without donor restrictions:				
Undesignated	366,244	-	366,244	167,293
Board designated	14,007,444	-	14,007,444	15,309,844
With donor restrictions	-	4,659,990	4,659,990	4,855,492
Total Net Assets	14,373,688	4,659,990	19,033,678	20,332,629
Total Liabilities and Net Assets	$ 21,563,933	$ 4,659,990	$ 26,223,923	$ 27,821,202

The accompanying notes are an integral part of these financial statements.

WAYPOINT

Consolidated Statement of Activities

For the Year Ended December 31, 2018
(with comparative totals for the year ended December 31, 2017)

	Without Donor Restrictions	With Donor Restrictions	2018 Total	2017 Total
Support and Revenue:				
Support:				
Contributions	$ 386,091	$ 1,336,501	$ 1,722,592	$ 1,722,683
Government grants	5,401,404	-	5,401,404	5,007,897
In-kind contributions	94,633	-	94,633	159,343
Income from special events, net	369,175	-	369,175	392,160
Revenue:				
Service fees	5,422,960	-	5,422,960	4,504,096
Other	64,715	-	64,715	32,023
Net assets released from restriction:				
Program releases	1,139,556	(1,139,556)	-	-
Endowment releases	80,674	(80,674)	-	-
Endowment transfer to support operations	661,375	-	661,375	694,255
Total Support and Revenue	13,620,583	116,271	13,736,854	12,512,457
Operating Expenses:				
Program services	11,550,792	-	11,550,792	10,374,824
Management and general	1,380,172	-	1,380,172	1,350,475
Fundraising	427,546	-	427,546	397,992
Total Operating Expenses	13,358,510	-	13,358,510	12,123,291
Change in net assets before non-operating items	262,073	116,271	378,344	389,166
Non-Operating Items:				
Investment income (loss)	(882,572)	(123,458)	(1,006,030)	2,426,476
Unrealized gain (loss) on interest rate swap	176,817	-	176,817	106,042
Change in beneficial interest	-	(188,315)	(188,315)	131,927
Interest income	1,608	-	1,608	699
Endowment transfer to support operations	(661,375)	-	(661,375)	(694,255)
Total Non-Operating Items	(1,365,522)	(311,773)	(1,677,295)	1,970,889
Change in net assets	(1,103,449)	(195,502)	(1,298,951)	2,360,055
Net Assets, Beginning of Year, as restated	15,477,137	4,855,492	20,332,629	17,972,574
Net Assets, End of Year	$ 14,373,688	$ 4,659,990	$ 19,033,678	$ 20,332,629

The accompanying notes are an integral part of these financial statements.

WAYPOINT

Consolidated Statement of Functional Expenses
For the Year Ended December 31, 2018
(with comparative totals for the year ended December 31, 2017)

	Program Services	Management and General	Fundraising	2018 Total	2017 Total
Personnel expense:					
Salaries and wages	$ 6,614,360	$ 849,923	$ 316,127	$ 7,780,410	$ 6,928,730
Employee benefits	742,615	66,141	19,071	827,827	781,346
Payroll related costs	743,794	65,549	25,122	834,465	751,020
Mileage reimbursement	442,792	1,878	413	445,083	421,527
Contracted services	560,035	96,132	6,553	662,720	547,074
Subtotal personnel expense	9,103,596	1,079,623	367,286	10,550,505	9,429,697
Accounting	-	28,700	-	28,700	30,330
Assistance to individuals	718,608	-	-	718,608	744,299
Communications	148,344	10,147	8,249	166,740	154,946
Conferences, conventions, meetings	34,183	19,533	2,302	56,018	45,719
Depreciation	298,245	36,417	-	334,662	316,750
In-kind contributions	90,213	3,420	1,000	94,633	159,403
Insurance	62,170	9,468	2,466	74,104	74,678
Interest	250,245	67,527	-	317,772	300,049
Legal	-	3,949	-	3,949	27,320
Membership dues	18,132	7,947	3,913	29,992	40,626
Miscellaneous	24,352	13,167	2,674	40,193	43,065
Occupancy	495,619	41,188	11,700	548,507	426,568
Printing and publications	55,968	12,656	22,916	91,540	68,101
Rental and equipment maintenance	95,167	25,586	2,029	122,782	109,469
Supplies	94,685	17,700	2,655	115,040	92,986
Travel	61,265	3,144	356	64,765	59,285
Total Functional Expenses	$ 11,550,792	$ 1,380,172	$ 427,546	$ 13,358,510	$ 12,123,291

The accompanying notes are an integral part of these financial statements.

WAYPOINT

Consolidated Statement of Cash Flows
For the Year Ended December 31, 2018
(with comparative totals for the year ended December 31, 2017)

	2018	2017
Cash Flows From Operating Activities:		
Change in net assets	$ (1,298,951)	$ 2,360,055
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	334,662	316,750
Contributions restricted for endowment and long-term purposes	(16,717)	(265,005)
Realized (gain) loss on investments	(136,619)	60,566
Unrealized (gain) loss on investments	1,688,070	(2,049,713)
Change in beneficial interest in trusts	188,315	(131,927)
Change in interest rate swap	(176,817)	(106,042)
Changes in operating assets and liabilities:		
Accounts receivable	170,636	(281,333)
Prepaid expenses	48,802	(40,494)
Contributions receivable	(20,000)	-
Accounts payable	122,018	(31,103)
Accrued expenses	(101,766)	(149,642)
Other liabilities	(1,763)	47,675
Net Cash Provided (Used) By Operating Activities	799,870	(270,213)
Cash Flows From Investing Activities:		
Purchases of investments	(693,481)	(15,732,031)
Proceeds from sale of investments	631,845	15,991,440
Purchase of fixed assets	(426,805)	(261,461)
Net Cash Provided (Used) By Investing Activities	(488,441)	(2,052)
Cash Flows From Financing Activities:		
Contributions restricted for endowment and long-term purposes	16,717	265,005
Payment of long-term debt	(140,000)	(135,005)
Net Cash Provided (Used) By Financing Activities	(123,283)	130,000
Net Change in Cash and Cash Equivalents	188,146	(142,265)
Cash and Cash Equivalents, Beginning	890,431	1,032,696
Cash and Cash Equivalents, Ending	$ 1,078,577	$ 890,431
SUPPLEMENTAL INFORMATION:		
Interest Paid	$ 317,772	$ 300,049

The accompanying notes are an integral part of these financial statements.

1. Description of Organization

In 2018, Child and Family Services of New Hampshire changed its name to Waypoint. Waypoint (the Organization) is a nonprofit organization, founded in 1850, that currently aids more than 20,000 individuals, statewide, through an array of social services.

These services span the life cycle from prenatal to seniors, and can be grouped into the following categories:

Early Childhood – Family Support & Education Services
Over 4,500 parents received education and support to improve parenting, strengthen families, prevent child abuse and neglect, and ensure healthy development of children. Over 500 young children starting life at a disadvantage received critical services to ensure a good beginning and to optimize their chance for life-long success. Some of the programs focused on early childhood include:

Early Support and Services – Early Support and Services provides family-centered support and therapies to infants and toddlers who have developmental disabilities, delays or are at risk of developmental delays. Services work to optimize babies' cognitive, physical, emotional and social development, and chance for success. Services are provided in the child's natural environment (home, day care, playground, etc.).

Home Visiting Services – A number of different prevention programs are offered in the home during those critical early years of a child's life. A spectrum of services includes support to new mothers and those struggling to parent; services for children with chronic health conditions; prenatal services for babies being born at a disadvantage into low-income families; and programs to encourage positive early parent/child relationships and promote optimal early childhood development. Services are provided by nurses, social workers, developmental specialists, occupational therapists, health educators, and home visitors.

Adoption – A licensed child-placing agency, the Organization has been forming families through adoption since 1914. The Organization's adoption professionals provide home studies and adoption services for families looking to adopt and provide counselling and support to birth-parents who are considering the adoption option.

Children, Youth, and Family - Intervention and Treatment Programs
The Organization contracts with the State of New Hampshire, the federal government, and insurance companies, to provide a continuum of services for children, adolescents and young adults. Programs are delivered in the home, schools, or community, and include mental health counseling and substance abuse treatment, as well as a complex system of family stabilization and preservation programs, child protection services, and services for at-risk youth. Some of the programs include:

Foster care – The Organization works with the State of New Hampshire in placing children who have been rescued from dangerous home environments, into safe, stable, loving homes. The Organization recruits and supports foster families and works to facilitate permanency for each child.

Home Based Services – The Organization has a number of programs provided in the family home that are designed to help families who are struggling through daily life - where children are at risk. Services work to thwart domestic violence, rebuild families, and to improve family functioning. The Organization empowers families with the skills and resources they need to provide for their children and become self-sufficient.

Runaway and Homeless Youth Services
The Organization is the sole provider of services for runaway and homeless youth in Manchester and the Seacoast. A full spectrum of services features outreach to at-risk youth that includes survival aid on the streets and basic needs fulfillment at the drop-in center, as well as crisis intervention, educational and vocational advocacy, housing, and case management. The Organization also provides behavioral health and substance use counseling where needed. The Organization works with school systems, police, and other agencies in addressing the needs of New Hampshire's homeless youth.

Senior Care and Independent Living
The Organization helps seniors and individuals with chronic illness or disability to live at home safely and with dignity, and to maintain quality of life. Under the title of Home Care, services are delivered by homemakers, companions, personal care service providers, and LNAs. The Organization's caregivers go to client homes to help with everything from cooking and cleaning to personal hygiene, medication reminders, mobility, travel to appointments, paying bills, help with daily tasks, and communication with family members.

Additionally, the Organization runs two unique programs:

Camp Spaulding – Since 1921, Camp Spaulding has helped campers from all types of backgrounds enjoy the benefits of a traditional, resident camp experience. In 2015, the Organization formed a partnership with the YMCA of Greater Nashua whereby the Organization will own the camp and the YMCA will handle daily operations and summer programming. This collaboration will combine a 96-year camp history, an exceptional facility,

strong community support, and the expertise of two premier New Hampshire nonprofit organizations.

The New Hampshire Children's Lobby – Established in 1971, the New Hampshire Children's Lobby is the advocacy wing of Child and Family Services. The program's mission is to improve the lives of children and families through legislative, judicial, and public policy initiatives. This combination of advocacy and direct service practice uniquely positions the Organization to serve the best interest of New Hampshire children.

2. Significant Accounting Policies

Change in Accounting Principle

On August 18, 2016, FASB issued Accounting Standards Update (ASU) 2016-14, Not-for-Profit Entities (Topic 958) – Presentation of Financial Statements of Not-for-Profit Entities. The update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. ASU 2016-14 has been implemented in 2018 and the presentation in these consolidated financial statements has been adjusted accordingly. The ASU has been applied retrospectively which increased net assets without donor restrictions by $926,308 and decreased net assets with donor restrictions by $926,308, resulting from the reclassification of long-lived assets with implied time restrictions as required under ASU 2016-14.

Principles of Consolidation

The consolidated financial statements include Waypoint (formerly Child and Family Services of New Hampshire) and Child and Family Realty Corporation, a commonly controlled organization. All inter-organization transactions have been eliminated.

Comparative Financial Information

The accompanying consolidated financial statements include certain prior-year summarized comparative information in total, but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with Accounting Principles Generally Accepted in the United States of America (GAAP). Accordingly, such information should be read in conjunction with the audited consolidated financial statements for the year ended December 31, 2017, from which the summarized information was derived.

Cash and Cash Equivalents

All cash and highly liquid financial instruments with original maturities of three months or less, and which are neither held for nor restricted by donors for long-term purposes, are considered to be cash and cash equivalents. Cash and highly liquid financial instruments invested for long-term purposes, including endowments that are perpetual in nature, are excluded from this definition.

Accounts Receivable

Accounts receivable consists primarily of noninterest-bearing amounts due for services and programs. The allowance for uncollectable accounts receivable is based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Accounts receivable are written off when deemed uncollectable.

Contributions Receivable

Unconditional contributions that are expected to be collected within one year are recorded at net realizable value. Unconditional contributions that are expected to be collected in future years are initially recorded at fair value using present value techniques incorporating risk-adjusted discount rates designed to reflect the assumptions market participants would use in pricing the asset. In subsequent years, amortization of the discounts is included in contribution revenue in the Consolidated Statement of Activities. The allowance for uncollectable contributions is based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Contributions receivable are written off when deemed uncollectable. Management has determined that contributions receivable are fully collectable, therefore no allowance has been recorded.

Investments

Investment purchases are recorded at cost, or if donated, at fair value on the date of donation. Thereafter, investments are reported at their fair values in the Consolidated Statement of Financial Position. Net investment return/(loss) is reported in the Consolidated Statement of Activities and consists of interest and dividend income, realized and unrealized gains and losses, less external investment expenses.

The Organization maintains pooled investment accounts for its restricted endowment. Realized and unrealized gains and losses are allocated to the individual endowments based on the relationship of the market value of each endowment to the total market value of the pooled investment accounts, as adjusted for additions to or deductions from those accounts.

Beneficial Interest Held in Trusts

The Organization is the beneficiary of perpetual charitable trusts. The beneficial interest in the trust is reported at its fair value, which is estimated as the fair value of the underlying trust assets. Distributions of income from the trust assets are restricted to use and are reported as increases in net assets with donor restrictions until expended in accordance with restrictions. The value of the beneficial interest in the trusts is adjusted annually for the change in its estimated fair value. Those changes in value are reported as increases in net assets with donor restrictions. The assets in the trusts will never be distributed to the Organization.

Property and Equipment

Property and equipment additions over $1,000 are recorded at cost, if purchased, and at fair value at the date of donation, if donated. Depreciation is computed using the straight-line method over the estimated useful lives of the assets ranging from 5 to 50 years, or in the case of capitalized leased assets or leasehold improvements, the lesser of the useful life of the asset or the lease term. When assets are sold or otherwise disposed of, the cost and related depreciation is removed, and any resulting gain or loss is included in the Consolidated Statement of Activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed.

The carrying values of property and equipment are reviewed for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of asset impairment in 2018.

Interest-Rate Swap

An interest-rate swap is utilized to mitigate interest-rate risk on bonds payable. The related liability is reported at fair value in the Consolidated Statement of Financial Position, and unrealized gains or losses are included in the Consolidated Statement of Activities.

Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions. The Board has designated, from net assets without donor restrictions, net assets for a board-designated endowment.

Net Assets With Donor Restrictions – Net assets subject to donor- (or certain grantor-) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity while permitting the Organization to expend the income generated by the assets in accordance with the provisions of additional donor imposed stipulations or a Board approved spending policy. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Revenue and Revenue Recognition

Revenue is recognized when earned. Program service fees and payments under cost-reimbursable contracts received in advance are deferred to the applicable period in which the related services are performed or expenditures are incurred, respectively. Contributions are recognized when cash, securities or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give are not recognized until the conditions on which they depend have been substantially met.

Donated Services and In-Kind Contributions

Volunteers contribute significant amounts of time to program services, administration, and fundraising and development activities; however, the consolidated financial statements do not reflect the value of these contributed services because they do not meet recognition criteria prescribed by Generally Accepted Accounting Principles. Contributed goods are recorded at fair value at the date of donation. Donated professional services are recorded at the respective fair values of the services received.

Advertising Costs

Advertising costs are expensed as incurred and are reported in the Consolidated Statement of Activities and Consolidated Statement of Functional Expenses.

Functional Allocation of Expenses

The costs of program and supporting services activities have been summarized on a functional basis in the Consolidated Statement of Activities. The Consolidated Statement of Functional Expenses presents the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Measure of Operations

The Consolidated Statement of Activities reports all changes in net assets, including changes in net assets from operating and non-operating activities. Operating activities consist of those items attributable to the Organization's ongoing programs and services and include the Organization's annual endowment transfer to support operations. Non-operating activities are limited to resources outside of those programs and services and are comprised of non-recurring gains and losses on sales and dispositions, investment income, changes in the value of beneficial interests and interest rate swaps.

Tax Status

Waypoint has been recognized by the Internal Revenue Service (IRS) as exempt from federal income taxes under Internal Revenue Code (IRC) Section 501(a) as an organization described in IRC Section 501(c)(3), qualifies for charitable contribution deductions, and has been determined not to be a private foundation. Child and Family Realty Corporation is exempt from federal income tax under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(25).

Both entities are annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. In addition, they are subject to income tax on net income that is derived from business activities that are unrelated to their exempt purpose. In 2018, Waypoint was subject to unrelated business income tax and filed an Exempt Organization Business Income Tax Return (Form 990-T) with the IRS.

Estimates

The preparation of consolidated financial statements in conformity with Generally Accepted Accounting Principles requires estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results may differ from those estimates, and those differences could be material.

Financial Instruments and Credit Risk

Deposit concentration risk is managed by placing cash accounts with financial institutions believed to be creditworthy. At times, amounts on deposit may exceed insured limits. To date, no losses have been experienced in any of these accounts. Credit risk associated with accounts and contributions receivable is considered to be limited due to high historical collection rates. Investments are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment

securities will occur in the near term and that such change could materially affect the amounts reported in the Consolidated Statement of Financial Position. Although the fair values of investments are subject to fluctuation on a year-to-year basis, the Investment Committee believes that the investment policies and guidelines are prudent for the long-term welfare of the Organization.

Fair Value Measurements and Disclosures

Certain assets and liabilities are reported at fair value in the consolidated financial statements. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions regardless of whether that price is directly observable or estimated using another valuation technique. Inputs used to determine fair value refer broadly to the assumptions that market participants would use in pricing the asset or liability, including assumptions about risk. Inputs may be observable or unobservable. Observable inputs are inputs that reflect the assumptions market participants would use in pricing the asset or liability based on market data obtained from sources independent of the reporting entity. Unobservable inputs are inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset or liability based on the best information available. A three-tier hierarchy categorizes the inputs as follows:

> Level 1 – Quoted prices (unadjusted) in active markets for identical assets or liabilities that are accessible at the measurement date.
>
> Level 2 – Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. These include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the asset or liability, and market-corroborated inputs.
>
> Level 3 – Unobservable inputs for the asset or liability. In these situations, inputs are developed using the best information available in the circumstances.

In some cases, the inputs used to measure the fair value of an asset or a liability might be categorized within different levels of the fair value hierarchy. In those cases, the fair value measurement is categorized in its entirety in the same level of the fair value hierarchy as the lowest level input that is significant to the entire measurement. Assessing the significance of a particular input to entire measurement requires judgment, taking into account factors specific to the asset or liability. The categorization of an asset within the hierarchy is based upon the pricing transparency of the asset and does not necessarily correspond to the assessment of the quality, risk, or liquidity profile of the asset or liability.

When available, the Organization measures fair value using Level 1 inputs because they generally provide the most reliable evidence of fair value. However, Level 1 inputs are not available for certain assets and liabilities that the Organization is required to measure at fair value (for example, unconditional contributions receivable and in-kind contributions).

The primary uses of fair value measures in the Organization's consolidated financial statements are:

- Initial measurement of noncash gifts, including gifts of investment assets and unconditional promises to give.
- Recurring measurement of endowment investments (Note 6) – Level 1.
- Recurring measurement of beneficial interests in trusts (Note 7) – Level 3.
- Recurring measurement of line of credit (Note 9) – Level 2.
- Recurring measurement of bonds payable and interest rate swap (Note 10) – Level 2.
- Recurring measurement of deferred loans (Note 11) – Level 2.

The carrying amounts of cash and cash equivalents, accounts and contributions receivable, prepaid expenses, accounts payable, accrued payroll and related expenses, and other liabilities approximate fair value due to their short-term nature.

3. Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the balance sheet date, are comprised of the following at December 31, 2018:

Financial assets at year end:		
Cash and cash equivalents		$ 1,078,577
Accounts receivable, net		714,112
Contributions receivable		60,000
Investments		16,140,394
Beneficial interest held in trusts		1,679,591
Total financial assets		19,672,674
Less amounts not available to be used within one year:		
Net assets with donor restrictions	4,659,990	
Less:		
Net assets with purpose restrictions to be met in less than a year	(847,449)	
Donor-restricted endowment subject to spending policy rate (4.25%) and appropriation	(90,650)	3,721,891
Board-designated endowment	14,007,444	
Less: Board-designated endowment annual spending policy rate (4.25%)	(595,316)	13,412,128
Less total amounts not available to be used within one year		17,134,018
Financial assets available to meet general expenditures over the next year		$ 2,538,656

Endowment funds consist of donor-restricted endowments and funds designated by the Board as endowments. Income from donor-restricted endowments is restricted for specific purposes. The portion of endowment funds that are perpetual in nature are not available for general expenditure.

Board-designated endowment is subject to an annual spending rate as determined by the Board. Although there is no intention to spend from board-designated endowment (other than amounts appropriated for general expenditure as part of the Board's annual budget approval and appropriation), these amounts could be made available if necessary.

As part of its liquidity management plan, the Organization also has a $1,500,000 revolving line of credit available to meet cash flow needs.

4. Accounts Receivable

Accounts receivable consisted of the following at December 31:

	2018			2017		
	Receivable	Allowance	Net	Receivable	Allowance	Net
Grants receivable	$ 379,362	$ -	$ 379,362	$ 628,244	$ (3,900)	$ 624,344
Fees for service	338,650	(3,900)	334,750	260,404	-	260,404
	$ 718,012	$ (3,900)	$ 714,112	$ 888,648	$ (3,900)	$ 884,748

5. Prepaid Expenses

Prepaid expenses at year end relate primarily to prepaid insurance and contracts.

6. Investments

Investments at fair value consist of mutual funds totaling $16,140,394 and $17,630,209 at December 31, 2018 and 2017, respectively.

Under the terms of the Organization's line of credit agreement (Note 9), the Organization has agreed not to pledge these investments as security on any other debt.

The Organization's policy is to avail itself of a Board-approved percentage of investment income for operations with any remaining interest, dividends, or appreciation reinvested. The spending policy approved by the Board of Trustees for 2018 is 4.5% of the average fair market value of all investments over the previous twelve quarters.

As discussed in Note 2 to these consolidated financial statements, the Organization is required to report its fair value measurements in one of three levels, which are based on the ability to observe in the marketplace the inputs to the Organization's valuation techniques. Level 1, the most observable level of inputs, is for investments measured at quoted prices in active markets for identical investments as of the December 31, 2018. Level 2 is for investments measured using inputs such as quoted prices for similar assets, quoted prices for the identical asset in inactive markets, and for investments measured at net asset value that can be redeemed in the near term. Level 3 is for investments measured using inputs that are unobservable, and is used in situations for which there is little, if any, market activity for the investment.

The Organization uses the following ways to determine the fair value of its investments:

Mutual funds: Determined by the published value per unit at the end of the last trading day of the year, which is the basis for transactions at that date.

7. Beneficial Interest Held in Trust

The Organization is the sole beneficiary of three funds that are administered by the New Hampshire Charitable Foundation (NHCF). Income from the funds is to provide assistance to children attending Camp Spaulding and for capital improvements to the camp. The fund resolution provides that distributions from the funds can be made at the discretion of the NHCF Board of Directors.

At December 31, 2018 and 2017, the fair market value of the funds, which approximates the present value of future benefits expected to be received, was $800,624 and $868,099, respectively.

In addition, the Organization has a split-interest in three charitable remainder trusts. The assets are held in trust by banks as permanent trustees of the trusts. The fair value of these beneficial interests is determined by applying the Organization's percentage interest to the fair value of the trust assets as reported by the trustee.

Trust	Percentage Interest	2018	2017
Greenleaf	100%	$ 350,806	$ 401,167
Spaulding	100%	297,837	336,123
Cogswell	50%	230,324	262,517
Total		$ 878,967	$ 999,807

Beneficial interest in funds held by others is reported at its fair value, which is estimated as the present value of expected future cash inflows on a recurring basis. As discussed in Note 2, the valuation technique used by the Organization is a Level 3 measure because there are no observable market transactions. Changes in the fair value of assets measured at fair value on a recurring basis using significant unobservable inputs are comprised of the following:

Balance at December 31, 2016	$ 1,735,979
Change in value of beneficial interest	131,927
Balance at December 31, 2017	1,867,906
Change in value of beneficial interest	(188,315)
Balance at December 31, 2018	$ 1,679,591

8. Property, Equipment and Depreciation

A summary of the major components of property and equipment is presented below:

	2018	2017
Land and land improvements	$ 1,114,949	$ 1,114,949
Buildings and improvements	8,335,089	8,072,313
Furniture, fixtures, and equipment	796,686	796,686
Vehicles	107,581	101,585
Software	285,372	166,592
Construction in progress	38,870	17,217
Subtotal	10,678,547	10,269,342
Less: accumulated depreciation	(4,320,042)	(4,002,980)
Total	$ 6,358,505	$ 6,266,362

9. Line of Credit

The Organization has a $1,500,000 revolving line of credit agreement with a bank. The line of credit expired on June 30, 2018 and was extended through June 30, 2019. The line is secured by a first lien on accounts receivable, double negative pledge on all investments of the borrower, and carries a variable rate of interest at the Wall Street Journal prime rate (5.50% at December 31, 2018), adjusted daily. At December 31, 2018, the balance on this line of credit was $0. The line was not utilized in 2018.

10. Bonds Payable

During 2007, the New Hampshire Health and Education Facilities Authority (the "Authority") sold $5,540,000 of its Revenue Bonds, Child and Family Services Issue, Series 2007, and loaned the proceeds of the bonds to the Organization to refund its Series 1999 Series Bonds and to finance certain improvements to the Organization's facilities. The Series 2007 Bonds were issued with a variable interest rate determined on a weekly basis. Prior to issuing the Bonds, the Organization entered into an interest rate swap agreement (the "Swap Agreement") with Citizens Bank of NH (the "Counterparty") for the life of the bond issue to hedge the interest rate risk associated with the Series 2007 Bonds. The interest rate swap agreement requires the Organization to pay the Counterparty a fixed rate of 3.915%; in exchange, the Counterparty will pay the Organization a variable rate on the notional amount based on the 67% of one month LIBOR. Counterparty payments to the Organization were intended to offset Organization payments of variable rate interest to bond holders. Counterparty credit worthiness and market variability can impact the variable rates received and paid by the Organization, with the potential of increasing Organization interest payments. As a result, the cost of the interest rate swap

for 2018 and 2017 is added to interest expense in the Consolidated Statement of Functional Expenses. The bonds mature in 2038 and can be repaid at any time.

The Organization is required to include the fair value of the swap in the Consolidated Statement of Financial Position, and annual changes, if any, in the fair value of the swap in the Consolidated Statement of Activities. For example, during the bond's 30-year holding period, the annually calculated value of the swap will be reported as an asset if interest rates increase above those in effect on the date of the swap was entered into (and as an unrealized gain in the Consolidated Statement of Activities), which will generally be indicative that the net fixed rate the Organization is paying on the swap is below market expectations of rates during the remaining term of the swap. The swap will be reported as a liability (and as an unrealized loss in the Consolidated Statement of Activities) if interest rates decrease below those in effect on the date the swap was entered into, which will generally be indicative that the net fixed rate the Organization is paying on the swap is above market expectations of rates during the remaining term of the swap. The annual accounting adjustments of value changes in the swap transaction are non-cash recognition requirements, the net effect of which will be zero at the end of the bond's 30-year term. At December 31, 2018 and 2017, the Organization recorded the swap liability position of $885,525 and $1,062,342, respectively. During 2009, there occurred a downgrading of the credit rating of the Counterparty to the letter of credit reimbursement agreement, which triggered a mandatory tender of the Series 2007 Bonds in whole and a temporary conversion of one-hundred percent of the principal amount to a bank purchase mode under the terms of said letter of credit reimbursement agreement. Since it became evident that the credit markets would not soon return to normalcy, the Organization elected to convert the Series 2007 Bonds from a weekly rate mode to a bank purchase mode. This new bank purchase mode created a rate period in which the Series 2007 Bonds bear interest at the tax adjusted bank purchase rate of 68% of the sum of the adjusted period LIBOR (30 day) rate and 325 basis points. The bank purchase mode commenced on July 31, 2009 and expired on July 31, 2014; however, the expiration date was extended by the Counterparty and the Organization had the option to convert back to the weekly rate mode. The Series 2007 Bond documents require the Organization to comply with certain financial covenants. As of December 31, 2018, the Organization was in compliance with these covenants.

The following is a summary of future payments on the previously mentioned bonds payable:

Year	Amount
2019	$ 140,000
2020	150,000
2021	160,000
2022	165,000
2023	175,000
Thereafter	3,415,000
	$ 4,205,000

11. Deferred Loans - NHHFA

Note payable to the New Hampshire Housing and Finance Authority dated June 7, 2005. The face amount of the note is $550,000, does not require the payment of interest, and is due in 30 years. The note is secured by real estate located in Dover, New Hampshire.

Note payable to the New Hampshire Housing and Finance Authority dated May 22, 2007. The face amount of the note is $700,000, does not require the payment of interest, and is due in 30 years. The note is secured by real estate located in Manchester, New Hampshire.

12. Endowment Funds

The Organization's endowment consists of various individual funds established for a variety of purposes. Its endowment includes both donor-restricted funds and funds designated by the Board of Trustees to function as endowments. As required by Generally Accepted Accounting Principles, net assets associated with endowment funds, including funds designated by the Board of Trustees to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

Board-designated Investments

As of December 31, 2018, the Board of Trustees had designated $14,007,444 of net assets without donor restrictions as a general endowment fund to support the mission of the Organization.

Donor-designated Endowments

The Board of Trustees of the Organization has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date for donor-restricted perpetual endowment funds, absent explicit donor stipulations to the contrary. As a result of this interpretation, the Organization classifies as perpetually restricted net assets (a) the original value of gifts donated to the endowment, (b) the original value of subsequent gifts to the endowment, and (c) accumulations to the endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added. The remaining portion of the donor-restricted endowment fund that is not classified as perpetually restricted is classified as donor-restricted net assets until those amounts are appropriated for expenditure by the Organization in a manner consistent with the standard of prudence prescribed by UPMIFA. In accordance with UPMIFA, the Organization considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (1) the duration and preservation of the various funds, (2) the purposes of the donor-restricted endowment funds, (3) general economic conditions, (4) the possible effect of inflation and deflation, (5) the expected total return from income and the appreciation of investments, (6) other resources of the Organization, and (7) the Organization's investment policies.

Funds with Deficiencies

The Organization considers a fund to be underwater if the fair value of the fund is less than the sum of (a) the original value of initial and subsequent gift amounts donated to the fund and (b) any accumulations to the fund that are required to be maintained in perpetuity in accordance with the direction of the applicable donor gift instrument. The Organization complies with UPMIFA and has interpreted UPMIFA to permit spending from underwater funds in accordance with prudent measures required under the law. The Organization had no underwater endowment funds at December 31, 2018.

Investment Policy

The Organization has adopted an investment and spending policy to ensure a total return (income plus capital change) necessary to preserve and enhance the principal of the fund and, at the same time, provide a dependable source of support for current operations and programs. The withdrawal from the fund in support of current operations is expected to remain a constant percentage of the total fund, adjusted for new gifts to the fund.

In recognition of the prudence required of fiduciaries, reasonable diversification is sought where possible. Experience has shown financial markets and inflation rates are cyclical and, therefore, control of volatility will be achieved through investment styles. Asset allocation parameters have been developed for various funds within the structure, based on investment objectives, liquidity needs, and time horizon for intended use.

Measurement of investment performance against policy objectives will be computed on a total return basis, net of management fees and transaction costs. Total return is defined as dividend or interest income plus realized and unrealized capital appreciation or depreciation at fair market value.

Spending Policy

The Organization's spending policy in 2018 is 4.5% (4.25% in 2019) of the average total endowment value over the trailing 12 quarters with a 1% contingency margin. This includes interest and dividends paid out to the Organization.

The net asset composition of endowment investments as of December 31, 2018 is as follows:

	Without Donor Restrictions	With Donor Restrictions	Total Net Endowment Assets
Board-designated endowment funds	$ 14,007,444	$ -	$ 14,007,444
Donor-restricted endowment funds:			
Original donor-restricted gift amount and amounts required to be maintained in perpetuity by donor	-	1,679,406	1,679,406
Accumulated investment gains	-	453,544	453,544
Total funds	$ 14,007,444	$ 2,132,950	$ 16,140,394

Changes in endowment net assets as of December 31, 2018 are as follows:

	Without Donor Restrictions	With Donor Restrictions	Total Net Endowment Assets
Endowment net assets, beginning of year	$ 15,309,844	$ 2,320,365	$ 17,630,209
Contributions	99,498	16,717	116,215
Appropriations from endowment	(519,326)	(80,674)	(600,000)
Investment income, net	(882,572)	(123,458)	(1,006,030)
Endowment net assets, end of year	$ 14,007,444	$ 2,132,950	$ 16,140,394

13. Net Assets With Donor Restrictions

Net assets with donor restrictions are restricted for the following:

	2018	2017
Subject to expenditure for specified purpose:		
Camp	$ 113,699	$ 134,161
Child abuse prevention	153,836	322,306
Early intervention	-	2,000
Family counseling	14,160	20,860
Homecare	92,430	50,000
Human trafficking	30,000	6,000
IT and other projects	208,891	-
Teen and youth	234,433	131,895
	847,449	667,222
Endowment:		
Accumulated earnings restricted by donors for:		
General operations	131,716	162,919
Camp operations	92,896	165,335
Other purposes	228,932	329,422
	453,544	657,676
Original gift restricted by donors for:		
General operations	133,407	133,407
Camp operations	548,988	532,271
Other purposes	997,011	997,010
	1,679,406	1,662,688
Total restricted endowment	2,132,950	2,320,364
Not subject to spending policy or appropriation:		
Beneficial interest in trusts	1,679,591	1,867,906
Total	$ 4,659,990	$ 4,855,492

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purpose or by occurrence of the passage of time or other events specified by the donors as follows for the year ended December 31, 2018:

Satisfaction of purpose restrictions:	
Camp	$ 144,888
Child abuse prevention	295,614
Early intervention	2,000
Family counseling	10,200
Homecare	265,542
Human trafficking	26,000
IT and other projects	227,130
Teen and youth	168,182
	1,139,556
Restricted-purpose spending-rate distributions and appropriations:	
General operations	13,335
Camp operations	30,959
Other purposes	36,380
	80,674
Total	$ 1,220,230

14. Assistance to Individuals

The $718,608 in "Assistance to individuals" (see Consolidated Statement of Functional Expenses) is comprised of the following (rounded to the nearest thousand):

Payment to parents of foster children	$ 325
Housing assistance to youth at risk of homelessness	115
Gift cards provided to families during holiday season	65
Food for at risk youth	38
Other assistance such as medical, childcare, transportation, and family activities	176
	$ 719

15. Functionalized Expenses

The consolidated financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include clerical, IT, and administration, which are allocated to program and supporting services based primarily on a percentage of personnel costs related to programs.

16. Defined Contribution Plan

The Organization maintains a 403(b) Thrift Plan (the Plan). The Plan is a defined contribution plan that all eligible employees may immediately make elective participant contributions to upon hire. A pretax voluntary contribution is permitted by employees up to limits imposed by the Internal Revenue Code and other limitations specified in the Plan. There were no contributions made to the plan by the Organization for the years ended December 31, 2018 and 2017, respectively.

17. Operating Leases

The Organization leases office space under the terms of non-cancellable lease agreements that expired at various times through 2018. The Organization also rents additional facilities on a month to month basis. Rent expense under these agreements totaled $182,368 and $141,787 for the years ended December 31, 2018 and 2017, respectively.

18. Transactions with Related Parties

The Organization procures a portion of their legal services from a local law firm that employs an attorney who also serves on the Organization's Board of Directors. The attorney board member does not personally perform the legal services. For the year ended December 31, 2018, the total legal expense from related parties was $403.

19. Concentrations of Risk

The majority of the Organization's grants are received from agencies of the State of New Hampshire. As such, the Organization's ability to generate resources via grants is dependent upon the economic health of that area and of the State of New Hampshire. An economic downturn could cause a decrease in grants that coincides with an increase in demand for the Organization's services.

20. Subsequent Events

Subsequent events have been evaluated through March 26, 2019, the date the consolidated financial statements were available to be issued.

WAYPOINT

Consolidated Schedule of Operating Expenses
For the Year Ended December 31, 2018

	Family Counseling	Teen and Youth	Child Abuse Treatment & Family Strengthening	Child Abuse Prevention	Early Intervention	Homecare	Adoptions and Pregnancy Counseling	Child Advocacy	Summer Camp	Total Program	Management and General	Fundraising	2018 Total
Salaries and wages	$ 468,270	$ 940,297	$ 1,571,090	$ 1,435,811	$ 344,092	$ 1,649,913	$ 81,328	$ 118,831	$ 6,728	$ 6,614,360	$ 849,923	$ 316,127	$ 7,780,410
Employee benefits	39,799	135,622	190,979	161,757	33,660	144,054	12,964	2,883	897	742,815	66,141	19,071	827,827
Payroll related costs	56,967	100,911	173,279	161,282	37,284	196,825	7,437	9,278	521	743,794	65,549	25,122	834,465
Mileage reimbursement	5,860	41,849	249,506	68,137	18,847	59,274	1,294	69	156	442,792	1,878	413	445,083
Contracted services	28,809	43,507	95,385	165,055	20,355	23,246	9,429	2,312	171,937	560,035	96,132	6,553	662,720
Accounting	-	-	-	-	-	-	-	-	-	-	28,700	-	28,700
Assistance to individuals	5,064	190,794	368,345	133,826	-	3,014	10,071	-	7,494	718,608	-	-	718,608
Communications	8,493	38,575	41,973	33,808	4,940	16,451	1,998	1,522	584	148,344	10,147	8,249	166,740
Conferences, conventions, meetings	3,014	3,681	2,415	19,919	1,544	1,649	3	1,957	1	34,183	19,533	2,302	56,018
Depreciation	7,672	118,639	44,925	40,542	7,670	7,670	4,383	2,191	64,553	298,245	36,417	-	334,662
In-kind contributions	1,510	61,077	27,626	-	-	-	-	-	-	90,213	3,420	1,000	94,633
Insurance	5,681	11,048	17,880	15,802	3,228	6,877	711	775	168	62,170	9,468	2,466	74,104
Interest	13,902	39,721	81,429	73,485	13,903	13,903	7,944	3,972	1,986	250,245	67,527	-	317,772
Legal	-	-	-	-	-	-	-	-	-	-	3,949	-	3,949
Membership dues	1,531	1,254	1,224	7,241	6	6,386	3	502	3	18,132	7,947	3,913	29,992
Miscellaneous	1,847	4,518	6,725	3,475	1,052	5,881	648	174	232	24,352	13,167	2,674	40,193
Occupancy	45,179	148,763	140,092	111,318	10,107	27,452	3,222	3,567	5,889	495,619	41,188	11,700	548,507
Printing and publications	2,881	9,092	14,541	12,070	3,003	12,054	435	1,220	672	55,968	12,658	22,916	91,540
Rental and equipment maintenance	5,310	15,574	30,366	27,270	5,186	6,293	2,860	1,485	823	95,167	25,586	2,029	122,782
Supplies	10,874	28,700	21,931	17,739	3,589	12,408	654	719	71	94,685	17,700	2,655	115,040
Travel	958	36,453	4,662	14,225	989	3,233	134	147	464	61,265	3,144	356	64,765
Total	$ 711,421	$ 1,968,075	$ 3,084,373	$ 2,520,762	$ 509,267	$ 2,196,563	$ 145,518	$ 151,634	$ 263,179	$ 11,550,792	$ 1,380,172	$ 427,546	$ 13,358,510

See Independent Auditors' Report.

WAYPOINT

Consolidated Schedule of Operating Expenses
For the Year Ended December 31, 2017

	Family Counseling	Teen and Youth	Child Abuse Treatment & Family Strengthening	Child Abuse Prevention	Early Intervention	Homecare	Adoptions and Pregnancy Counseling	Child Advocacy	Summer Camp	Total Program	Management and General	Fundraising	2017 Total
Salaries and wages	$ 522,885	$ 852,919	$ 1,354,655	$ 1,048,937	$ 269,423	$ 1,598,573	$ 78,399	$ 111,610	$ 6,707	$ 5,842,108	$ 821,492	$ 265,130	$ 6,928,730
Employee benefits	37,324	150,239	149,749	143,566	25,388	152,914	17,178	2,894	885	680,093	75,328	25,925	781,346
Payroll related costs	60,848	89,118	157,560	114,720	28,621	179,648	8,861	8,721	534	648,231	73,785	31,004	751,020
Mileage reimbursement	9,801	40,081	235,980	57,575	18,478	56,311	1,708	217	74	418,205	2,363	959	421,527
Contracted services	22,582	31,653	80,627	153,644	18,505	20,030	7,847	8,966	163,932	485,786	44,338	16,950	547,074
Accounting	-	-	-	-	-	-	-	-	-	-	30,330	-	30,330
Assistance to individuals	5,012	197,839	390,953	138,033	1,505	2,431	500	-	8,026	744,299	-	-	744,299
Communications	10,050	40,518	39,937	25,217	4,881	20,441	2,329	1,569	742	145,884	3,950	5,312	154,946
Conferences, conventions, meetings	3,595	3,026	2,850	15,405	2,038	1,002	410	1,723	1	29,850	12,376	3,493	45,719
Depreciation	22,292	59,535	65,161	68,591	10,289	12,003	5,144	3,430	1,715	248,160	68,590	-	316,750
In-kind contributions	40	98,448	39,108	-	17	-	196	-	-	135,809	23,594	-	159,403
Insurance	5,371	10,827	18,268	14,174	3,224	10,907	752	833	227	64,583	7,550	2,545	74,678
Interest	22,944	35,300	87,070	70,600	10,590	12,355	5,295	3,530	1,765	229,449	70,600	-	300,049
Legal	-	-	-	-	-	-	-	-	-	-	27,320	-	27,320
Membership dues	1,795	1,024	1,425	6,195	450	8,514	-	800	-	18,203	20,019	2,404	40,626
Miscellaneous	1,904	4,475	9,008	3,468	4,316	8,800	176	220	278	30,645	10,129	2,291	43,065
Occupancy	36,936	128,658	107,440	87,757	9,760	38,536	2,575	3,394	363	393,419	24,954	8,195	426,568
Printing and publications	1,213	2,117	6,925	15,350	808	5,968	784	855	1	33,999	4,097	30,005	68,101
Rental and equipment maintenance	8,210	13,799	24,712	24,656	3,898	7,292	1,810	1,317	839	86,533	21,802	1,334	109,469
Supplies	5,700	29,306	19,274	11,866	1,734	13,904	575	598	47	82,804	7,679	2,303	92,986
Travel	1,511	30,869	7,144	14,168	862	3,940	176	219	275	58,964	179	142	59,285
Total	$ 779,813	$ 1,817,531	$ 2,757,646	$ 1,993,722	$ 412,763	$ 2,147,569	$ 130,493	$ 148,896	$ 186,391	$ 10,374,824	$ 1,350,475	$ 397,992	$ 12,123,291

See Independent Auditors' Report.

WAYPOINT
Help Along the Way

Formerly
CHILD AND FAMILY SERVICES

BOARD OF TRUSTEES

December 2018

Borja Alvarez de Toledo
President/CEO
Lauren Adams
Melissa Biron
Elaine Brody
Bill Conrad
Maria Devlin
Tiffany Diamond
Kara Dougherty
Wendy Gladstone
Lou Kaucic
Brad Kuster
Peggy Lambert
Kirk Leoni
Marilyn Mahoney
Lyndsee Paskalis
Ken Sheldon
Jeffrey Seifert
Stephanie Singleton
Jennifer Stebbins

HEADQUARTERS

toll free (800) 640.6486
office (603) 518.4000
fax (603) 668.6260

464 Chestnut Street
PO Box 448
Manchester, NH 03105
waypointnh.org

ANTHONY F. CHEEK, JR.
464 Chestnut St.
Manchester, NH 03105
Phone: (603) 518-4113
Email: cheekt@waypointnh.org

EXPERIENCE: Waypoint, formerly Child & Family Services Manchester, NH
01/11- Present ***Vice President/CFO***

Oversee all finance, facilities and information technology functions for a private non-profit human services agency with 300 employees and a budget of $14 Million.

Fountains America, Inc., Pittsfield, NH
3/07- 1/11 ***Vice President/Director of Finance***

Overall responsibility for the corporate finance, human resource and information technology functions of a US holding company and its three operating divisions, all subsidiaries of fountains plc headquartered in the UK.

- US budget responsibility $7 Million, Group budget $100 Million.
- Prepare and monitor annual budgets.
- Provide monthly financial analysis and forecasts to US President and UK group CFO.
- Manage corporate risk matters including legal, insurance and compliance issues.
- Oversee corporate tax matters and accounting standards compliance.
- Manage accounting department staff of six for maximum efficiency and responsiveness to internal and external stakeholders.
- Manage all human resource and payroll functions.
- Manage IT infrastructure and support needs.
- Work with US President and Division Presidents on strategic issues, company growth initiatives, product and regional cost analysis and acquisition/due diligence projects.

Lakes Region Community Services Council, Inc., Laconia, NH
2/96- 3/07 ***Director of Finance*** (3/98-3/07)

Oversee finance, human resource and information technology functions for a private non-profit human services agency with 300 employees, involving four corporate entities and a budget of $20 Million.

- Prepare and monitor annual budgets, and report monthly to Board of Directors.
- Negotiate funding with the New Hampshire Department of Health and Human Services.
- Prepare and manage contracts with funding sources and vendors.
- Supervision of 15 staff in finance, human resources and other administrative functions.
- Administer the agency's personnel policies, compensation and benefit plans.
- Ensure compliance with state and federal labor regulations.
- Oversee the installation and support of agency computer systems and networks.

- Implemented new IT network infrastructure for satellite offices to improve communication and optimize operations.
- Implemented new Medicaid billing and data collection software system.
- Manage all corporate risk management including legal issues, insurance coverage and corporate compliance matters.

Assistant Controller (2/96-3/98)

- Manage Accounting department responsible for five interrelated corporations.
- Oversee general ledgers for all corporations including timely monthly closings and account reconciliations.
- Present financial statements at monthly Board meeting.
- Manage staff of five including A/R, A/P, and G/L staff.
- Responsible for coordination of annual audits.
- Assist in preparation and maintenance of annual budgets.
- Converted general ledger software from an in-house system to Solomon IV, a Windows based multi-company software system.
- Responsible for the startup of two new corporations.
- Provide Executive Directors with accurate and timely operating statements and financial analysis.
- Responsible for daily cash management and banking relationships.

11/87 - 2/96 Boyd's Potato Chip Co., Inc., Lynn, MA

Controller/General Manager

- Prepared and analyzed monthly profit and loss statement.
- Monitored and controlled the flow of cash receipts and disbursements.
- Researched, designed specifications for and implemented a computer system to automate order entry, A/R, A/P, and inventory control, reducing data entry by 25% and improving inventory control.
- Coordinated annual audits.
- Administered group insurance plans and workers compensation program. Introduced new programs that resulted in savings to company and reduced workplace accidents.
- Renegotiated union contracts with union management.
- Managed all aspects of transportation and distribution, to ensure prompt deliveries and customer satisfaction.
- Supervised a staff of 20 including office, warehouse and transportation personnel.

EDUCATION:

1986 ***Bachelor of Science in Business Administration***
University of New Hampshire, Durham, NH

COMPUTER SKILLS:

Advanced computer skills including Microsoft Excel, Word and Access. Solomon Dynamics and Sage Accpac accounting systems. Crystal and FRx report writers.

Borja Alvarez de Toledo, M.Ed.

464 Chestnut St, Manchester, NH. 03105/ 603-782-6442
alvarezdetoledob@waypointnh.org

Professional Profile

- A seasoned leader with more than 18 years of senior level non-profit management experience.
- Strong business acumen with emphasis on developing processes to ensure the alignment of strategy, operations, and outcomes with a strength based approach to leadership development.
- Collaborative leader using systemic and strategic framework in program development, supervision and conflict resolution.

Professional Experience

Waypoint, ***formerly Child and Family Services of New Hampshire***
Manchester, NH — December 2013- Present

~ President and CEO

- Responsible for program planning and development, insuring that Waypoint meets the community needs.
- Advance the public profile of Waypoint by developing innovative approaches and building productive relationships with government, regional and national constituencies.
- Acts as advisor to the Board of Directors and maintains relationships with the regional Boards
- Responsible for all aspects of financial planning, sustainability and oversight of Waypoint's assets
- Work with Development staff and Board of Directors to design and implement all fundraising activities, including cultivation and solicitation of key individuals, foundations and corporations

Riverside Community Care
Dedham, MA — 2009- 2013

~ Division Director, Child and Family Services

- Responsible for strategic vision, planning and implementation of the programmatic, operational and financial sustainability of a $17M division with more than 300 employees.
- In partnership with The Guidance Center, Inc.'s board of directors, played leadership role in successfully merging with Riverside Community Care, through a process that involved strategic planning, analysis and selection of a viable partner.
- Provide supervision to managers using a strength based approach and a collaborative coaching model to leadership development.

The Guidance Center, Inc.
Cambridge, MA — 1998 - 2009

~ Chief Operating Officer — 2007 - 2009

- Hired initially as Director of an intensive home-based family program and through successive promotions became responsible for all operations in the organization.
- Responsible for supervision of Division Directors, strategic planning and development of new initiatives.
- Developed strategic relationships with state and local funders, and partnered with community agencies to support the healthy growth of children and families.

Private Practice in Psychotherapy and Clinical Consultation
Madrid, Spain — 1992 - 1998

Universidad Pontificia de Comillas
Madrid, Spain
·1991 - 1998

~Adjunct Faculty

- Taught graduate level courses in Family and Couples Therapy program
- Practicum program supervisor: Supervised first year Master's Degree students through live supervision in the treatment of multi-problem families.

Centro Médico-Psicopedagógico
Madrid, Spain
1994 - 1997

~Clinical Coordinator/Director of Training.

- Member of a multi-disciplinary team that provided assessment and treatment to families victims of terrorism and had developed Post Traumatic Stress Disorder.

ITAD (Institute for Alcohol and Drug Treatment),
Madrid, Spain
1991- 1994

~ Senior Drug and Alcohol Counselor, Drug and Alcohol Program

- Provided evaluation and treatment for chemically dependent adults and their families.

~ Senior Family Therapist, Couples and Family Therapy Program

- Worked as a family therapist in the evaluation and treatment of adolescents and families.

Charles River Health Management
Boston, MA
1989 - 1991

~ Senior Family Therapist, Home Based Family Treatment Program.

Education

Graduate Certificate of Business
University of Massachusetts, Lowell, 2000.
Master's Degree in Education
Counseling Psychology Program. Boston University, 1989.
B.A. in Clinical Psychology
Universidad Pontificia de Comillas, Madrid, Spain. 1988

Publications

2009 Ayers,S & Alvarez de Toledo, B. Community Based Mental Health with Children and Families. In A. R. Roberts (Ed.) ,*Social Worker's Desk Reference* (2nd ed.),New York: Oxford University Press, 2009

2006 *Topical Discussion: Advancing Community-Based Clinical Practice and Research: Learning in the Field.* Presented at the 19th Annual Research Conference: A System of Care for Children's Mental Health: Expanding the Research Base, February 2006, Tampa, FL.

2001 Lyman, D.R.; Siegel, R.; Alvarez de Toledo, B.; Ayers, S.; Mikula, J. *How to be little and still think big: Creating a grass roots, evidence based system of care.* Symposium presented at the 14th Annual Research Conference in Children's Mental Health, Research and Training Center for Children's Mental Health, February 2001, Tampa, FL.

2006 Lyman, D.R., B. Alvarez de Toledo, *The Ecology of intensive community based intervention.* In Lightburn, A., P. Sessions. Handbook of Community Based Clinical Practice. Oxford University Press, 2006, England.

2001 Lyman, D.R., B. Alvarez de Toledo (2001) *Risk factors and treatment outcomes in a strategic intensive family program.* In Newman, .C, C. Liberton, K. Kutash and R. Friedman, (Eds.) A System of Care for Children's Mental Health: Expanding the Research Base (2002), pp. 55-58. Research and Training Center for Children's Mental Health, University of South Florida, Tampa, FL.

1994-98 Research papers and professional presentations in peer reviewed journals in Spain

Languages

Fluent in Spanish, French and Italian.

Maryann Evers LICSW

[illegible]

Professional Overview

Clinical Social Worker/Manager with over 25 years of professional, clinical and managerial experience focusing on trauma, child welfare, early childhood, mental health. Skilled at working with state and private nonprofits to develop and provide a full range of services to children and families. Experienced in identifying programmatic and systemic barriers to optimum care and developing and sustaining programs to address these challenges.

Experience

Program Director/Early Childhood Home Visiting/Waypoint March 2016 – present

Responsible for clinical, administrative and programmatic oversight of several Early Childhood Home visiting programs providing services to children and families in the greater Manchester, Concord, Nashua and Portsmouth areas.Waypoint is a non-profit specializing in the elimination of abuse and neglect. Early Childhood Home Visiting programs are preventative in nature and focus primarily on supporting the relationship between children and their caregivers.

Regional Clinical Director/MA Department of Children and Families 2010-june 2015

Responsible for oversight and implementation of agency policy and procedures in Boston MA. Direct supervision of multi-disciplinary staff including Quality Improvement, Risk Management, Adoption, Substance Abuse, Domestic Violence and Mental Health Consultation. Facilitate meetings with office middle and senior management. Liaison to child serving state, municipal and private agencies. Familiar with performance based management. Oversee system of after hours emergency response teams. Responsible for training, team building

Mental Health Specialist/ MA Department of Children and Families 2001-2010

Provide consultation to staff on issues involving mental health concerns. Helped design data collection and analysis to understand and address problem of children "stuck" in hospitals. Liaison with acute psychiatric facilities, Department of Mental Health and Developmental Disability Services. Developed and maintained interagency teams and group home with focus on children transitioning from child to adult services. Key developer of child psychopharmacology training for DCF workers. Implementation, oversight and analysis of consultation with community child psychiatrists. Leader in critical incident management, crisis debriefing and wellness initiative in the region. Promotes professional development of staff including intern supervision. Developed and implemented crisis planning teams with Boston Psychiatric Emergency Service Team.

Private Practice **2001-2012**

Andover and Revere Ma

Provided outpatient child and family therapy. Special emphasis on adolescent adjustment, child development, child behavior and parenting strategies.

Director Child Services/North Suffolk Mental Health **1992-2001**

Clinical and administrative oversight for all child and family out patient services at this private non-profit in Chelsea, Revere and East Boston Ma. Contracts management, budget development. Created and implemented one of the first in home family stabilization teams in the Boston area. Provided direct services, consultation and supervision to Early Intervention Program. Supervised, hired and trained staff of 30 clinical social workers. Involved in grant writing. Provided program oversight of children's afterschool for seriously emotionally disturbed latency age children. Member of labor relation's team. Facilitate utilization and Risk management forums. Provided family and child therapy. Coordinated and implemented Psychological First Aid to incidents of community violence.

Clinician/ Project Cope **1988-1992**

Clinician working with individuals and groups affected by substance use disorder.

Ma. Department of Social Services **1980-1990**

Case manager, protective service investigator in Cambridge Ma. Promoted to supervisor and transferred to Beverly Ma to oversee protective service investigations in the Beverly area. Supervised staff of 6.

Education

University of New Hampshire **1977**

Bachelor of Arts in Social Services

Boston University **1988**

Masters in Social Work

Wheelock **2014**

Advanced Certificate in Early Childhood Mental Health

Skills

Advanced training in; Critical Incident Debriefing; Crisis Prevention Intervention; EMDR; Family Systems

treatment; substance abuse; early childhood mental health; CBT; DBT; Trauma informed treatment; clinical supervision; interest based bargaining; cultural competence. Advanced Reflective Practice Consultant(NH)

Awards

Commonwealth of Ma Citation for Outstanding Performance 2015, Massachusetts DCF Commissioner's award for clinical excellence 2014, Massachusetts DCF Commissioner's Award for Permanency Planning Training 2013; Commissioner's Award for Student Field Supervision2011; Commissioner's Award for Mental Health Specialist 2008

Personal

Vista Volunteer 1977; exercise enthusiast, avid reader

License

Ma LICSW since 1990

NH LICSW #1913

COLLEEN M. IVES

CHIEF OPERATING OFFICER

Proactive executive with a formidable record of driving systemic change and business expansion. Nimble administrator with strategic planning, business process improvement, cost controls and performance management experience. Collaborative leader with inspirational and decisive management style who achieves exceptional, rather than expected, results. Catalyst for open communications towards a climate of learning to benefit company and individuals.

PROFESSIONAL EXPERIENCE

WAYPOINT, Manchester, NH • 2018-Present
Statewide private nonprofit that works to advance the well-being of children and families through an array of community-based services.

Chief Operating Officer
- Oversees all aspects of program delivery including; fiscal and personnel management, quality assurance and program development

ROCKPORT MORTGAGE CORPORATION, Gloucester, MA • 2008-2017
Leading national lender of US Housing & Urban Development insured commercial loans in healthcare, multifamily and affordable housing sectors.

Vice President, Operations & Quality Control
- Report to principals with overall responsibility for achieving strategic objectives through oversight of the day-to-day operations of five multi-disciplinary underwriting teams by providing support at the transactional level as well as in the development of procedures and operating practices to match RMC's continued growth.
- Ensure RMC'S compliance with their federally mandated Quality Control Plan through employee development initiatives, monitoring of RMC'S operational practices while integrating new HUD directives into RMC'S existing best practices.

IVES DEVELOPMENT ASSOCIATES, Manchester, NH • 2005-2016
Consultancy providing strategic planning and leadership development to public, private and nonprofit companies throughout New England.

Principal
Design and facilitate customized corporate retreats, including strategic planning sessions, executive and Board of Directors' training and development, creation or re-affirmation of vision, mission and values and efforts to re-align leadership around key priorities and future direction of the organization. Integrate opportunities to shift organizational culture to more open and candid communications.
- Led an 18-month comprehensive change initiative that:
  - Resulted in the development of a transition plan for the assimilation of an Interim Executive Director including an operations plan that aimed to recalibrate the culture;
- Transformed climate of accountability for a $55M client by implementing Balanced Scorecard strategic measurement system. Designed, coordinated and facilitated on-site internal and external analysis of 11 retail locations in 9 states, analyzing threats and weaknesses in business to build a platform for growth.

CAREER NOTE: Concurrent with consulting enterprise (2006 – 2010), designed and taught introductory and upper level psychology and sociology courses at Granite State College in Concord, Manchester and Portsmouth, New Hampshire.

GRANITE STATE INDEPENDENT LIVING, Concord, NH • 2001-2005
Statewide nonprofit offering long-term care, employment, transportation, advocacy, and other community-based services.

Acting Executive Director & Chief Operating Officer
Led internal operations, including service and program delivery, finance, human resources, fundraising and marketing. Transformed organization's culture by promoting a climate of excellence, systemic solutions and learning that benefited the organization and individual employees. Evaluated operational results and facilitated business processes and controls that promoted efficiency and internal information flow. Developed short- and long-range operating plans. Supported up to 14 management-level employees, staff of 90, and $13M annual operating budget. Held complete performance management authority as well as autonomy to engage in private and state/federal contracts.

- Increased revenue by 78% with more effective grant administration, successful applications for new competitive grants, initiating a comprehensive development / fundraising plan, and increasing the fee-for-service lines of business.
- Increased consumers served from 400 to 3,000+ individuals within three-year period by restructuring existing programs, developing new programs and increasing program accountability with monthly management reports.
- Established foundation for 36-month capacity building plan to enhance infrastructure and overall operations by conducting full organizational audit and successfully presenting to Board of Directors.
- Expanded services and leveraged long-term grant opportunity through company acquisition. Successfully integrated organizational cultures and business practices, including human resource policies, management teams and compensation/benefits.
- Recommended, designed and implemented internal controls and operating procedures for all departments (Human Resources, Finance, Public Relations/ Development, Long-Term Care, Community Living and Employment Services).
- Increased efficiency, raised credibility of financial reporting and reduced headcount by implementing state of the art technology with expertise of retained IT consultant.

NEW HAMPSHIRE DEPARTMENT OF EDUCATION, VOCATIONAL REHABILITATION, SERVICES FOR BLIND AND VISUALLY IMPAIRED, Concord, NH • 1992-2000
Statewide organization providing Registry of Legal Blindness, Sight Services for Independent Living, Vocational Rehabilitation and a Business Enterprise program.

Statewide Director
Managed professional staff of 8 to deliver services that included 15 statewide rehabilitative support groups, career counseling and vending machine/food service enterprises in State and Federal buildings.

- Awarded $1.2M 3-year federal grant to provide peer support services in 15 locations across the state
- Led Department to highest rank in standards and benchmarks among 7 other regional offices.
- Enhanced team atmosphere by integrating 4 distinct statewide programs into a cohesive unit.
- Cultivated relationships and formal partnerships with various stakeholders in the statewide network of social and human services and employment arenas.

EDUCATION

Doctorate in Human and Organizational Systems
Master of Arts in Human Development
Fielding Graduate University, Santa Barbara, California

Master of Arts/CAGS in Rehabilitation Counseling
Bachelor of Arts in Psychology and Philosophy
Assumption College, Worcester, Massachusetts

Waypoint

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Borja Alvarez de Toledo	CEO	$185,411	0	0
Colleen Ives	COO	$108,139	0	0
Anthony Cheek	CFO	$103,355	0	0
Maryann Evers	Program Director	$74,797	17.50%	$13,089

14B mac

Jeffrey A. Meyers
Commissioner

Christine Tappan
Associate Commissioner

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

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

March 9, 2018

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division For Children, Youth and Families, to enter into **sole source** amendments with the vendors identified below, for the provision of Comprehensive Family Support Services by increasing the price limitation by $4,606,197 from $6,424,788 to $11,030,985 and by extending the contract completion date from June 30, 2018 to June 30, 2019 effective upon Governor and Executive Council approval. 97.59% Federal Funds, 2.41% General Funds.

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway NH	$585,228	$274,561	$859,789	O: 6/18/14 #80 A1: 6/10/15 #5D A2: 5/18/16 #9A
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$572,508	$461,375	$1,033,883	O: 6/18/14 #80 A1: 5/18/16 #9A
Greater Seacoast Community Health (f/k/a Families First)	TBD	100 Campus Drive, Suite 12 Portsmouth NH	$585,228	$464,555	$1,049,783	O: 6/18/14 #80 A1:6/10/15 #5C A2: 5/18/16 #9A

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
TLC Family Resource Center (formerly Good Beginnings of Sullivan County)	170625-B001	109 Pleasant Street Claremont NH	$585,228	$423,075	$1,008,303	O: 6/18/14 #80 A1: 5/18/16 #9A
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$585,228	$463,279	$1,048,507	O: 6/18/14 #80 A1: 5/18/16 #9A
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$585,228	$451,881	$1,037,109	O: 6/18/14 #80 A1: 5/18/16 #9A
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$585,228	$279,375	$864,603	O: 6/18/14 #80 A1: 6/10/15 AG A2: 5/18/16 #9A
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$585,228	$279,375	$864,603	O: 6/18/14 #80 A1: 6/10/15 AG A2: 5/18/16 #9A
		Total	**$6,424,788**	**$4,606,197**	**11,030,985**	

Funds to support this request are available in the following accounts in State Fiscal Year 2018 and in State Fiscal Year 2019, with the ability to adjust encumbrances between state fiscal years through the Budget Office without further approval from the Governor and Executive Council, if needed and justified.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

05-095-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, TEMPORARY ASSISTANCE FOR NEEDY FAMILES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

This request is **sole source** because the funding being added in State Fiscal Year 2018 exceeds 10% of the total contract value for each contract. The addional funding is being utilized by the vendors to increase staff capacity to provide services to families who had a an abuse/neglect assessment conducted by the Division for Children, Youth and Families that was closed unfounded or unfounded with conerns.

The purpose of these amendments is to increase capacity for programs and utilize one (1) of the two (2) years available for renewing services, as specified in Exhibit C-2 of the original agreements.

Comprehensive Family Support Services assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents and give families an opportunity to learn and grow.

Below is a breakdown of those served in 2016 through the original Comprehensive Family Support Services contracts:

- Families served, 1,027.
- Family members served, 2,979.
- Total children served 1,695
- 50% of families served had a single caregiver.
- 48% of families served have mental health issues.
- 33 % of families served have chronic health issues.
- 93% of children served have child Medicaid insurance.
- 12% of adults served are without any insurance

Considering those served and program outcomes from 2014 to 2016 there have been considerable success for those who have participated and successfully completed or graduated from the program. Success is measured by future avoidance of DCYF services. Families are tracked for 3 years following the completion of services. Below are the outcome measures for the period identified

- 2014, 91.8%
- 2015, 93.1%
- 2016, 93.6%

Over the last several years the State of New Hampshire has seen a significant increase in the volume of families with open abuse and neglect cases. This translates to many more children in out of home care and significant increase in cost to the State of New Hampshire. By providing the additional resources through these amendments, the vendors will be able to increase services offered to the State's most vulnerable population.

With the increased funding, the vendors will be able to increase their ability to expand their service array to clients within their community by being able to employ one (1) to two (2) full time employees in order to manage their current wait list and to support the Division for Children, Youth and Families with assessments where substance abuse is an identified concern. Vendors will work with their communities to increase referrals for TANF exempt clients with children under the age of one (1) year. Vendors will increase their capacity to offer and implement prevention services to those most in need.

The services offered by these vendors are available to any family in the State of New Hampshire with children under the age of 21 years, with priority given to those families referred by the Division for Children Youth and Families. The Division for Children, Youth and Families will refer families who have had an abuse/neglect assessments closed unfounded or unfounded with concerns to the appropriate vendor in the service area. Families would then receive prevention services to assist them with decreasing famly stressors.

Although, prevention services are offered through the original Comprehensive Family Support Services contracts, these amendments will increase the vendor's capacity to provide additional resources. The additional services will allow vendors to increase the number of families served and the services offered, which include but are not limited to:

- Education.
- Parenting support.
- Case management.
- Assisted referrals.
- Home visiting resources.
- Budget management.
- Child development/

The Deppartment anticipates that by increasing the availability and quality of prevention services offered statewide there will be a reduction in incidents of child abuse and neglect, which would result in a reduction of open abuse/neglect cases with the Division for Children, Youth and Families.

The following performance measures/objectives will be used to measure the effectiveness of the agreement:

- 60% of families referred will enter and complete services. (Performance Measure)
- 95% of families who complete services will not be referred to DCYF within the following 3 years.(Performance Measure)

- Increase the number of families served with children under the age of 1. (Performance Measure)
- Increase the number of parents served under the age of 21. (Performance Measure)

Should Governor and Executive Council not authorize this request, the flexibility of community based family services may not be available to address the needs of children and families statewide, which could result in an increase in the Division for Children, Youth and Families involvement for out-of-home placement. Additionally families will not receive services that could assist with preventing the separation of children from their families by providing services that would result in parents providing a safe, stable and supportive family environment for their children.

Area served: Statewide

Source of Funds: 97.59% Federal Funds from Title IV-B Subpart I (CFDA#:93.645, FAIN: 1801NHCWSS), Promoting and Stable Families (CFDA#: 93.556, FAIN: 1801FPSS),Title XX Grants – SSBG (CFDA#: 93.667, FAIN: 1801NHSOSR), temporary Assistance to Needy Families (CFDA#: 93.558, FAIN: 17NHTANF), MCH Block Grant, 2.41% General Funds.

In the event that the Federal (or Other) Funds are no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

Christine Tappan
Associate Commissioner

Approved by:

Jeffrey A. Meyers
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$823.00		$823.00
2016	102-500734	Social Service Contract	42106802	$1,907.00		$1,907.00
2017	102-500734	Social Service Contract	42106802	$823.00		$823.00
2018	102-500734	Social Service Contract	42106802	$1,907.00		$1,907.00
2019	102-500734	Social Service Contract	42106802	$0.00	$1,365.00	$1,365.00
			Total:	**$5,460.00**	**$1,365.00**	**$6,825.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**
			Sub-Total:	**$187,260.00**	**$46,815.00**	**$234,075.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**
			Sub-Total:	**$919,996.00**	**$229,999.00**	**$1,149,995.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2016	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2017	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2018	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2019	102-500734	Social Service Contract	42106603	$0.00	$8,982.00	$8,982.00
			Total:	**$35,928.00**	**$8,982.00**	**$44,910.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**
			Sub-Total:	**$3,171,968.00**	**$792,992.00**	**$3,964,960.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$64,127.00	$64,127.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$64,127.00	$64,127.00
			Total:	**$0.00**	**$128,254.00**	**$128,254.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
			Total:	**$0.00**	**$318,248.00**	**$318,248.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
			Total:	**$0.00**	**$318,248.00**	**$318,248.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$138,384.00	$138,384.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$138,384.00	$138,384.00
			Total:	**$0.00**	**$276,768.00**	**$276,768.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$158,486.00	$158,486.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$158,486.00	$158,486.00
			Total:	**$0.00**	**$316,972.00**	**$316,972.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$152,787.00	$152,787.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$152,787.00	$152,787.00

Total:	**$0.00**	**$305,574.00**	**$305,574.00**

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
			Total:	**$0.00**	**$133,068.00**	**$133,068.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
			Total:	**$0.00**	**$133,068.00**	**$133,068.00**
			Sub-Total:	**$0.00**	**$3,000,000.00**	**$3,000,000.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, TEMPORARY ASSISTANCE FOR NEEDY FAMILES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2016	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2017	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2018	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2019	502-500891	Payments To Providers	45030206	$0.00	$31,290.00	$31,290.00
			Total:	**$125,160.00**	**$31,290.00**	**$156,450.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**
			Sub-Total:	**$1,600,000.00**	**$400,000.00**	**$2,000,000.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DICISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMINITY SERVICES, MATERIAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**
			Sub-Total:	**$245,564.00**	**$61,391.00**	**$306,955.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DICISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMINITY SERVICES, MATERIAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2016	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2017	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2018	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2019	102-500731	Contracts For Prog. Svc	90004015	$0.00	$75,000.00	$75,000.00
			Total:	**$300,000.00**	**$75,000.00**	**$375,000.00**
			Grand Total:	**$6,424,788.00**	**$4,606,197.00**	**$11,030,985.00**

State of New Hampshire
Department of Health and Human Services
Amendment #3 to the Comprehensive Family Support Services Contract

This 3rd Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #3") dated this 12th day of January, 2018, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Child and Family Services of New Hampshire, (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 464 Chestnut Street, Manchester, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80) as amended (Amendment #1) approved by the Attorney General's Office on May 22, 2015, and as amended (Amendment #2) approved by the Governor and Executive Council on May 18, 2016 (Item #9A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, the agreement may be amended and Exhibit C-2, Additional Special Provisions, Paragraph 1, the State may renew the agreement for up to four additional years by written agreement of the parties and approval of the Governor and Executive Council; and

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

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

1. Form P-37, General Provisions, Block 1.7, Completion Date, to read:

   June 30, 2019.

2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:

   $1,088,135.

3. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:

   E. Maria Reinemann, Esq., Director.

4. Form P-37, General Provisions, Block 1.10, State Agency Telephone Number, to read:

   (603) 271-9330.

5. Add Exhibit A -2, Amendment #3 Additional Scope of Services.
6. Delete Exhibit B - 4, Amendment #2 and replace with Exhibit B - 4, Amendment #3.
7. Add Exhibit B - 5, Amendment #3

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

3/5/18
Date

Christine Tappan
Associate Commissioner

Child and Family Services of New Hampshire

2/20/18
Date

Name/Title Borja Alvarez de Toledo, President/CEO

Acknowledgement:
State of New Hampshire County of Hillsborough on 2/20/18, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.
Signature of Notary Public or Justice of the Peace

Marybeth D'Amico
Name and Title of Notary or Justice of the Peace

MARYBETH D'AMICO
STATE OF
- MY -
COMMISSION
EXPIRES
MARCH 6,
2018
NEW HAMPSHIRE
NOTARY PUBLIC

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

OFFICE OF THE ATTORNEY GENERAL

3/7/18
Date

Name: Megan A. Tayo
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

Additional Scope of Services

1. Provisions Applicable to All Services

1.1. The Contractor will submit a detailed description of the language assistance services 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.

1.2. 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.

2. Scope of Work

2.1. The Contractor shall work with their community to increase referrals for Temporary Assistance to Needy Families (TANF) exempt clients with children under the age of one (1) years old.

2.2. The Contractor shall follow the Home Visiting New Hampshire model when providing services to TANF clients with children under the age of one (1) in order to assist them with successfully overcoming barriers to employment.

2.3. The Contractor shall provide mandatory training to their staff that includes, but is not limited to:

2.3.1. Trauma Informed Care/Practices.

2.3.2. Two (2) Generation Approach to Working with Families.

2.3.3. Strengthening Families Model.

2.3.4. FRC-Q Standards Training.

2.3.5. How to Report Abuse and/or Neglect.

2.3.6. Completing and Utilizing the North Carolina Assessment.

2.3.7. Creating and Utilizing Individual Service Plans.

2.3.8. Home Visiting Worker Safety.

2.3.9. Individual Agency Trainings (Human Resources Requirements).

2.4. The Contractor shall provide weekly supervision of all Home Visiting staff.

3. Staffing

3.1. The Contractor shall increase their ability to expand their service array to clients within their community by employing an additional two (2) Full Time Employees (FTEs) whose duties shall include, but are not limited to:

3.1.1. Manage current wait list.

3.1.2. Support the Department with "unfounded reports" from the Department where substance abuse is an identified as a concern.

3.1.3. Address the needs of clients that are referred by the Department who have had an assessment that is closed as "Unfounded, but with reasonable concerns".

Exhibit B-4 Amendment #3

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

Bidder/Program Name: Child and Family Services -Southern

Budget Request for: CFSS

Budget Period: July 1, 2017 - June 30,2018

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 155,474.20	$ 26,508.00	$ 181,982.20	$ -	$ 3,549.00	$ 3,549.00	$ 155,474.20	$ 22,959.00	$ 178,433.20
2. Employee Benefits	$ 36,787.65	$ 4,865.00	$ 41,452.65	$ -	$ 625.00	$ 625.00	$ 36,787.65	$ 4,040.00	$ 40,827.65
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ 2,149.00	$ 2,149.00	$ -	$ 288.00	$ 288.00	$ -	$ 1,861.00	$ 1,861.00
Purchase/Depreciation	$ 1,000.00	$ 1,113.00	$ 2,113.00	$ -	$ 149.00	$ 149.00	$ 1,000.00	$ 964.00	$ 1,964.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 1,950.00	$ 222.00	$ 2,172.00	$ -	$ 30.00	$ 30.00	$ 1,950.00	$ 192.00	$ 2,142.00
6. Travel	$ 7,200.00	$ 455.00	$ 7,655.00	$ -	$ 61.00	$ 61.00	$ 7,200.00	$ 394.00	$ 7,594.00
7. Occupancy	$ 18,000.00	$ 1,581.00	$ 19,581.00	$ -	$ 212.00	$ 212.00	$ 18,000.00	$ 1,369.00	$ 19,369.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 4,400.00	$ 690.00	$ 5,090.00	$ -	$ 92.00	$ 92.00	$ 4,400.00	$ 598.00	$ 4,998.00
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ 300.00	$ 193.00	$ 493.00	$ -	$ 26.00	$ 26.00	$ 300.00	$ 167.00	$ 467.00
Audit and Legal	$ -	$ 2,713.00	$ 2,713.00	$ -	$ 363.00	$ 363.00	$ -	$ 2,350.00	$ 2,350.00
Insurance	$ 1,000.00	$ 416.00	$ 1,416.00	$ -	$ 56.00	$ 56.00	$ 1,000.00	$ 360.00	$ 1,360.00
Board Expenses	$ 750.00	$ -	$ 750.00	$ -	$ -	$ -	$ 750.00	$ -	$ 750.00
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 2,000.00	$ 443.00	$ 2,443.00	$ -	$ 59.00	$ 59.00	$ 2,000.00	$ 384.00	$ 2,384.00
11. Staff Education and Training	$ 3,000.00	$ 283.00	$ 3,283.00	$ -	$ 38.00	$ 38.00	$ 3,000.00	$ 245.00	$ 3,245.00
12. Subcontracts/Agreements	$ 52,000.00	$ -	$ 52,000.00	$ -	$ -	$ -	$ 52,000.00	$ -	$ 52,000.00
13. Other (specific details mandatory):	$ 2,185.00	$ -	$ 2,185.00	$ 2,185.00	$ -	$ 2,185.00	$ -	$ -	$ -
	$ -	$ 5,614.15	$ 5,614.15	$ -	$ 752.00	$ 752.00	$ -	$ 4,862.15	$ 4,862.15
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 286,946.85	$ 47,845.15	$ 333,092.00	$ 2,185.00	$ 6,300.00	$ 8,485.00	$ 283,861.85	$ 40,746.15	$ 324,607.00

Indirect As A Percent of Direct 16.4%

Contractor Initials: [illegible]

Date: 2/20/18

Exhibit B-5 Amendment #3

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

Bidder/Program Name: Child and Family Services -Southern

Budget Request for: CFSS

Budget Period: July 1, 2018 - June 30,2019

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 153,474.20	$ 26,508.00	$ 181,982.20	$ -	$ 3,549.00	$ 3,549.00	$ 153,474.20	$ 22,959.00	$ 176,433.20
2. Employee Benefits	$ 36,787.65	$ 4,665.00	$ 41,452.65	$ -	$ 625.00	$ 625.00	$ 36,787.65	$ 4,040.00	$ 40,827.65
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ 2,149.00	$ 2,149.00	$ -	$ 288.00	$ 288.00	$ -	$ 1,861.00	$ 1,861.00
Purchase/Depreciation	$ 1,000.00	$ 1,113.00	$ 2,113.00	$ -	$ 149.00	$ 149.00	$ 1,000.00	$ 964.00	$ 1,964.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 1,950.00	$ 222.00	$ 2,172.00	$ -	$ 30.00	$ 30.00	$ 1,950.00	$ 192.00	$ 2,142.00
6. Travel	$ 7,200.00	$ 455.00	$ 7,655.00	$ -	$ 61.00	$ 61.00	$ 7,200.00	$ 384.00	$ 7,584.00
7. Occupancy	$ 18,000.00	$ 1,581.00	$ 19,581.00	$ -	$ 212.00	$ 212.00	$ 18,000.00	$ 1,369.00	$ 19,369.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 4,400.00	$ 690.00	$ 5,090.00	$ -	$ 92.00	$ 92.00	$ 4,400.00	$ 598.00	$ 4,998.00
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ 300.00	$ 193.00	$ 493.00	$ -	$ 26.00	$ 26.00	$ 300.00	$ 167.00	$ 467.00
Audit and Legal	$ -	$ 2,713.00	$ 2,713.00	$ -	$ 363.00	$ 363.00	$ -	$ 2,350.00	$ 2,350.00
Insurance	$ 1,000.00	$ 416.00	$ 1,416.00	$ -	$ 56.00	$ 56.00	$ 1,000.00	$ 360.00	$ 1,360.00
Board Expenses	$ 750.00	$ -	$ 750.00	$ -	$ -	$ -	$ 750.00	$ -	$ 750.00
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 2,000.00	$ 443.00	$ 2,443.00	$ -	$ 59.00	$ 59.00	$ 2,000.00	$ 384.00	$ 2,384.00
11. Staff Education and Training	$ 3,000.00	$ 283.00	$ 3,283.00	$ -	$ 38.00	$ 38.00	$ 3,000.00	$ 245.00	$ 3,245.00
12. Subcontracts/Agreements	$ 52,000.00	$ -	$ 52,000.00	$ -	$ -	$ -	$ 52,000.00	$ -	$ 52,000.00
13. Other (specific details mandatory):	$ 2,185.00	$ -	$ 2,185.00	$ 2,185.00	$ -	$ 2,185.00	$ -	$ -	$ -
	$ -	$ 5,814.15	$ 5,814.15	$ -	$ 752.00	$ 752.00	$ -	$ 4,862.15	$ 4,862.15
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 286,046.85	$ 47,045.15	$ 333,092.00	$ 2,185.00	$ 6,300.00	$ 8,485.00	$ 283,861.85	$ 40,745.15	$ 324,607.00

Indirect As A Percent of Direct 16.4%

Contractor Initials: BJT

Date: 7/20/18

9A mac

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

DIVISION FOR CHILDREN, YOUTH & FAMILIES

Jeffrey A. Meyers
Commissioner

Lorraine Bartlett
Director

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

March 21, 2016

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Children, Youth and Families to exercise a renewal option with the vendors identified below for the provision of Comprehensive Family Support Services by increasing the price limitation by $3,212,394 from $3,212,394 to $6,424,788 and extending the contract completion date from June 30, 2016 to June 30, 2018, effective July 1, 2016 or date of Governor and Executive Council approval, whichever is later. 95.34% Federal Funds, 4.66% General Funds

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 5/2215 AG
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 5/22/15 AG
Child and Family Services of New Hampshire (Southern Service Area	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1 5/22/15 AG
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 #5D
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$ 286,254	$ 286,254	$ 572,508	O: 6/18/14 #80
Families First of the Greater Seacoast	166629-B001	100 Campus Drive, Suite 12 Portsmouth NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1:6/10/15 #5C
TLC Family Resource Center (formerly Good Beginnings of Sullivan County)	170625-B001	109 Pleasant Street Claremont NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 AG
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 AG
		Total	$3,212,394	$3,212,394	$6,424,788	

Funds to support this request are available in the following accounts in State Fiscal Year 2017 and anticipated to be available in State Fiscal Year 2018, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between state fiscal years through the Budget Office if needed and justified without further approval from the Governor and Executive Council.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, SOCIAL SERVICES BLOCK GRANT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

The purpose of this request is to renew contract services with these vendors for an additional two years. For a detailed summary of the changes please see attachment.

Comprehensive Family Support Services assist pregnant women and families with children up to the age of twenty-one (21) by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents to give families an opportunity to learn and grow.

The Division for Children, Youth and Families and the Division of Public Health Services have blended three family health and support related programs in to one program which is now represented as the Comprehensive Family Support Services.

Currently, there are twenty-five (25) community based family resource centers in operation across the State which provide a range of support services to families and children that focus on strengthening, supporting and building on the strengths and skills of individuals while also ensuring developmental screening for children six (6) and under. These centers are often key local stakeholders in groups that assess and advocate for the needs of local families.

The original contracts were competitively bid.

These contracts contain language which allows for the right to renew for up to four additional years based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

The Comprehensive Family Support Services program has served a total of 871 families and 1664 children in 2014. As a result, ninety-five percent (95%) of the families served achieved successful outcomes and remained uninvolved in a Division abuse or neglect case. The Division is satisfied with the services provided and is requesting approval to exercise two years of the renewal option reserving the Division's option to renew for the remaining two years based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

Should the Governor and Executive Council not authorize this request, the flexibility of community based family services may not be available to address the needs of children and families throughout the state which could cause an increase in the Division for Children, Youth and Families involvement for out of home placements. The services provided through these agreements help prevent separation of children from their families and afford them a safe, stable and supportive family environment.

Area Served: Statewide

Source of Funds: 95.34% Federal Funds
4.66% General Funds

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

Respectfully submitted,

Mary Ann Cooney
Associate Commissioner

Approved by:

Jeffrey A. Meyers
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$823	$0	$823
2016	102-500734	Social Service Contract	42106802	$1,907	$0	$1,907
2017	102-500734	Social Service Contract	42106802	$0	$823	$823
2018	102-500734	Social Service Contract	42106802	$0	$1,907	$1,907
			Total:	$2,730	$2,730	$5,460

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**
			Sub-Total	**$93,630**	**$93,630**	**$187,260**

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**
			Sub-Total	**$459,998**	**$459,998**	**$919,996**

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	**$156,802**	**$156,802**	**$313,604**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$8,982	$0	$8,982
2016	102-500734	Social Service Contract	42106603	$8,982	$0	$8,982
2017	102-500734	Social Service Contract	42106603	$0	$8,982	$8,982
2018	102-500734	Social Service Contract	42106603	$0	$8,982	$8,982
			Total:	**$17,964**	**$17,964**	**$35,928**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604
			Sub-Total	$1,585,984	$1,585,984	$3,171,968

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$31,290	$0	$31,290
2016	502-500891	Social Service Contract	45030206	$31,290	$0	$31,290
2017	502-500891	Social Service Contract	45030206	$0	$31,290	$31,290
2018	502-500891	Social Service Contract	45030206	$0	$31,290	$31,290
			Total:	$62,580	$62,580	$125,160

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**
			Sub-Total	**$800,000**	**$800,000**	**$1,600,000**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324
			Sub-Total	$122,782	$122,782	$245,564

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004105	$75,000	$0	$75,000
2016	102-500731	Contracts for Program Services	90004105	$75,000	$0	$75,000
2017	102-500731	Contracts for Program Services	90004105	$0	$75,000	$75,000
2018	102-500731	Contracts for Program Services	90004105	$0	$75,000	$75,000
			Total:	$150,000	$150,000	$300,000
			Sub-Total	$3,212,394	$3,212,394	$6,424,788

State of New Hampshire
Department of Health and Human Services
Amendment #2 to the Comprehensive Family Support Services Contract

This second (2nd) Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #2") dated this 13th day of January, 2016, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Child and Family Services of New Hampshire, (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 464 Chestnut Street, Manchester, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80) and Amendment #1 approved by the Attorney General's Office on May 22, 2015, the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18, "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 by Governor and Executive Council of the State of New Hampshire", and Exhibit C-2, Additional Special Provisions, Paragraph 1, the State may renew the agreement for up to four additional years by written agreement of the parties and approval of the Governor and Executive Council; and

WHEREAS the parties agree to amend the Scope of Services, Method and Conditions Precedent to Payment, increase the price limitation and extend the Contract for two (2) additional years; and

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

To amend as follows:

1. Form P-37, General Provisions, Item 1.7, Completion Date, to read:

   June 30, 2018

2. Form P-37, General Provisions, Item 1.8, Price Limitation, to read:

   $585,228

3. Add Exhibit A, Scope of Services, Paragraph 1.34.1:

   1.34.1 Which includes entering all on-line data for the Watch Me Grow Program.

4. Add Exhibit B-3, Amendment #2.

5. Add Exhibit B-4, Amendment #2.

6. Exhibit B, Method and Conditions Precedent to Payment , Paragraph 2.2 to read:

   2.2 Expenditures shall be in accordance with the approved line item budget shown in Exhibit B-1 – Amendment #1, B-2, B-3 - Amendment #2 and B-4 – Amendment #2.

Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement, and the obligations of the parties there under, shall remain in full force and effect in accordance with the terms and conditions set forth herein.

Amendment #2 to the Child and Family Services of New Hampshire Contract for Comprehensive Family Support Services

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

Date 4/3/16

Mary Ann Cooney
Associate Commissioner

Child and Family Services of New Hampshire

Date 3/22/16

Name/Title Borja Alvarez de Toledo, President & CEO

Acknowledgement:
State of New Hampshire, County of Hillsborough on 3/22/16, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.
Signature of Notary Public or Justice of the Peace

Name and Title of Notary or Justice of the Peace

MARYBETH D'AMICO
STATE OF NEW HAMPSHIRE
MY COMMISSION EXPIRES MARCH 6, 2018
NOTARY PUBLIC

Amendment #2 to the Child and Family Services of New Hampshire Contract for Comprehensive Family Support Services

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

OFFICE OF THE ATTORNEY GENERAL

4/27/14
Date

Name: Megan A. Yeh
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

Exhibit B-3, Amendment #2

Bidder/Program Name: Child and Family Services - Southern

Budget Request for: CFSS
(Name of RFP)

Budget Period: July 1, 2016 - June 30, 2017

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 60,118.50	$ -	$ 60,118.50	$ -	$ -	$ -	$ 60,118.50	$ -	$ 60,118.50
2. Employee Benefits	$ 20,821.33	$ -	$ 20,821.33	$ -	$ -	$ -	$ 20,821.33	$ -	$ 20,821.33
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ -	$ 500.00	$ 500.00	$ -	$ 500.00	$ 500.00	$ -	$ -	$ -
6. Travel	$ 6,867.17	$ -	$ 6,867.17	$ -	$ -	$ -	$ 6,867.17	$ -	$ 6,867.17
7. Occupancy	$ 8,000.00	$ 2,000.00	$ 10,000.00	$ -	$ 2,000.00	$ 2,000.00	$ 8,000.00	$ -	$ 8,000.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 1,500.00	$ 500.00	$ 2,000.00	$ -	$ 500.00	$ 500.00	$ 1,500.00	$ -	$ 1,500.00
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ -	$ -
Insurance	$ -	$ 2,300.00	$ 2,300.00	$ -	$ 2,300.00	$ 2,300.00	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
12. Subcontracts/Agreements	$ 48,000.00	$ -	$ 48,000.00	$ -	$ -	$ -	$ 48,000.00	$ -	$ 48,000.00
13. Other (specific details mandatory): In-Kind Donations of goods for families	$ 2,185.00	$ -	$ 2,185.00	$ 2,185.00	$ -	$ 2,185.00	$ -	$ -	$ -
	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 148,492.00	$ 6,300.00	$ 154,792.00	$ 2,185.00	$ 6,300.00	$ 8,485.00	$ 146,307.00	$ -	$ 146,307.00

Indirect As A Percent of Direct 4.2%

Contractor's Initials [signature]

Date 3/22/16

Exhibit B-4, Amendment #2

Bidder/Program Name: Child and Family Services - Southern

Budget Request for: CFSS
(Name of RFP)

Budget Period: July 1, 2017 - June 30, 2018

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 60,118.50	$ -	$ 60,118.50	$ -	$ -	$ -	$ 60,118.50	$ -	$ 60,118.50
2. Employee Benefits	$ 20,821.33	$ -	$ 20,821.33	$ -	$ -	$ -	$ 20,821.33	$ -	$ 20,821.33
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ -	$ 500.00	$ 500.00	$ -	$ 500.00	$ 500.00	$ -	$ -	$ -
6. Travel	$ 6,867.17	$ -	$ 6,867.17	$ -	$ -	$ -	$ 6,867.17	$ -	$ 6,867.17
7. Occupancy	$ 8,000.00	$ 2,000.00	$ 10,000.00	$ -	$ 2,000.00	$ 2,000.00	$ 8,000.00	$ -	$ 8,000.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 1,500.00	$ 500.00	$ 2,000.00	$ -	$ 500.00	$ 500.00	$ 1,500.00	$ -	$ 1,500.00
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ -	$ -
Insurance	$ -	$ 2,300.00	$ 2,300.00	$ -	$ 2,300.00	$ 2,300.00	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
12. Subcontracts/Agreements	$ 48,000.00	$ -	$ 48,000.00	$ -	$ -	$ -	$ 48,000.00	$ -	$ 48,000.00
13. Other (specific details mandatory): In-Kind Donations of goods for families	$ 2,185.00	$ -	$ 2,185.00	$ 2,185.00	$ -	$ 2,185.00	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 148,492.00	$ 6,300.00	$ 154,792.00	$ 2,185.00	$ 6,300.00	$ 8,485.00	$ 146,307.00	$ -	$ 146,307.00
Indirect As A Percent of Direct		4.2%							

Contractor Initials: SRT
Date: 2/22/16

Nicholas A. Toumpas
Commissioner

Lorraine Bartlett
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION FOR CHILDREN, YOUTH & FAMILIES

129 PLEASANT STREET, CONCORD, NH 03301
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-626-2983 TDD Access: 1-800-735-2964

May 13, 2015

Attorney Megan Yaple
NH Department of Justice
Office of the Attorney General
33 Capitol Street
Concord, New Hampshire 03301

Good Morning Attorney Yaple,

I am writing to ask that you review the attached amendments between the Department of Health and Human Services, Division for Children, Youth and Families and Child and Family Services of New Hampshire (Vendor # 177166-B002), 464 Chestnut Street, Manchester, NH. The amendment has been signed by the Associate Commissioner and an authorized signor for the vendor. The vendor provides Comprehensive Family Support Services in the Manchester, Concord and Southern District Office areas, and has requested the adjustment of several budget line items in State Fiscal Year 2015 in order to meet specified needs. The Governor and Executive Council approved the original agreements on June 18, 2014, (Item # 80). These are zero cost amendments with no change to any of the contracts end date of June 30, 2016.

Because of the language, in all of the contracts, in Exhibit B, Section 2.7, that reads:

2.7 *Notwithstanding paragraph 18 of the P-37, an amendment limited to the adjustment of the amounts between budget line items and/or State Fiscal Years, related items, and amendments of related budget exhibits, can be made by written agreement of both parties and do not require additional approval of the Governor and Executive Council*

I am asking that you review and sign off on the amendments as they do not need further action by the Governor and Executive Council.

The remainder of this letter is presented in the format typical of most Governor and Executive Council letters, so that you might have some context for your review.

Funds to support this request are available in the following accounts in State Fiscal Year 2015 and are anticipated to be available in State Fiscal Year 2016, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified without further approval from the Governor and Executive Council.

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attached for fiscal details

EXPLANATION

The purpose of these amendments is to allow the vendor to adjust certain budget lines in each of the contracts in order to meet contractual needs; and to update the standard contract language in Exhibit C and Exhibit G for each contract. The vendor underestimated the Staff Education and Training for the Manchester, Concord and Southern District Office areas as well as the subcontractor amount for the Concord and Southern District Office areas. The change has resulted in a request from the vendor to adjust the travel and staff training budget lines in the Manchester area contract, the salary, subcontractor and staff education and training budget line in the Concord area contract, and salary, subcontractor and staff education and training budget lines for the Southern area contract. The Department supports the requested adjustments.

There are no additional funds being requested for these amendments. Other than the updating the contract standard language in Exhibit C and Exhibit G and the budget line adjustments outlined above, all other terms and conditions remain unchanged from the original agreements approved by the Governor and Executive Council on June 18, 2014, (Item # 80).

Comprehensive Family Support Services assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents and give families an opportunity to learn and grow.

This contract was awarded as the result of a competitive bid process. On January 21, 2014, the Division issued a Request for Proposal for Comprehensive Family Support Services to serve the eleven (11) catchment areas in the State of New Hampshire. Twelve proposals were received.

Child and Family Services of New Hampshire was awarded three (3) of the eleven (11) contracts selected in the competitive bid process.

Should the Governor and Executive Council not approve this request, the vendor would not be able to meet their contractual needs which could reduce the availability, accessibility, and quality of Comprehensive Family Support Services in the Manchester, Concord and Southern District Office areas.

Area Served: Manchester, Concord and Southern District Office areas

Source of Funds: 83.11% Federal Funds, 16.89% General Funds

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

Respectfully submitted,

Eric Borrin
Director

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	**$9,090**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	**$9,090**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	**$9,090**
			Sub-Total	***$27,270***

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	**$41,818**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	**$41,818**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	**$41,818**
			Sub-Total	***$125,454***

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	**$156,802**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$8,982
2016	102-500734	Social Service Contract	42106603	$8,982
			Total:	**$17,964**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	**$156,802**
			Sub-Total	***$331,568***

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	**$73,742**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$31,290
2016	502-500891	Social Service Contract	45030206	$31,290
			Total:	**$62,580**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	**$73,742**
			Sub-Total	***$210,064***

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	**$11,162**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	**$11,162**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	**$11,162**
			Sub-Total	***$33,486***

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004105	$75,000
2016	102-500731	Contracts for Program Services	90004105	$75,000
			Total:	**$150,000**
			Sub-total:	***$150,000***
			Grand Total	**$887,842**

State of New Hampshire
Department of Health and Human Services
Amendment #1 to the Comprehensive Family Support Services Contract

This first Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #1") dated this 5th day of May, 2015, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Child and Family Services of New Hampshire, (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 464 Chestnut Street, Manchester, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to Exhibit B, Paragraph 2.7, an amendment limited to the adjustment of amounts between budget line items and/or State Fiscal Years, related items, and amendment of related budget exhibits, can be made by written agreement of both parties and does not require additional approval of the Governor and Executive Council;

WHEREAS the State and the Contractor have agreed to amend Exhibit B-1, Budget Period 7/1/2014 – 6/30/2015 – Southern, of the contract;

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

To amend as follows:

1. Replace Exhibit B-1, Budget Period 7/1/2014 – 6/30/2015 - Southern with:

   Exhibit B-1 – Amendment #1, Budget Period 7/1/2014 – 6/30/2015 - Southern

2. Replace Exhibit C – Special Provisions with:

   Exhibit C – Amendment # 1

3. Add Exhibit C-2, Additional Special Provisions, Paragraph 2

   2. Subparagraph 14.1.1 of the General Provisions of this contract, is deleted and the following subparagraph is added:

      14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than $250,000 per claim and $1,000,000 per occurrence with additional general liability excess insurance coverage of not less than $4,000,000 per occurrence; and

4. Replace Standard Exhibit G, Certification Regarding the Americans with Disabilities Act Compliance with:

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

Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement, and the obligations of the parties there under, shall remain in full force and effect in accordance with the terms and conditions set forth herein.

Amendment #1 to the Child and Family Services of New Hamshire Contract for Comprehensive Family Support Services

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

5/18/15
Date

Mary Ann Cooney
Associate Commissioner

Child and Family Services of New Hampshire

5/8/15
Date

Sonja Alvarez de Toledo
President/CEO
Name/Title

Acknowledgement:
State of NH, County of Hillsborough on May 8, 2015, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.
Signature of Notary Public or Justice of the Peace

Angela Basnar
Name and Title of Notary or Justice of the Peace

ANGELA BASNAR
STATE OF NEW HAMPSHIRE
MY COMMISSION EXPIRES JUNE 19, 2018
NOTARY PUBLIC

Amendment #1 to the Child and Family Services of New Hamshire Contract for Comprehensive Family Support Services

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

OFFICE OF THE ATTORNEY GENERAL

5/22/15

Date

Name:
Title: Assistant Attorney General

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

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

Bidder/Program Name: Child and Family Services - Southern

Budget Request for: CFSS
(Name of RFP)

Budget Period: July 1, 2014 - June 30, 2015

1. Total Salary/Wages	$ 56,118.50	$ -	$ 56,118.50		$0.00	$ -	$ 56,118.50	$ -	$ 56,118.50
2. Employee Benefits	$ 20,821.33	$ -	$ 20,821.33	$ -	$ -	$ -	$ 20,821.33	$ -	$ 20,821.33
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ -	$ 500.00	$ 500.00		$ 500.00	$ 500.00	$ -	$ -	$ -
6. Travel	$ 6,867.17	$ -	$ 6,867.17	$ -	$ -	$ -	$ 6,867.17	$ -	$ 6,867.17
7. Occupancy	$ 8,000.00	$ 2,000.00	$ 10,000.00	$ -	$ 2,000.00	$ 2,000.00	$ 8,000.00	$ -	$ 8,000.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 1,500.00	$ 500.00	$ 2,000.00	$ -	$ 500.00	$ 500.00	$ 1,500.00	$ -	$ 1,500.00
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ -	$ -
Insurance	$ -	$ 2,300.00	$ 2,300.00	$ -	$ 2,300.00	$ 2,300.00	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 4,000.00	$ -	$ 4,000.00	$ -	$ -	$ -	$ 4,000.00	$ -	$ 4,000.00
12. Subcontracts/Agreements	$ 49,800.00	$ -	$ 49,000.00		$ -	$ -	$ 49,000.00	$ -	$ 49,000.00
13. Other (specific details mandatory): In-Kind Donations of goods for families	$ 2,185.00	$ -	$ 2,185.00	$ 2,185.00	$ -	$ 2,185.00	$ -	$ -	$ -
Interest Expense-Long term financing	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 148,492.00	$ 6,300.00	$ 154,792.00	$ 2,185.00	$ 6,300.00	$ 6,485.00	$ 148,307.00	$ -	$ 148,307.00

Indirect As A Percent of Direct 4.2%

Contractor's Initial's BK
Date 5/8/15

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.ojp.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

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.

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.

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: Child and Family Services NH

5/8/15
Date

Name: Borja Alvarez de Toledo
Title: President / CEO

SDM

Nicholas A. Toumpas
Commissioner

Mary Ann Cooney
Associate Commissioner

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

DIVISION FOR CHILDREN, YOUTH & FAMILIES

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

May 23, 2014

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

G&C Approved

Date 6-18-14

Item # 80

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to enter into agreements with the vendors identified below, for the provision of Comprehensive Family Support Services, in an amount not to exceed $3,212,394, effective July 1, 2014 or date of Governor and Council approval, whichever is later, through June 30, 2016.

Vendor	Vendor Number	Location	Amount
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway, NH	$292,614
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$286,254
Families First of the Greater Seacoast	166629-B001	100 Campus Drive, Suite 12 Portsmouth NH	$292,614
Good Beginnings of Sullivan County	170625-B001	109 Pleasant Street Claremont NH	$292,614
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$292,614
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$292,614
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$292,614
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$292,614
		Total	$3,212,394

Funds to support this request are available in the following accounts in State Fiscal Year 2015 and are anticipated to be available in State Fiscal Year 2016, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified without further approval from the Governor and Executive Council.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, SOCIAL SERVICES BLOCK GRANT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

Comprehensive Family Support Services assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents and give families an opportunity to learn and grow.

The Division for Children, Youth and Families and Division of Public Health Services /Maternal Child Health Services blended three family health and support related programs, into one program. This Comprehensive Family Support Services represents such efforts.

New Hampshire DHHS Comprehensive Family Support Services:

In 2002, The Division for Children, Youth and Families, launched a family support partnership, entitled Comprehensive Family Support Services. Support and prevention-based services and programs were provided to thousands families and individuals throughout the state. Due to the success of these prevention-oriented programs, the Division for Children, Youth and Families has recognized the benefit of provider services to families as an effort to keep them from becoming involved in other systems of care.

Currently, there are 25 community-based family resource centers in operation across the State of New Hampshire, which provide a range of support services to families and children that focus on strengthening, supporting and building on the strengths and skills of individuals while also ensuring developmental screening for children six and under. These centers are often key local stakeholders in groups that assess and advocate for the needs of local families.

New Hampshire DHHS Home Visiting NH:

In 2001, the Division of Public Health Services Maternal and Child Health Section began Home Visiting New Hampshire, a statewide, family focused and child centered, preventive program that provides, health, education, support and linkages to community services to eligible, pregnant women and their families in their home until her child is twelve (12) months old. Contractors provide these services in nine (9) of the Division for Children, Youth and Families service areas. The goals of Home Visiting New Hampshire are to promote healthy pregnancy and birth outcomes, promote a safe and nurturing environment for children, and enhance families' life course and development.

Child and Family Health Support Services:

Child and Family Health Support Services have been available through local community health and home visiting agencies for approximately twenty years with funds that had previously supported the state's network of "well baby clinics". These services provide assistance with health care enrollment, referrals, case management, care coordination, education and counseling relative to the child and family and can be conducted by home, office visit or by telephone when appropriate. The goal of Child and Family Health Support Services is to promote the health and well-being of children from birth through age eighteen, with priority given to children birth through age ten.

This contract was competitively bid. On January 21, 2014 the Department issued a Request for Proposals to solicit proposals for the provision of Comprehensive Family Support Services to assist expectant women along with children and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. The request for proposals was available on the Department of Health and Human Services website from January 21, 2014 through March 10, 2014. There were 12 proposals submitted.

The proposals were evaluated by a team of Department of Health and Human Services employees with knowledge of the program requirements, the Division for Children, Youth and Families' Comprehensive Family Support Services program and the Division of Public Health Services, Maternal and Child Health Section. The team also included staff with significant business and management expertise.

The proposals were evaluated based on the criteria published in the Request for Proposals. Eleven of the twelve proposals were selected. The bid summary is attached.

The attached contract calls for the provision of these services for two years and reserves the Division's right to renew the agreement for up to four additional years, based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

Should Governor and Council not authorize this request, the flexibility of community–based family services may not be available to address the needs of children and families throughout the state which could cause an increase in the Division for Children, Youth and Families involvement for out-of-home placement, as these services help to prevent the separation of children from their families and afford them a safe, stable and supportive family environment.

Area Served: Statewide.

Source of Funds: 95.34% Federal Funds
4.66% General Funds

In the event that Federal Funds are no longer available, no additional General Funds will be requested to support this program.

Respectfully submitted,

Mary Ann Cooney
Associate Commissioner

Approved By:

Nicholas A. Toumpas
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SER..ZES

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$823
2016	102-500734	Social Service Contract	42106802	$1,907
			Total:	$2,730

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090
			Sub-total	93,630.00

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FISCAL DETAILS
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CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818
			Sub-total	459,998.00

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$8,982
2016	102-500734	Social Service Contract	42106603	$8,982
			Total:	$17,964

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802
			Sub-total	1,585,984.00

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$31,290
2016	502-500891	Social Service Contract	45030206	$31,290
			Total:	$62,580

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45130206	$36,871
2016	502-500891	Social Service Contract	45130206	$36,871
			Total:	$73,742

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742
			Sub-total	800,000.00

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162
			Sub-total	122,782.00

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004105	$75,000
2016	102-500731	Contracts for Program Services	90004105	$75,000
			Sub-total:	**$150,000**
			Grand total:	**3,212,394.00**

New Hampshire Department of Health and Human Services
Office of Business Operations
Contracts & Procurement Unit
Summary Scoring Sheet

RFP Name	RFP Number
Comprehensive Family Support Services	15-DHHS-OHS-DCYF-01

Reviewer Names

1. John Harrington, Community and Family Support Specialist
2. Michael Donati, Administrator I
3. Deirdre Dunn, Program Specialist IV
4. Dague Clark, Fiscal Administrator

Bidder Name	Pass/Fail	[redacted]
1. Children Unlimited Inc. (Conway District)		
2. Families First (Seacoast District)		
3. The Family Resource Center (Berlin District)		
4. The Family Resource Center (Littleton District)		
5. Community Action Partnership of Strafford County (Rochester District)		
6. Lakes Region Community Services (Laconia District)		
7. Child and Family Services (Manchester District)		
8. Child and Family Services (Concord District)		
9. Child and Family Services (Southern District)		
10. Home Healthcare Hospice & Community Services (Keene District)		
11. Good Beginnings of Sullivan County (Claremont District)		
12. Monadnock Family Services (Keene District)		

FORM NUMBER P-37 (version 1/09)

Subject: Comprehensive Family Support Services

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Health and Human Services		1.2 State Agency Address 129 Pleasant Street Concord NH 03301	
1.3 Contractor Name Child and Family Services of New Hampshire		1.4 Contractor Address 464 Chestnut Street PO Box 448 Manchester NH 03105	
1.5 Contractor Phone Number (603) 518-4000	1.6 Account Number 05-095-042-421010-29680000-102-5000734-40130215 05-095-042-421010-29730000-102-500734-40130007 05-095-042-421010-29660000-102-500734-40130302 05-095-045-450010-61460000-502-500891-45030206 05-095-090-902010-51900000-102-500731-90004009	1.7 Completion Date June 30, 2016	1.8 Price Limitation $292,614
1.9 Contracting Officer for State Agency Eric D. Borrin		1.10 State Agency Telephone Number 603-271-9558	
1.11 Contractor Signature [signature]		1.12 Name and Title of Contractor Signatory Gloria A Walker de Toledo President & CEO	

1.13 Acknowledgement: State of NH, County of Hillsborough

On May 7th 2014, 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

[signature] Nicole Walker

1.13.2 Name and Title of Notary or Justice of the Peace

Nicole Walker

NICOLE WALKER STATE OF NEW HAMPSHIRE NOTARY PUBLIC MY COMMISSION EXPIRES

1.14 State Agency Signature [signature]	1.15 Name and Title of State Agency Signatory MARY Ann Carey Associate Commissioner

1.16	**Approval by the N.H. Department of Administration, Division of Personnel** *(if applicable)*
By:	Director, On:
1.17	**Approval by the Attorney General (Form, Substance and Execution)**
By:	On: 6-3-14
1.18	**Approval by the Governor and Executive Council**
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, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("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. 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 consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written 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

Contractor Initials: RS
Date: 5/12/19

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 $250,000 per claim and $2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance 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 fifteen (15) 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 endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) 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.

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: BAT

Date: 5/12/14

Scope of Services

1. Scope of Services

The Contractor will provide Comprehensive Family Support Services, through a variety of methods including home visiting, to assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. The Contractor will perform duties, which include but are not limited to:

1.1 Providing the following services for the Division for Children, Youth and Families' Southern District Office Catchment Area, at minimum, during the business hours of 8:00 a.m.-5:00 p.m., five (5) days per week:

1.1.1 Age appropriate health education, as well as safety and injury prevention information according to the American Academy of Pediatrics' "Bright Futures – Guidelines for Health Supervision of Infants, Children and Adolescents", Third Edition or most recent edition; the Contractor will:

1.1.1.1 Use "Bright Futures – Guidelines for Health Supervision of Infants, Children and Adolescents" for health education, safety and injury prevention priorities;

1.1.1.2 Use Healthy Homes "One Touch" environmental health assessment tool to access the living environment of each client.

1.1.2 Assistance with enrollment in Medicaid; the Contractor will:

1.1.2.1 Help clients apply for Medicaid online through NH Easy;

1.1.2.2 Help clients complete application forms during home visits;

1.1.2.3 Help clients navigate through affordable care act health insurance "marketplace" and through the application process.

1.1.3 Child care resource and referral in partnership with the local Child Care Aware NH agency; the Contractor will:

1.1.3.1 Help families identify and access quality preventive child care;

1.1.3.2 Work with families to arrange quality child care or improve their child care situation;

1.1.3.3 Remain a member of Family Resource Center of Greater Nashua (a collaborative family resource center, which offers child care services while parents attend educational programs or groups);

1.1.3.4 Maximize the ability to find appropriate child care placement with little notice by maintaining direct relationships with the following:

1.1.3.4.1 Southern NH Services;

1.1.3.4.2 Head Start;

1.1.3.4.3 Early head Start;

1.1.3.4.4 The Boys and Girls Club; and

1.1.3.4.5 Adult Learning Center

1.1.4 Developmental and social-emotional screening using ASQ & ASQ-SE Questionnaire through the Watch Me Grow Program ; the Contractor will:

1.1.4.1 Provide developmental screenings as prescribed by the Watch Me Grow from 2 months of age through 60 months using ASQ during home visits;

Contractor Initials: [illegible]
Date: 5/10/14

1.1.4.2 Provide ASQ-SE for children that need to be more closely evaluation in the social and emotional areas. This may include children:
1.1.4.2.1 Who have experienced trauma or
1.1.4.2.2 Who routinely observe fighting parents.
1.1.4.3 Link families with Early Supports and Services through Gateway Community Services and Community Crossroads when the screening reveals a significant deficiency or a probable developmental delay;
1.1.4.4 Refer children and their families to Child Find within the school system.
1.1.5 Domestic violence prevention and intervention services; the Contractor will:
1.1.5.1 Use the Relationship Assessment Tool with clients in relationships to assess the health of the relationship and identify concerns;
1.1.5.2 Provide educational supports that are aimed to prevent domestic violence;
1.1.5.3 Provide intervention and crisis services in partnership with the "Bridges Domestic and Sexual Violence Support Center" and "A Safe Place" when a violence situation is revealed.
1.1.6 Family centered early childhood programs; the Contractor will:
1.1.6.1 Work in partnership with the Family Resource Center of Greater Nashua which continually assess community needs and develops an array of local, family-centered and culturally diverse services/activities at several locations within the partnership. These services/activities include:
1.1.6.1.1 Playgroup For You and Baby;
1.1.6.1.2 Circle of parents support group.
1.1.6.2 Run parenting classes through the Family Resource Center of Greater Nashua.
1.1.6.3 Increase early childhood education and support opportunities provided through The Upper Room, a family resource center.
1.1.7 Child development education; the Contractor will:
1.1.7.1 Provide "Period of PURPLE Crying" education, inform parents of the dangers of shaking infants and discuss ways to sooth a baby on the first home visit after the birth of a baby;
1.1.7.2 During home visits, address parent's concerns, maintain a development history, make informed observations of the child, identify the presence of risk and protective factors, periodically use screening tests, and document findings.
1.1.7.3 Educate parents about motor, cognitive and social-emotional skills and discuss common milestones using Parents at Teachers:
1.1.7.4 Provide families child development education and support groups through the Family Resource Center of Greater Nashua and the Upper Room;
1.1.7.5 Use Bright Futures Guidelines and ASQ&ASQ-SE screenings;
1.1.7.6 Refer to Early Supports and Services when appropriate.
1.1.8 Family Centered Early Supports and Services Program; the Contractor will:

1.1.8.1 Link families with Family Centered Early Support Services Provider, Gateway Community Center or Community Crossroads, and other resources as needed.

1.1.9 Assistance with enrollment of child in Medical Home (Primary Care Provider); the Contractor will:

1.1.9.1 Promote and Encourage good health for all family members;

1.1.9.2 Work with clients to obtain appropriate releases to enhance care coordination;

1.1.9.3 Help clients establish a Medical Home

1.1.9.4 During home visits, the Contractor will:

1.1.9.4.1 Discuss the appropriate use of the physician's office and the emergency room, stressing that the emergency room is not the place to address routine medical concerns and discomfort;

1.1.9.4.2 Encourage and role model the importance of regular communication between the home and medical community;

1.1.9.4.3 Provide education regarding child development and safety, health and wellness issues and help clients understand information they are receiving from medical providers;

1.1.9.4.4 Provide teaching and information around pertinent health concerns such as head lice, beg bugs and immunizations;

1.1.9.4.5 Encourage and assist with the collection of medical documents and reports;

1.1.9.4.6 Use the Bright Futures Guidelines to inform home visits and support healthy child development

1.1.10 Family mentoring and advocacy programs; the Contractor will:

1.1.10.1 Offer Role modeling and Mentoring around parenting techniques;

1.1.10.2 Refer clients to participate in the Circle of Parents support group;

1.1.10.3 Involve families in leadership roles whenever possible;

1.1.10.4 Work closely with NH Children's Trust to promote and link client with advocacy projects.

1.1.11 Home visiting services in accordance with Home Visiting NH 2012;

1.1.12 Independent Living skills training; the Contractor will:

1.1.12.1 Maintain cooperative relationships with NH Employment Program staff in order to facilitate employment related supports and services;

1.1.12.2 Refer teen and young adult parents in crisis situations to the transitional living program at:

1.1.12.2.1 The Front Door;

1.1.12.2.2 Marguerite's Place; and

1.1.12.2.3 Ann Marie House.

1.1.12.3 Help families enhance their Family Service (goal) Plans which may include life skills, independent living skills and life planning goal and objectives.

1.1.13 Life course planning; the Contractor will:

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1.1.13.1 Provide supports that reduce risks and increase protective factors that can change the health trajectory of the adults and children served.

1.1.14 Life skills training; the Contractor will:

1.1.14.1 Work with parents to discuss their educational and work history and career path.

1.1.15 Literacy education and support; the Contractor will:

1.1.15.1 Recommend that parents start reading to the fetus in utero;

1.1.15.2 Help parents understand the importance of reading to their children;

1.1.15.3 Use the "Born to Learn" curriculum from Parents As Teachers curriculum;

1.1.15.4 Work with parents to address their educational goals which could include:

1.1.15.4.1 Looking at picture books together;

1.1.15.4.2 Using audio-books to guide parent and child through a book;

1.1.15.4.3 Participating in parent groups and story time opportunities to listen to others.

1.1.15.5 Offer GED/HiSET preparation services free of charge for people 16-21 at the Upper Room in Derry;

1.1.15.6 Refer adults over 18 to the Adult Learning Center for GED/HiSET services.

1.1.16 Medical and health education including adherence of child to the American Academy of Pediatrics' "Recommendations for Preventive Pediatric Health Care" schedule; the Contractor will:

1.1.16.1 Use Bright Futures Guidelines to provide medical and health educations;

1.1.16.2 Follow Bright futures and the APA medical and health education preventive care visit schedule.

1.1.17 Mental health services; the Contractor will:

1.1.17.1 Ensure that all pregnant women enrolled in the program:

1.1.17.1.1 have a Prime MD depression screening during pregnancy as a baseline;

1.1.17.1.2 Receive the Edinburg Postnatal Screen at two (2) weeks post-partum and again six (6) to eight (8) weeks post-partum.

1.1.17.2 Families enrolled in the program are given a short depression screen called the Patient Health Questionairre-9 (PHQ-9).

1.1.17.3 Link clients/families to appropriate services including:

1.1.17.3.1 Family Counseling program for office-based therapy;

1.1.17.3.2 Greater Nashua Mental Health Center;

1.1.17.3.3 Youth Council;

1.1.17.3.4 A Peaceful Balance; and

1.1.17.3.5 Center for Life Management.

1.1.18 Oral health services; the Contractor will:

1.1.18.1 Discuss the importance of oral health with clients during pregnancy;

1.1.18.2 Provide dental education; such as:

1.1.18.2.1 Proper cleaning of gums and mouths of babies(do's and don'ts);

1.1.18.2.2 Bottle rot and other hazards.

1.1.18.3 Refer clients to Lamprey Health Care dental services or to Sterling Smiles in Nashua;

1.1.18.4 Use the Oral Health Risk Assessment tool in order to follow the Bright Future guidelines on oral health risk assessment being performed for children 6 and 9 months of age until a dental home is established.

1.1.19 Other health and social services (such as: family planning, fuel assistance, transportation etc.); the Contractor will:

1.1.19.1 Help clients access a plethora of services to address their needs such as:

1.1.19.1.1 Family Planning;

1.1.19.1.2 Basic needs through City Welfare and Southern NH Services for energy programs, fuel assistance, nutrition, and utility assistance;

1.1.19.1.3 Financial needs through debt management services and foreclosure counseling;

1.1.19.1.4 Transportation needs through Medicaid providers and free bus passes;

1.1.19.1.5 NH Housing needs through Section 8 and subsidized housing.

1.1.20 Parent education and support; the Contractor will:

1.1.20.1 Provide significant education and support to parent through Parents As Teachers and the home visiting aspect of the program;

1.1.20.2 Link parents with the programming of the Family Resource Center of Greater Nashua and The Upper Room;

1.1.20.3 Offer TIPS a young parent's support group through The Upper Room;

1.1.20.4 Link parents with other providers, such as hospital or health center groups.

1.1.21 Parents As Teachers home visiting curriculum;

1.1.22 Smoking cessation assistance; the Contractor will:

1.1.22.1 Work with clients regarding the hazards of smoking and secondhand smoke as part of their health assessment and education:

1.1.22.2 Work to motivate smokers to quit, when ready to quit;

1.1.22.3 Refer smokers to QuitWorks NH.

1.1.23 Substance abuse services; the Contractor will:

1.1.23.1 Use TWEAK screening for all pregnant women;

1.1.23.2 Conduct brief interventions for those who test positive;

1.1.23.3 Refer clients that need further assessment/intervention to:

1.1.23.3.1 Keystone Hall;

1.1.23.3.2 Cynthia Day Center;

1.1.23.3.3 Child and Family Service Adolescent Substance Abuse Treatment (only for clients through age 24.)

1.1.24 Trauma informed services; the Contractor will:

1.1.24.1 Ensure staff members are trained in trauma informed care;

1.1.24.2 Use the trauma-informed approach for the entirety of care;

1.1.24.3 Refer client who are in need of therapeutic service to Child and Family Services Family Counseling program for office-based treatment.

1.1.25 WIC program services. The Contractor will:

1.1.25.1 Encourage pregnant women to apply prenatally;

1.1.25.2 Take clients to WIC appointments when necessary.

1.2 Coordinating outreach to the communities and families regarding the availability of the program and services. The Contractor will:

1.2.1 Actively outreach with partner agencies through relationships and participation in collaborative efforts;

1.2.2 Distribute collateral materials including CFSS and agency brochures, CFS "All in the Family" newsletters, and Family Resource Center of Greater Nashua and the Upper Room flyers;

1.2.3 Include parenting and family resource center information on the CFS website (www.cfsnh.org) under "Good Parent U";

1.2.4 Provide information sessions and presentations with community agencies and their representatives; and

1.2.5 Use media coverage.

1.3 Offering home visitation and other services at times that allow for the utmost amount of family member/caregiver participation. The Contractor will:

1.3.1 Offer home visits at all times of the morning, afternoon and evening;

1.3.2 Offer weekend appointment when a family is unable to meet during the week;

1.3.3 Increase efforts for father involvement;

1.3.4 Encourage clients to involve family member and caregivers in home visiting assessments even if they do not live with the client.

1.4 Establishing and maintaining contact with local community groups and organizations that promote effective supports and services that result in safety, permanency and well-being of children and their families. The Contractor will:

1.4.1 Actively participate in community-based meetings;

1.4.2 Collaborate through phone calls and meetings to coordinate services;

1.4.3 Communicate with health care and other providers with appropriate client releases for sharing of nurse and medical notes,

1.4.4 Actively engage in partnerships, which include:

1.4.4.1 Maintaining relationships with child care providers and resource and referral organizations;

1.4.4.2 Significant relationship with area schools including involvement with Pinkerton Academy, Salem High School, Milford High School Nashua North and South High Schools;

1.4.4.3 Participate in Infant Mental Health Regional Team, NH Association for Infant Mental Health for client-specific coordination and to remain informed about emergency issues;

1.4.4.4 Work closely with and provide domestic violence referrals to Bridges Domestic and Sexual Violence Support Center;

1.4.4.5 Engage in Family Resource Center partnership and planning with the Family Resource Center of Greater Nashua and the Upper Room;

1.4.4.6 Work with NH Children's Trust around training, technical assistance and client advocacy and recognition;

1.4.4.7 Engage with NH Employment Program and staff around client supports and attend wraparound meetings;

1.4.4.8 Link clients with coordinate services with clients residing in Margoerite's Place, Ann Marie House and The Front Door;

1.4.4.9 Keep informed about health care system, maintaining relationships with medical community, coordinate to establish and maintain medical homes for clients, coordinate with and refer clients to WIC, NH Medicaid, mental health providers and substance abuse providers;

1.4.4.10 Maintain and expand upon our relationships with referring clients for basic needs, financial supports, transportation and other supports;

1.4.4.11 Maintain relationships with funders including the NH DHHS, Milford Hospital Association, Alexander Eastman Foundations, and non-profit resources including NH Center for Nonprofits;

1.4.4.12 Maintain relationships with businesses in the private sector to leverage client support..

1.5 Identifying additional resources and funding opportunities and reporting the results to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program. The Contractor will:

1.5.1 Help identify charitable resources;

1.5.2 Raise funds through:

1.5.2.1 Private philanthropy;

1.5.2.2 Securing charitable grants from foundation and corporations.

1.6 Ensuring service delivery is flexible and support services are provided to families across a continuum of the three (3) preventive stages:

1.6.1 Prevention: is provided through the Family Resource Center of Greater Nashua and the Upper Room with activities that are directed toward the general public;

1.6.2 Early Intervention: is provided primarily through Family Support Worker through home visiting services and also through community partnerships;

1.6.3 Crisis: is provided to highly vulnerable families who are at imminent risk for having a child place in out of home care or are at a crisis point that requires immediate attention to provide a safe environment. Services may include:

1.6.3.1 Immediate and/or assisted referrals to medical, behavioral health or other support services such as the Bridges Domestic Violence Center.

1.7 Facilitating identification and evaluation of programs/services, using the North Carolina Family Assessment Scale General and ASQ & ASQ-SE for families experiencing conditions that include, but are not limited to:

1.7.1 Current founded or unfounded child protective services report;

1.7.2 Previous founded child protective services report;

1.7.3 Closed DCYF case;

1.7.4 Child's low birth weight and neuro developmental delays;
1.7.5 History of, or current, parental or caregiver substance abuse;
1.7.6 Low socioeconomic status of the family (defined as <300% percent of the Federal Poverty Level);
1.7.7 Problematic marital relationship;
1.7.8 Family history, including history of domestic violence;
1.7.9 Child's insecure attachment in early years;
1.7.10 Pregnancy;
1.7.11 Recent birth of a child (within 6-12 months);
1.7.12 Expected birth of an additional child (within 6 months);
1.7.13 Birth of a child or expected birth of a child with special health care needs;
1.7.14 More than 1 child under the age of 3 years;
1.7.15 Families, teen parent, or single parent experiencing multiple stressors;
1.7.16 Physical or social isolation;
1.7.17 Home conditions present a health and safety risk to family members;
1.7.18 Chronic health problems, which interfere with care giving; and
1.7.19 Child or family with chronic health, behavioral or developmental issues that impact on parenting;
1.7.20 ASQ & ASQ-SE results that indicate possible delay;
1.7.21 Families impacted by traumatic events;
1.7.22 Receiving TANF cash assistance or any of the Medicaid options;
1.7.23 Any other factors that may contribute to unhealthy social and emotional outcomes.

1.8 Authorizing and managing the preventive child care award in accordance with Exhibit A-1, in an amount not to exceed the yearly-authorized amount for preventive child care dollars in paragraph 1 of Exhibit A-1.

1.9 Evaluating the progress of both parents/caregivers (if applicable) as well as the performance of the programs and services provided. The Contractor will:

1.9.1 Have the Program Director, Upper Room Coordinator and staff evaluate the program during monthly team meetings;
1.9.2 Have the Operations Team, QI Committee and Board of Trustees evaluate the program to examine program procedures, outputs, client outcomes and establish annual outcome and output targets;
1.9.3 Survey clients when services end and during two (2) survey months annually.

1.10 Maintaining a family service record on each family in compliance with all Health Insurance Portability and Accountability Act (HIPPA) Privacy Rules. The family service record will include but not be limited to:

1.10.1 Referral information;
1.10.2 Release of information form;
1.10.3 Family assessment;
1.10.4 Child/Family services plan;
1.10.5 Case contact log;

1.10.6 Identification of primary care physician (PCP);
1.10.7 Linkages with prenatal/primary care and visit schedule as outlined in American Academy Pediatrics "Recommendations for Preventive Pediatric Health Care" schedule;
1.10.8 Progress notes;
1.10.9 Child care utilization and billing information; and
1.10.10 Case closure report.

1.11 Completing criminal background and central registry checks on all staff, sub-contractors, and volunteers working on this contract, who come in contact with children.

1.12 Ensuring all staff, sub-contractors, and volunteers, at minimum, possess:

1.12.1 An understanding of the principles of family support;
1.12.2 Skills to address the ethnic and cultural needs, resources and assets of their community;
1.12.3 Experience working with community groups;
1.12.4 Empathy for parents and families, and an understanding of family stressors;
1.12.5 A working knowledge of the array of services in the community;
1.12.6 Experience working directly with families;
1.12.7 Experience in the area of child welfare services;
1.12.8 Experience in the area of maternal and child health,
1.12.9 Experience in working in coordination with a multidisciplinary team, including but not limited to Registered Nurses, Advance Practice Registered Nurses, licensed clinical social workers, and/or other licensed health professionals.
1.12.10 Good organizational skills;
1.12.11 Good problem solving skills;
1.12.12 Clear and effective oral and written communication skills;
1.12.13 A valid driver's license and reliable automobile transportation;
1.12.14 The ability to work hours that are flexible and convenient for families; and
1.12.15 An understanding of how to access the range of services in the delivery system.

1.13 Ensuring all allied health professionals have the appropriate New Hampshire licenses whether directly employed, contracted or subcontracted.

1.14 Providing consultation services from a clinician or prescribing practitioner who is licensed, by the New Hampshire Board of Psychological Examiners, as a health care professional.

1.15 Submitting a Communication and Marketing Plan that ensures and describes involvement with DCYF District Office staff to promote Comprehensive Family Support Services.

1.15.1 Work collaboratively with the District Office in your catchment area and make the request to attend no fewer than two DO staff meetings a year, preferably quarterly.

1.16 Ensuring that staff attend meetings and trainings as required by the Division of Public Health Services, Maternal and Child Health Section, including but not limited to:

1.16.1 MCH Agency Directors' Meetings

1.16.2 MCH Coordinators Meetings

1.17 Ensuring that programs are staffed by a Program Director and an appropriate number of Home Visitors and/or paraprofessional home visitors, in accordance with "Parents As Teachers Guidance for determining caseload size for your affiliate", that are necessary to implement the program. The Contractor will ensure staff qualifications, as listed below:

1.17.1 The Program Director will:

1.17.1.1 Work a minimum of .5 FTE;

1.17.1.2 Supervise each Professional Home Visitors preferably on a weekly (at minimum bi-weekly) basis; and

1.17.1.3 Possess either:

1.17.1.3.1 A Master's degree in social work, counseling, nursing, public health or a related field, and two years of experience working with families and children in a social service, home health or other early childhood program setting; or

1.17.1.3.2 A Bachelor's degree in social work, counseling, nursing, public health or a related field, and five years of experience working with families and children in a social service, home health or other early childhood program setting, some of which must have been in a supervisory capacity.

1.17.2 Professional Home Visitors will:

1.17.2.1 Have knowledge of the eligibility requirements for Medicaid reimbursement;

1.17.2.2 Have access to clinical case consultation;

1.17.2.3 Have a minimum of two (2) years of supervised experience working with families; and

1.17.2.4 Possess a Bachelor's Degree in one of the following disciplines:

1.17.2.4.1 Social work

1.17.2.4.2 Counseling

1.17.2.4.3 Early childhood education

1.17.2.4.4 Nursing or a related field.

1.17.3 Paraprofessional home visitors shall have at minimum:

1.17.3.1 A high school diploma or general equivalency diploma; and

1.17.3.2 Two years' experience working with families in an early childhood program or health care support capacity.

1.18 Ensuring that one home visitor and supervisor have and/or maintain Parents as Teachers "approved user" status, unless a waiver has been obtained from the Division for Children, Youth and Families.

1.19 Designating a liaison for all programmatic correspondence between the Department and the agency for matters including but not limited to:

1.19.1 Program announcements;
1.19.2 Clinical updates;
1.19.3 Reporting changes, errors and requests.

1.20 Notifying the Division for Children, Youth and Families (DCYF) in writing when hiring a new administrator or any staff person essential to carrying out this scope of services to work in the program. Notification must be provided to DCYF within 30 days of the hire date and will include:

1.20.1 A resume of the employee;
1.20.2 Date of hire; and
1.20.3 Job description for the position.

1.21 Requesting a waiver of the applicable staffing requirements before an agency hires new program personnel that do not meet the required staff qualifications. Waiver requests must be sent to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program and include:

1.21.1 Reason for request;
1.21.2 Name and job description of the position; and
1.21.3 Proposed qualifications for the position.

1.22 Notifying the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program in writing of the need for a budget revision if any critical position is vacant for more than one month or if at any time funded under this contract does not have adequate staffing to perform all required services for more than one month.

1.23 Reporting all cases of communicable diseases according to New Hampshire RSA 141-C and He-P 301, adopted June 03, 2008.

1.24 Coordinating and participating in public health activities as requested by the Division of Public Health Services during any disease outbreak and/or emergency, natural or man-made affecting the public's health.

1.25 Ensuring that all staff complies with the reporting requirements of New Hampshire RSA 169: C, Child Protection Act; RSA 161:F46, Protective Services to Adults; RSA 631:6, Assault and Related Offenses; and RSA 130: A, Lead Paint Poisoning and Control.

1.26 Promoting immunizations in accordance with RSA 141-C and the Immunization Rules promulgated there under.

1.27 Ensuring that services meet the requirements of Sec. 401 (a) (3) of the 42 USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF. One of the purposes of this requirement is to increase State flexibility to "(3) prevent and reduce the incidence of

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out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies" to the State/Federal regulation.

1.28 Complying with the confidentiality provisions of RSA 170-G: 8-a. All information regarding the Division's clients, client families, foster families, and other involved individuals that the Contractor may learn is strictly confidential and shall not be discussed with anyone except the Division's personnel in the performance of contracted services.

1.29 Maintaining the confidentiality of all clients and using client information only for the purpose of program administration, evaluation and quality improvement.

1.30 Ensuring that all staff understands that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.

1.31 Ensuring that all staff adheres to the Division of Family Assistance confidentiality policy in the General Manual and sign a statement saying that they agree to uphold the confidentiality standards. Failure to maintain confidentiality shall result in disciplinary actions.

1.32 Reporting personally identifiable health data to DHHS as requested, for all clients served under this contract for purposes of program evaluation and/or continuous quality improvement. Contractors are responsible for obtaining any authorizations for release of information from the clients that is necessary to comply with federal and state laws and regulations.

1.32.1 All forms developed for authorization for release of information must be approved by the Division for Children, Youth and Families prior to their use.

1.33 Informing the Division for Children, Youth and Families prior to initiating any research relating to this contract that uses clients as subjects and adhering to the legal requirements governing human subjects' research, if considering clinical or sociological research using clients as subjects.

1.34 Complying with all of the provisions of the Home Visiting NH 2012 and Watch Me Grow.

1.35 Using the MCH portion of these funds to provide or arrange for preventative health care for children in the service delivery area, in the event that the Community Health Center in the Contractor's service delivery area is defunded.

1.36 Providing culturally and linguistically appropriate services as well as providing clients of limited English Proficiency with interpretation services to ensure equal access to quality health services in compliance with Title VI, language efficiency and Proficiency citation 45 CFR 80.3 (b) (2).

1.37 Complying with all of the requirements of the Health Insurance Portability and Accountability Act (HIPPA) Privacy Rules, Public Law 104-191.

1.38 Agreeing that the Department of Health and Human Services and/or its funders will retain COPYRIGHT ownership for any and all original materials produced with the

Department of Health and Human Services' contract funding, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports.

1.39 Agreeing that all media (written, video, audio, and electronic etc.) produced, reproduced or purchased under the contract shall have prior approval from the Department before publication, production, distribution, or use.

1.40 Crediting the New Hampshire Department of Health and Human Services on all materials produced under this contract.

2. Reporting Requirements

2.1 The Contractor shall submit monthly reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program by the last day of the month, which will include, but not be limited to:

2.1.1 Statistical reports that must detail:

2.1.1.1 Number of families enrolled at the beginning and end of the month;
2.1.1.2 Number of referrals;
2.1.1.3 Number of families receiving TANF,
2.1.1.4 Early and Periodic Screening and Diagnosis services,
2.1.1.5 Number of terminations;
2.1.1.6 Total number of units of services delivered, (Unit = 15 minutes)
2.1.1.7 Number of childcare cases and utilization data;
2.1.1.8 Year-To-Date unduplicated childcare count;
2.1.1.9 Narrative regarding impact of the services provided for families; and
2.1.1.10 Community impact of the services provided;
2.1.1.11 Family income, composed of earned income and child support receipts;
2.1.1.12 Number of families employed or in training;
2.1.1.13 Number of families reporting housing destabilization;
2.1.1.14 Number of expectant women and children receiving WIC services.

2.1.2 A narrative summary of the family services records.

2.2 The Contractor shall submit quarterly reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program no later than the 15th day of the month following the reporting period of each contract year, with the first report due on October 15, 2014. Quarterly reports shall include, but not be limited to:

2.2.1 A report highlighting the program activities for each quarter, which includes;
2.2.2 Describing the progress in achieving the stated outcomes;
2.2.3 Feedback from families, as to the effectiveness and satisfaction of the contracted services.
2.2.4 Submitting a Work Plan Outcome Report with S.M.A.R.T. Goals that are Specific, Measurable Attainable Realistic and Timely, and that, at minimum, includes:

2.2.4.1 Input/resources;
2.2.4.2 Activities/action plan;

2.2.4.3 Performance measures for outcomes;

2.2.4.4 Evaluation activities; and

2.2.4.5 Brief narrative describing strategies for Quality Improvement.

2.3 The Contractor shall submit Annual reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program by July 31st of each contract year, with the first report due on July 31, 2015. Annual reports shall include, but not be limited to:

2.3.1 Information regarding accomplishments and activities for the program;

2.3.2 Recommendations for service development and outcomes;

2.3.3 Systemic barriers; and

2.3.4 Family satisfaction survey results.

3. Requirements of Delivery of Services

3.1 In addition to the reporting requirements set forth in Section 2 Reporting Requirements, the Contract will:

3.1.1 Achieve a minimum 80% favorable rating on parent/family satisfaction surveys conducted annually;

3.1.2 Achieve each target set in the approved Work Plan.

New Hampshire Department of Health and Human Services
Comprehensive Family Support Services
Exhibit A-1

Vendor: Child and Family Services of New Hampshire – (Southern District Office Catchment Area)

PREVENTIVE CHILD CARE AUTHORIZATION AND BILLING INSTRUCTIONS, SFY16

1. The Contractor's maximum yearly-authorized amount for preventive child care dollars is $81,404. Preventive child care shall not be authorized in excess of the standard rate. (see page 2 of this Exhibit).

   1.1 Out of this maximum yearly amount, for those families that the Contractor determines should receive preventive child care, the Contractor shall authorize no more than twelve weeks of child care services at a time.

   1.2 The Contractor shall maintain utilization data that includes the family's name and authorized amounts; this information shall accompany the Contractor's billing invoice submitted to DCYF on a monthly basis.

2. To access the preventive child care service, the Contractor shall identify an appropriate provider.

   2.1 The Contractor shall contact the designated DCYF preventive child care Provider Relations Specialist to authorize the family's enrollment into this service and provide the Specialist with the required family and provider contact information necessary to complete the authorization process through NH Bridges, utilizing form 2096 (See Exhibit A-2).

   2.2 The Provider Relations Specialist shall complete the authorization process to generate child care billing forms that will automatically be sent to the designated provider on a weekly basis.

   2.3 If the Contractor identifies a new child care provider that is willing to be certified by DCYF to provide preventive child care, the Contractor shall contact the Provider Relations Specialist and provide the name and address of the provider. Preventive child care services cannot be authorized until the provider has been certified by DCYF.

3. If the Contractor determines that child care services are required beyond the initial twelve-week authorization, the Contractor shall follow steps 2.1 and 2.2 above.

4. If the Contractor determines that authorized child care is no longer needed or appropriate, the Contractor shall contact the Provider Relations Specialist to request that this service be terminated for the applicable family.

5. The Contractor shall routinely track the amount of child care that it authorizes through DCYF. Upon reaching the yearly allotment, the Contractor shall notify DCYF in writing (e-mail is acceptable), to ensure that no further authorizations are processed.

6. DCYF shall monitor preventive child care usage based on the utilization data provided by the Contractor. Should monitoring reveal that authorized child care services are not being utilized (the child care provider does not submit invoices for payments); DCYF shall notify the Contractor to determine whether the authorization should remain active in the NH Bridges system.

   6.1 The Contractor shall contact the family and child care provider to determine the status of child care usage and notify them of the decision whether to continue or rescind authorization for child care resources not yet utilized.

7. If within the contract year, DCYF monitoring indicates that the Contractor's maximum yearly-authorized amount for preventive child care has been reached or is about to be reached, DCYF will alert the Contractor.

Contractor's Initials RAK
Date 5/12/14

New Hampshire Department of Health and Human Services
Comprehensive Family Support Services
Exhibit A-1

CHILD CARE SCHOLARSHIP PROGRAM MAXIMUM WEEKLY STANDARD RATES EFFECTIVE JULY 1, 2013

Licensed Child Care Center

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$201.75
Full Time	18-35	$191.00
Full Time	36-78	$170.00
Full Time	79-155	$135.96
Half Time	1-17	$156.24
Half Time	18-35	$147.84
Half Time	36-78	$131.52
Half Time	79-155	$85.00
Part Time	1-17	$78.12
Part Time	18-35	$73.92
Part Time	36-78	$65.76
Part Time	79-155	$42.49

Licensed Family Home

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$155.00
Full Time	18-35	$152.50
Full Time	36-78	$147.50
Full Time	79-155	$65.18
Half Time	1-17	$120.00
Half Time	18-35	$118.08
Half Time	36-78	$114.24
Half Time	79-155	$50.00
Part Time	1-17	$60.00
Part Time	18-35	$59.04
Part Time	36-78	$57.12
Part Time	79-155	$25.00

License-Exempt Center

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	
Full Time	18-35	
Full Time	36-71	
Full Time	72-78	$85.00
Full Time	79-155	$67.98
Half Time	1-17	
Half Time	18-35	
Half Time	36-71	
Half Time	72-78	$65.76
Half Time	79-155	$42.50
Part Time	1-17	
Part Time	18-35	
Part Time	36-71	
Part Time	72-78	$32.88
Part Time	79-155	$21.24

License Exempt Family Home

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$108.50
Full Time	18-35	$106.75
Full Time	36-78	$103.25
Full Time	79-155	$45.63
Half Time	1-17	$84.00
Half Time	18-35	$82.66
Half Time	36-78	$79.97
Half Time	79-155	$35.00
Part Time	1-17	$42.00
Part Time	18-35	$41.33
Part Time	36-78	$39.98
Part Time	79-155	$17.50

Full Time Level = 31 or more hours per week
Half Time Level = 16 to 30 hours per week
Part Time Level = 1 to 15 hours per week

Providers caring for children with disabilities can be reimbursed an additional amount per week.
Full time = $50.00 per week, Half time = $30.00 per week, and Part time = $15.00 per week. Call (603) 271-7313 for information regarding Form 2628, Verification for a Child with a Disability.

EXHIBIT A-2

STATE OF NEW HAMPSHIRE
Department of Health and Human Services
Division for Children, Youth and Families

Form 2096
May 2009

REFERRAL FOR PREVENTIVE CHILD CARE SERVICES

Date: _____

CHILD/FAMILY INFORMATION

Name of Child: _____ _____ _____
LAST FIRST MI

Date of Birth _____ Social Security # _____

Name of Parent _____

Street Address: _____

Town or City _____ State _____ Zip Code _____

CHILD CARE INFORMATION

Name of Child Care Provider _____

Street Address _____

Town or City _____ State _____ Zip Code _____

RESOURCE ID NUMBER _____

Start Date of Child Care Services _____

Projected End Date of Child Care Services _____ (No longer that 12 weeks)

Number of hours of child care approved by the Comprehensive Family Support Agency as identified in the Family Service Plan.

☐ **Full Time** (31 or more hrs) ☐ **Half Time** (16-30 hrs/week) ☐ **Part Time** (1-15 hrs/week)

FAMILY RESOURCE AND SUPPORT AGENCY INFORMATION

Name of Family Resource and Support Agency _____

Address _____

Em ail Address _____

FRS Worker _____ Telephone Number _____

Contractor Initials RAT

Method and Conditions Precedent to Payment

1. Subject to the availability of Federal funds, and in consideration for the Contractor's compliance with the terms and conditions of this agreement, and for the services provided by the Contractor pursuant to Exhibit A, Scope of Services, and expenses incurred, the Department shall pay the Contractor an amount not to exceed, Form P-37, block 1.8, Price Limitation.

   1.1. This contract is funded with funds from the following Catalog of Federal Domestic Assistance (CFDA) #'s, for the provision of services pursuant to Exhibit A, Scope of Services.
   - # 93.667, Federal Agency Department of Health and Human Services, Administration for Children and Families, Social Services Block Grant;
   - # 93.645, Federal Agency Department of Health and Human Services, Administration for Children and Families, Stephanie Tubbs Jones Child Welfare Services Program;
   - # 93.556, Federal Agency Department of Health and Human Services, Administration for Children and Families, Promoting Safe and Stable Families;
   - # 93.558, Federal Agency Department of Health and Human Services, Administration for Children and Families, Temporary Assistance for Needy Families; and
   - # 93.994, Federal Agency Department of Health and Human Services, Administration for Children and Families, Maternal and Child Health Services Block Grant to the States,

   1.2. The contractor agrees to provide the services in Exhibit A, Scope of Services in compliance with funding requirements.

2. Payment for said services shall be made monthly, but not less than quarterly:

   2.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this agreement. The invoice, provided by the Department, must be completed, signed, and returned to the Department in order to initiate payment. In lieu of hard copies, invoices may be assigned an electronic signature and emailed. Hard copies shall be mailed to:

Fiscal Administrator
Division for Children, Youth and Families
Department of Health and Human Services
129 Pleasant Street
Concord, NH 03301

Email: dbclark@dhhs.state.nh.us

   2.2 Expenditures shall be in accordance with the approved line item budget shown in exhibit B-1 and Exhibit B-2.

   2.3 Payments may be withheld pending receipt of required reports, plans, and updates as defined in Exhibit A.

Contractor Initials BAT
Date 5/12/14

2.4 A final payment request shall be submitted no later than sixty days after the contact ends.

2.5 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; and

2.6 When the contract price limitation is reached, the program shall continue to operate at full capacity at no charge to the State of New Hampshire for the duration of the contract period.

2.7 Notwithstanding paragraph 18 of the P-37, an amendment limited to the adjustment of the amounts between budget line items and/or State Fiscal Years, related items, and amendments of related budget exhibits, can be made by written agreement of both parties and do not require additional approval of the Governor and Executive Council.

Contractor Initials BAT
Date 5/12/14

Exhibit B-1

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

1 Family Services - Southern

(Name of RFP)

014 - June 30, 2015

60,118.50	$ -	$ 60,118.50		$ 60.00	$ -	$ 60,118.50	$ -	$ 60,118.50
20,821.33	$ -	$ 20,821.33	$ -	$ -	$ -	$ 20,821.33	$ -	$ 20,821.33
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -		$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ 500.00	$ 500.00		$ 500.00	$ 500.00	$ -	$ -	$ -
6,867.17	$ -	$ 6,867.17	$ -	$ -	$ -	$ 6,867.17	$ -	$ 6,867.17
8,000.00	$ 2,000.00	$ 10,000.00	$ -	$ 2,000.00	$ 2,000.00	$ 8,000.00	$ -	$ 8,000.00
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
1,500.00	$ 500.00	$ 2,000.00	$ -	$ 500.00	$ 500.00	$ 1,500.00	$ -	$ 1,500.00
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ -	$ -
-	$ 2,300.00	$ 2,300.00	$ -	$ 2,300.00	$ 2,300.00	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
48,000.00	$ -	$ 48,000.00		$ -	$ -	$ 48,000.00	$ -	$ 48,000.00
2,185.00	$ -	$ 2,185.00	$ 2,185.00	$ -	$ 2,185.00	$ -	$ -	$ -
-	$ -	$ -	$ -		$ -	$ -	$ -	$ -
-	$ -	$ -		$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
148,492.00	$ 6,300.00	$ 154,792.00	$ 2,185.00	$ 6,300.00	$ 8,485.00	$ 146,307.00	$ -	$ 146,307.00
	4.2%							

Contractor's Initials BJT

Date 5/12/14

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

1 Family Services - Southern

(Name of RFP)

013 - June 30, 2015

80,118.50	$ -	$ 80,118.50		80.00	$ -	$ 80,118.50	$ -	$ 80,118.50
20,821.33	$ -	$ 20,821.33	$ -	$ -	$ -	$ 20,821.33	$ -	$ 20,821.33
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ 500.00	$ 500.00		$ 500.00	$ 500.00	$ -	$ -	$ -
6,867.17	$ -	$ 6,867.17	$ -	$ -	$ -	$ 6,867.17	$ -	$ 6,867.17
8,000.00	$ 2,000.00	$ 10,000.00	$ -	$ 2,000.00	$ 2,000.00	$ 8,000.00	$ -	$ 8,000.00
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
1,500.00	$ 500.00	$ 2,000.00	$ -	$ 500.00	$ 500.00	$ 1,500.00	$ -	$ 1,500.00
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ -	$ -
-	$ 2,300.00	$ 2,300.00	$ -	$ 2,300.00	$ 2,300.00	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
48,000.00	$ -	$ 48,000.00		$ -	$ -	$ 48,000.00	$ -	$ 48,000.00
2,185.00	$ -	$ 2,185.00	$ 2,185.00	$ -	$ 2,185.00	$ -	$ -	$ -
-	$ -	$ -	$ -		$ -	$ -	$ -	$ -
-	$ -	$ -		$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
148,492.00	$ 6,300.00	$ 154,792.00	$ 2,185.00	$ 6,300.00	$ 8,485.00	$ 146,307.00	$ -	$ 146,307.00
	4.2%							

Contractor's Initials BAS

Date 5/12/14

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 fundors 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 fundors, 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. **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:

16.1. Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function

16.2. 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

16.3. Monitor the subcontractor's performance on an ongoing basis

16.4. Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed

16.5. 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.

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.

ADDITIONAL SPECIAL PROVISIONS

1. The Division reserves the right to renew the Agreement for up to four additional years, subject to continued availability of funds, satisfactory performance of services, and approval by the Governor and Executive Council.

Contractor Initials: RAS

Date: 5/12/14

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 GRANTEES 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

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: Child and Family Services of NH

5/12/14
Date

Name: Jorge Alvarez de Toledo
Title: President & CEO

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: Child and Family Services of NH

5/12/14
Date

Name: Zoya Alvarez de Toledo
Title: President & CEO

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

Contractor Initials SAT
Date 5/12/19

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: Child and Family Services of NH

5/12/14
Date

Name: Sonja A Alvarez de Toledo
Title: President & CEO

CERTIFICATION REGARDING THE AMERICANS WITH DISABILITIES ACT COMPLIANCE

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

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

Contractor Name: Child and Family Services of NH

5/12/14
Date

Name: Sonja Hernandez de Toledo
Title: President & CEO

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: Child and Family Services of NH

5/12/14
Date

Name: Sonja Alvarez de Toledo
Title: President & CEO

Contractor Initials SAT
Date 5/12/14

HEALTH INSURANCE PORTABLITY 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, TitleXIII, 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.

l. "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.

(3) 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

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:

- The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
- The unauthorized person used the protected health information or to whom the disclosure was made;
- Whether the protected health information was actually acquired or viewed
- 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 (l). 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

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

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.

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) l, 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.

NHDHHS	Child and Family Services of NH
The State	Name of the Contractor
Signature of Authorized Representative	Signature of Authorized Representative
Mary Ann Carey	Maria Alvarez de Toledo
Name of Authorized Representative	Name of Authorized Representative
Associate Commissioner	President & CEO
Title of Authorized Representative	Title of Authorized Representative
5/27/14	5/12/14
Date	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: Child and Family Services of NH

5/12/14
Date

Name: Beja Alvarez de Toledo
Title: President & CEO

Contractor Initials
Date 5/12/14

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: 095505905

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?

   X 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: _____

State of New Hampshire
Department of Health and Human Services
Amendment #4 to the Comprehensive Family Support Services

This 4th Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #4") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Children Unlimited, Inc. (hereinafter referred to as "the Contractor"), a nonprofit with a place of business at 182 West Main Street, Conway, NH, 03818.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80), and as amended on June, 10, 2015 (Item #5D), May 18, 2016 (Item #9A), and March 21, 2018 (Item #14B), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules or terms and conditions of the contract; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-2 Additional Special Provisions, Paragraph #1, the State may modify the scope of work and the payment schedule of the contract upon written agreement of the parties and approval from the Governor and Executive Council; and

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

WHEREAS, all terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #4 remain in full force and effect; and

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

1. Form P-37 General Provisions, Block 1.6, Account Number to add:

   05-095-045-450010-61270000-102-500731
   05-095-042-421010-29580000-644-504187

2. Form P-37 General Provisions, Block 1.7, Completion Date, to read:

   June 30, 2020.

3. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:

   $1,070,223.

4. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:

   Nathan D. White, Director.

5. Form P-37, General Provisions, Block 1.10, State Agency Telephone Number, to read:

   603-271-9631.

6. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 2.2, to read:

   2.2 Expenditures shall be in accordance with the approved line item budget shown in Exhibit B-1 – Amendment #2, B-2-Amendment #2, B-3 - Amendment #3, B-4 – Amendment #3, and Exhibit B-5 Budget Amendment #4.

7. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 1.2 to read:

   1.2 The Contractor agrees to provide the services in Exhibit A, Scope of Service in compliance with funding requirements, which includes an in-kind match of an amount equal to a minimum of 25% of the federal Title IV-B grant identified in Subsection 1.1, above and 25% of the federal Promoting Safe and Stable Families grant identified in Subsection 2.2, above.

8. Add Exhibit B, Methods and Conditions Precedent to Payment, Section 1.3 to read:

   1.3 The Contractor shall ensure the annual 25% required match in Section 1.2 above, is in non-federal contributions either in cash or in-kind related to directly providing Title IV-B and Promoting Safe and Stable Families project activities and goals related to Comprehensive Family Support Services as approved by the Department.

9. Add Exhibit B-5 Budget Amendment #4

10. Add Exhibit K, DHHS Information Security Requirements

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

5/28/19
Date

Name: Christine Santaniello
Title: Director

Children Unlimited, Inc.

5/24/2019
Date

Name: Ardis Yahna
Title: Executive Director

Acknowledgement of Contractor's signature:

State of New Hampshire, County of Carroll on 5/24/19, before the undersigned officer, personally appeared the person identified directly above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

Linda A. Wise
Signature of Notary Public or ~~Justice of the Peace~~

Linda A. Wise
Name and Title of Notary or ~~Justice of the Peace~~

LINDA A. WISE
MY COMMISSION EXPIRES JAN. 28, 2020
NOTARY PUBLIC
NEW HAMPSHIRE

My Commission Expires: January 28, 2020

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

OFFICE OF THE ATTORNEY GENERAL

6/4/2019
Date

Name: Nancy J. Smith
Title: Sr. Asst. Atty General

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

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

Contractor name: Children Unlimited Inc.

Budget Request for: Comprehensive Family Support Services

Budget Period: July 1, 2018 through June 30, 2020

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	$ 204,520.00	$ 13,200.00	$ 217,720.00	$ 25,500.00	$ 13,200.00	$ 38,700.00	$ 179,020.00	$ -	$ 179,020.00
2. Employee Benefits	$ 12,225.00	$ 1,010.00	$ 13,235.00	$ 1,225.00	$ 1,010.00	$ 2,235.00	$ 11,000.00	$ -	$ 11,000.00
3. Consultants	$ 6,000.00	$ -	$ 6,000.00	$ -	$ -	$ -	$ 6,000.00	$ -	$ 6,000.00
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ 250.00	$ -	$ 250.00	$ 250.00	$ -	$ 250.00	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 1,700.00	$ -	$ 1,700.00	$ 600.00	$ -	$ 600.00	$ 1,100.00	$ -	$ 1,100.00
6. Travel	$ 7,750.00	$ -	$ 7,750.00	$ 1,150.00	$ -	$ 1,150.00	$ 6,600.00	$ -	$ 6,600.00
7. Occupancy	$ 7,200.00	$ -	$ 7,200.00	$ 7,200.00	$ -	$ 7,200.00	$ -	$ -	$ -
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ -	$ 2,500.00	$ 2,500.00	$ -	$ 2,500.00	$ 2,500.00	$ -	$ -	$ -
Postage	$ -	$ 150.00	$ 150.00	$ -	$ 150.00	$ 150.00	$ -	$ -	$ -
Subscriptions	$ 200.00	$ -	$ 200.00	$ -	$ -	$ -	$ 200.00	$ -	$ 200.00
Audit and Legal	$ -	$ 1,875.00	$ 1,875.00	$ -	$ 1,875.00	$ 1,875.00	$ -	$ -	$ -
Insurance	$ -	$ 4,855.00	$ 4,855.00	$ -	$ 4,855.00	$ 4,855.00	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 200.00	$ -	$ 200.00	$ 200.00	$ -	$ 200.00	$ -	$ -	$ -
11. Staff Education and Training	$ 1,200.00	$ -	$ 1,200.00	$ 200.00	$ -	$ 200.00	$ 1,000.00	$ -	$ 1,000.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Building (Electric, heat, building maintenance)	$ 13,876.00	$ 2,014.00	$ 15,890.00	$ 10,376.00	$ -	$ 10,376.00	$ 3,500.00	$ 2,014.00	$ 5,514.00
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 255,121.00	$ 25,604.00	$ 280,725.00	$ 46,701.00	$ 23,590.00	$ 70,291.00	$ 208,420.00	$ 2,014.00	$ 210,434.00

Indirect As A Percent of Direct 10.0%

Contractor Initials AJ

Date 5/24/19

A. Definitions

The following terms may be reflected and have the described meaning in this document:

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, " Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.

2. "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.

3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

   Confidential Information also 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 Protected Health Information (PHI), Personal Information (PI), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.

5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.

6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data, and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss or misplacement of hardcopy documents, and misrouting of physical or electronic

mail, all of which may have the potential to put the data at risk of unauthorized access, use, disclosure, modification or destruction.

7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.

8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.

9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.

10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.

11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.

12. "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.

I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR

A. Business Use and Disclosure of Confidential Information.

1. The Contractor must not use, disclose, maintain or transmit Confidential Information except as reasonably necessary as outlined under this Contract. Further, Contractor, including but not limited to all its directors, officers, employees and agents, must not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.

2. The Contractor must not disclose any Confidential Information in response to a

request for disclosure on the basis that it is required by law, in response to a subpoena, etc., without first notifying DHHS so that DHHS has an opportunity to consent or object to the disclosure.

3. If DHHS notifies the Contractor that DHHS 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 Contractor must be bound by such additional restrictions and must not disclose PHI in violation of such additional restrictions and must abide by any additional security safeguards.
4. The Contractor agrees that DHHS Data or derivative there from disclosed to an End User must only be used pursuant to the terms of this Contract.
5. The Contractor agrees DHHS Data obtained under this Contract may not be used for any other purposes that are not indicated in this Contract.
6. The Contractor agrees to grant access to the data to the authorized representatives of DHHS for the purpose of inspecting to confirm compliance with the terms of this Contract.

II. METHODS OF SECURE TRANSMISSION OF DATA

1. Application Encryption. If End User is transmitting DHHS data containing Confidential Data between applications, the Contractor attests the applications have been evaluated by an expert knowledgeable in cyber security and that said application's encryption capabilities ensure secure transmission via the internet.
2. Computer Disks and Portable Storage Devices. End User may not use computer disks or portable storage devices, such as a thumb drive, as a method of transmitting DHHS data.
3. Encrypted Email. End User may only employ email to transmit Confidential Data if email is encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
4. Encrypted Web Site. If End User is employing the Web to transmit Confidential Data, the secure socket layers (SSL) must be used and the web site must be secure. SSL encrypts data transmitted via a Web site.
5. File Hosting Services, also known as File Sharing Sites. End User may not use file hosting services, such as Dropbox or Google Cloud Storage, to transmit Confidential Data.
6. Ground Mail Service. End User may only transmit Confidential Data via *certified* ground mail within the continental U.S. and when sent to a named individual.
7. Laptops and PDA. If End User is employing portable devices to transmit Confidential Data said devices must be encrypted and password-protected.
8. Open Wireless Networks. End User may not transmit Confidential Data via an open

wireless network. End User must employ a virtual private network (VPN) when remotely transmitting via an open wireless network.

9. Remote User Communication. If End User is employing remote communication to access or transmit Confidential Data, a virtual private network (VPN) must be installed on the End User's mobile device(s) or laptop from which information will be transmitted or accessed.

10. SSH File Transfer Protocol (SFTP), also known as Secure File Transfer Protocol. If End User is employing an SFTP to transmit Confidential Data, End User will structure the Folder and access privileges to prevent inappropriate disclosure of information. SFTP folders and sub-folders used for transmitting Confidential Data will be coded for 24-hour auto-deletion cycle (i.e. Confidential Data will be deleted every 24 hours).

11. Wireless Devices. If End User is transmitting Confidential Data via wireless devices, all data must be encrypted to prevent inappropriate disclosure of information.

III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS

The Contractor will only retain the data and any derivative of the data for the duration of this Contract. After such time, the Contractor will have 30 days to destroy the data and any derivative in whatever form it may exist, unless, otherwise required by law or permitted under this Contract. To this end, the parties must:

A. Retention

1. The Contractor agrees it will not store, transfer or process data collected in connection with the services rendered under this Contract outside of the United States. This physical location requirement shall also apply in the implementation of cloud computing, cloud service or cloud storage capabilities, and includes backup data and Disaster Recovery locations.

2. The Contractor agrees to 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.

3. The Contractor agrees to provide security awareness and education for its End Users in support of protecting Department confidential information.

4. The Contractor agrees to retain all electronic and hard copies of Confidential Data in a secure location and identified in section IV. A.2

5. The Contractor agrees Confidential Data stored in a Cloud must be in a FedRAMP/HITECH compliant solution and comply with all applicable statutes and regulations regarding the privacy and security. All servers and devices must have currently-supported and hardened operating systems, the latest anti-viral, anti-hacker, anti-spam, anti-spyware, and anti-malware utilities. The environment, as a

whole, must have aggressive intrusion-detection and firewall protection.

6. The Contractor agrees to and ensures its complete cooperation with the State's Chief Information Officer in the detection of any security vulnerability of the hosting infrastructure.

B. Disposition

1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor 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 by the Contractor 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 and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute of Standards and Technology, U. S. Department of Commerce. The Contractor 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 Contractor prior to destruction.

2. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.

3. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

IV. PROCEDURES FOR SECURITY

A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:

1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.

2. The Contractor will 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.).

3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.

4. The Contractor will 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.

5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.

6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor 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 Contractor, including breach notification requirements.

7. The Contractor 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 Contractor and any applicable sub-contractors prior to system access being authorized.

8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.

9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.

10. The Contractor 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 Information Security Office leadership member within the Department.

11. 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.

12. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.

13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at https://www.nh.gov/doit/vendor/index.htm for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.

14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer and the State's Security Officer of any security breach immediately, at the email addresses provided in Section VI. This includes 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.

15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.

16. The Contractor must ensure that all End Users:

    a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.

    b. safeguard this information at all times.

    c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.

    d. send emails containing Confidential Information only if <u>encrypted</u> and being sent to and being received by email addresses of persons authorized to receive such information.

e. limit disclosure of the Confidential Information to the extent permitted by law.

f. Confidential Information received under this Contract and individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).

g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.

h. in all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.

i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.

Contractor is responsible for oversight and compliance of their End Users. DHHS reserves the right to conduct onsite inspections to monitor compliance with this Contract, including the privacy and security requirements provided in herein, HIPAA, and other applicable laws and Federal regulations until such time the Confidential Data is disposed of in accordance with this Contract.

V. LOSS REPORTING

The Contractor must notify the State's Privacy Officer and Security Officer of any Security Incidents and Breaches immediately, at the email addresses provided in Section VI.

The Contractor must further handle and report Incidents and Breaches involving PHI in accordance with the agency's documented Incident Handling and Breach Notification procedures and in accordance with 42 C.F.R. §§ 431.300 - 306. In addition to, and notwithstanding, Contractor's compliance with all applicable obligations and procedures, Contractor's procedures must also address how the Contractor will:

1. Identify Incidents;
2. Determine if personally identifiable information is involved in Incidents;
3. Report suspected or confirmed Incidents as required in this Exhibit or P-37;
4. Identify and convene a core response group to determine the risk level of Incidents and determine risk-based responses to Incidents; and

5. Determine whether Breach notification is required, and, if so, identify appropriate Breach notification methods, timing, source, and contents from among different options, and bear costs associated with the Breach notice as well as any mitigation measures.

Incidents and/or Breaches that implicate PI must be addressed and reported, as applicable, in accordance with NH RSA 359-C:20.

VI. PERSONS TO CONTACT

A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov

B. DHHS Security Officer:

DHHSInformationSecurityOffice@dhhs.nh.gov

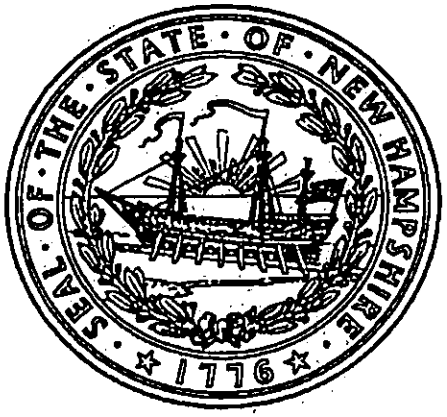
State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that CHILDREN UNLIMITED, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on May 02, 1986. 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: **87329**

Certificate Number : **0004507769**



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 29th day of April A.D. 2019.

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

I, Barbara W Campbell, do hereby certify that:
(Name of the elected Officer of the Agency; cannot be contract signatory)

1. I am a duly elected Officer of CHILDREN UNLIMITED, INC.
(Agency Name)

2. The following is a true copy of the resolution duly adopted at a meeting of the Board of Directors of the Agency duly held on 05/24/19:
(Date)

RESOLVED: That the EXECUTIVE DIRECTOR
(Title of Contract Signatory)

is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

3. The foregoing resolutions have not been amended or revoked, and remain in full force and effect as of the 24TH day of MAY, 2019.
(Date Amendment Signed)

4. ARDIS YAHNA is the duly elected EXECUTIVE DIRECTOR
(Name of Contract Signatory) (Title of Contract Signatory)

of the Agency.

Barbara W Campbell
(Signature of the Elected Officer)

STATE OF NEW HAMPSHIRE

County of Carroll

The forgoing instrument was acknowledged before me this 24 day of May, 2019,

By BARBARA CAMPBELL.
(Name of Elected Officer of the Agency)

Linda A. Wise
(Notary Public/~~Justice of the Peace~~)

LINDA A. WISE
MY COMMISSION EXPIRES JAN. 28, 2020
NOTARY PUBLIC
NEW HAMPSHIRE

(NOTARY SEAL)

Commission Expires: January 28, 2020

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/14/2019

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

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

PRODUCER
Chalmers Insurance Group - North Conway
PO Box 2480
3277 White Mountain Highway
North Conway NH 03860

CONTACT NAME: Helen Goss, CIC
PHONE (A/C, No, Ext): (603) 356-6926 FAX (A/C, No): (603) 356-6934
E-MAIL ADDRESS: hgoss@ChalmersInsuranceGroup.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Philadelphia Indemnity Insurance Co	18058
INSURER B: Wesco Insurance Company	25011
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Children Unlimited, Inc.
PO Box 986
Conway NH 03818-0986

COVERAGES CERTIFICATE NUMBER: 18-19 GL, Prof, WC, Umb REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC OTHER:			PHPK1821453	07/01/2018	07/01/2019	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 3,000,000
							PRODUCTS - COMP/OP AGG	$ 3,000,000
								$
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	[X] UMBRELLA LIAB [X] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000			PHUB629549	07/01/2018	07/01/2019	EACH OCCURRENCE	$ 1,000,000
							AGGREGATE	$ 1,000,000
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [Y] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WWC3357808	07/01/2018	07/01/2019	[X] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
A	Professional Liability - Occurrence Form			PHPK1821453	07/01/2018	07/01/2019	Each Prof. Incident	$1,000,000
							Aggregate Limit	$3,000,000

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

Operations: Early Intervention of Preschool Children/Daycare Center
Excluded Officers on Workers' Compensation: President/Vice President/Treasurer

CERTIFICATE HOLDER

State of New Hampshire, Department of Health and 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

Helen W. Goss

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FAMILY CONNECTIONS RESOURCE CENTER at

CHILDREN Unlimited INC

NURTURING HEARTS AND MINDS ONE AT A TIME.

OUR MISSION is to promote family wellness and decrease family stressors in order to prevent child abuse and neglect.

182 West Main Street, PO Box 986
Conway, New Hampshire 03818
Phone: 603-447-6356 Ext. 111 Fax: 603-447-1114
bross@childrenunlimitedinc.org
www.childrenunlimitedinc.org

CHILDREN UNLIMITED, INC.

Financial Statements

June 30, 2018 and 2017

and

Independent Auditor's Report

CHILDREN UNLIMITED, INC.
FINANCIAL STATEMENTS
June 30, 2018 and 2017

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VACHON CLUKAY
& COMPANY PC

CERTIFIED PUBLIC ACCOUNTANTS
608 Chestnut Street • Manchester, New Hampshire 03104
(603) 622-7070 • Fax: (603) 622-1452 • www.vachonclukay.com

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Children Unlimited, Inc.

Report on the Financial Statements

We have audited the accompanying financial statements of Children Unlimited, Inc. (a nonprofit entity), which comprise the statements of financial position as of June 30, 2018 and 2017, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. 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 auditor's 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 Children Unlimited, Inc. as of June 30, 2018 and 2017, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The schedules of functional expenses on pages 11-12 are presented for purposes of additional analysis and are 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.

Vachon Clukay & Company PC

Manchester, New Hampshire
March 20, 2019

CHILDREN UNLIMITED, INC.
STATEMENTS OF FINANCIAL POSITION
June 30, 2018 and 2017

ASSETS	2018	2017
CURRENT ASSETS:		
Cash	$ 108,353	$ 181,190
Accounts receivable, net	158,417	205,759
Prepaid expenses	6,370	6,718
TOTAL CURRENT ASSETS	273,140	393,667
PROPERTY AND EQUIPMENT:		
Land	103,956	103,956
Playground	108,827	105,578
Buildings and improvements	1,345,901	1,344,586
Furniture and fixtures	9,160	7,445
Equipment	48,347	38,512
	1,616,191	1,600,077
Less accumulated depreciation	(447,676)	(399,009)
PROPERTY AND EQUIPMENT, NET	1,168,515	1,201,068
TOTAL ASSETS	$ 1,441,655	$ 1,594,735

LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES:		
Accounts payable	$ 17,749	$ 26,141
Accrued expenses	62,755	74,138
Line of credit	25,000	55,000
TOTAL CURRENT LIABILITIES	105,504	155,279
NET ASSETS:		
Temporarily restricted	152,986	124,981
Unrestricted		
Board designated funds for building purposes	14,894	14,879
Undesignated	1,168,271	1,299,596
TOTAL NET ASSETS	1,336,151	1,439,456
TOTAL LIABILITIES AND NET ASSETS	$ 1,441,655	$ 1,594,735

See notes to financial statements

CHILDREN UNLIMITED, INC.
STATEMENTS OF ACTIVITIES
For the Years Ended June 30, 2018 and 2017

	2018	2017
CHANGES IN UNRESTRICTED NET ASSETS:		
REVENUE AND SUPPORT:		
Fees and grants from governmental agencies	$ 273,565	$ 420,554
Contributions	47,635	50,886
Annual appeal	12,092	6,610
Tuition income	584,958	501,684
Therapy income	269,102	201,958
Town support	44,652	33,401
Interest	15	29
Fundraising events	13,821	13,558
Other revenue	15,372	25,684
TOTAL UNRESTRICTED REVENUES	1,261,212	1,254,364
NET ASSETS RELEASED FROM RESTRICTIONS:		
Satisfaction of donor restrictions	62,681	85,970
TOTAL NET ASSETS RELEASED FROM RESTRICTIONS	62,681	85,970
TOTAL UNRESTRICTED REVENUES AND SUPPORT	1,323,893	1,340,334
EXPENSES:		
PROGRAM SERVICES:		
Early intervention services	885	261,606
Childcare	458,761	439,674
Preschool	248,477	297,739
Children's clinic	136,224	20,121
Family resources	190,724	176,419
Pediatric services	46,990	81,800
Home based therapy services	13,553	7,959
TOTAL PROGRAM SERVICES	1,095,614	1,285,318
SUPPORTING SERVICES:		
General administration	358,390	136,946
Fundraising	1,199	5,624
TOTAL SUPPORTING SERVICES	359,589	142,570
TOTAL EXPENSES	1,455,203	1,427,888
TOTAL (DECREASE) IN UNRESTRICTED NET ASSETS	(131,310)	(87,554)
CHANGES IN TEMPORARILY RESTRICTED NET ASSETS:		
Fees and grants from governmental agencies	29,921	
Contributions	60,727	50,000
Interest on temporarily restricted contributions	38	48
Net assets released from restrictions	(62,681)	(85,970)
INCREASE (DECREASE) IN TEMPORARILY RESTRICTED NET ASSETS	28,005	(35,922)
CHANGE IN NET ASSETS	(103,305)	(123,476)
NET ASSETS, JULY 1	1,439,456	1,562,932
NET ASSETS, JUNE 30	$ 1,336,151	$ 1,439,456

See notes to financial statements

CHILDREN UNLIMITED, INC.
STATEMENTS OF CASH FLOWS
For the Yeas Ended June 30, 2018 and 2017

	2018	2017
CASH FLOWS FROM OPERATING ACTIVITIES:		
Cash received from grants and contributions	$ 1,383,815	$ 1,235,970
Interest income received	53	77
Other income received	11,043	22,407
Cash paid to employees	(1,004,896)	(1,023,298)
Cash paid to suppliers and others	(412,597)	(341,835)
Interest paid	(4,141)	(3,923)
Net Cash Used by Operating Activities	(26,723)	(110,602)
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchase of property and equipment	(16,114)	(17,642)
Net Cash Used by Investing Activities	(16,114)	(17,642)
CASH FLOWS FROM FINANCING ACTIVITIES:		
Payments on line of credit	(30,000)	
Proceeds from line of credit		55,000
Net Cash Provided (Used) by Financing Activities	(30,000)	55,000
Net decrease in cash and cash equivalents	(72,837)	(73,244)
Cash and cash equivalents, beginning of year	181,190	254,434
Cash and cash equivalents, ending of year	$ 108,353	$ 181,190
Reconciliation of Change in Net Assets to Net Cash Used by Operating Activities:		
Change in net assets	$ (103,305)	$ (123,476)
Adjustments to Reconcile Change in Net Assets to to Net Cash Used by Operating Activities:		
Depreciation	48,667	47,470
Loss on disposal of property and equipment		3,123
Change in assets and liabilities:		
Accounts receivable	47,342	(42,331)
Prepaid expenses	348	2,356
Accounts payable	(8,392)	3,679
Accrued expenses	(11,383)	(1,073)
Deferred revenue		(350)
Net Cash Used by Operating Activities	$ (26,723)	$ (110,602)
Supplemental Disclosure of Non-cash Transactions:		
In-kind services received	$ 4,329	$ 3,277
In-kind expenses	(4,329)	(3,277)
Cost basis of fully depreciated disposed property and equipment		3,123
	$	$ 3,123

See notes to financial statements

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization and Purpose

Children Unlimited, Inc. (the Entity) was organized as a nonprofit entity under Section 501(c)(3) of the Internal Revenue Code on November 24, 1986. The Entity was established for the purpose of providing developmental, educational, and therapeutic services to serve the needs of children from birth through five years of age and their families.

The accounting policies of Children Unlimited, Inc. conform to accounting principles generally accepted in the United States of America as applicable to nonprofit organizations except as indicated hereafter. The following is a summary of significant accounting policies.

Basis of Presentation

The financial statements have been prepared in accordance with the reporting pronouncements pertaining to Not-for-Profit Entities included within the FASB Accounting Standards Codification. The Entity 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, based upon the existence or absence of donor-imposed restrictions.

Basis of Accounting

The financial statements have been prepared using the accrual basis of accounting.

Revenues from program services are recorded when earned. Other miscellaneous revenues are recorded upon receipt.

Recognition of Donor Restrictions

Contributions are recognized when the donor makes a promise to give to the Entity that is, in substance, unconditional. Contributions received are recorded as increases in unrestricted, temporarily restricted, or permanently restricted net assets, depending upon the existence and/or nature of any donor restrictions.

Allocation of Functional Expenses

The costs of providing various programs and other activities have been summarized on a functional basis in the accompanying statements of activities. Accordingly, certain costs have been allocated among the programs and supporting services based on percentage allocations determined by the Entity's management.

Cash

Cash consists of demand deposits, cash on hand and all highly liquid investments with a maturity of ninety days or less.

Property and Equipment

Property and equipment are stated at cost or estimated fair market value for donated assets. The Entity's policy is to capitalize expenditures for major improvements and to charge to operations expenditures which do not extend the lives of related assets in the period incurred. Depreciation is computed using the straight-line method over the following estimated useful lives:

	Years
Playground	5-15
Buildings and improvements	5-39
Furniture and fixtures	5-10
Equipment	5-15

Depreciation expense for the years ending June 30, 2018 and 2017 was $48,667 and $47,470, respectively.

Accrued Earned Time

All full-time and part-time employees accrue earned time as they provide services. Earned time is accrued at a rate dependent upon length of service. Earned time may be accrued to a maximum of 240 hours. Upon termination of employment, any accrued/unused earned time will be paid at current rates of pay, except for employees who have been employed for less than 90 days.

Income Taxes

The Entity has received a determination letter from the Internal Revenue Service stating that it qualifies for tax-exempt status under Section 501(c)(3) of the Internal Revenue Code for its exempt function income. In addition, the Entity is not subject to state income taxes.

The Entity adopted FASB Accounting Standards Codification Topic 740 entitled *Accounting for Income Taxes* which requires the Entity to report uncertain tax positions for financial reporting purposes. FASB ASC 740 prescribes rules regarding how the Entity should recognize, measure and disclose in its financial statements, tax positions that were taken or will be taken on the Entity's tax returns that are reflected in measuring current or deferred income tax assets and liabilities. Differences between tax positions taken in a tax return and amounts recognized in the financial statements will generally result in an increase in a liability for income tax payable or a reduction in a deferred tax asset or an increase in a deferred tax liability. The Entity does not have any material unrecognized tax benefits.

Bad Debts

The Entity uses the reserve method for accounting for bad debts. It is the Entity's policy to charge off uncollectible receivables when management determines the receivable will not be collected. The allowance for doubtful accounts as of June 30, 2018 and 2017 was $4,245.

Fundraising Activities

Fundraising expenses represent the cost of running special events by the Entity and totaled $1,199 and $5,624 for the years ending June 30, 2018 and 2017, respectively.

Donated Services

The Entity receives donated professional services which are recorded as both revenue and expenses at estimated fair value. Donated services recognized as revenue and expenses in the Statements of Activities for the years ending June 30, 2018 and 2017 was $4,329 and $3,277, respectively.

Advertising Costs

Advertising costs are expensed as incurred. Advertising expense was $1,768 and $1,303 for the years ending June 30, 2018 and 2017, respectively.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Fair Value of Financial Instruments

Cash, trade receivables, accounts payable, accrued expenses and other liabilities are carried in the financial statements at amounts which approximate fair value due to the inherently short-term nature of the transactions. The fair values determined for financial instruments are estimates, which for certain accounts may differ significantly from the amount which could be realized upon immediate liquidation.

NOTE 2—CONCENTRATION OF CREDIT RISK

The Entity maintains its cash and investment balances in two financial institutions. The balances are insured by the Federal Deposit Insurance Corporation up to a combined total of $250,000 per financial institution as of June 30, 2018 and 2017. The bank balances may, at times, materially exceed federally insured limits. The Entity has not experienced any losses on such accounts. The Entity's cash was fully insured as of June 30, 2018 and 2017.

NOTE 3—ACCOUNTS RECEIVABLE

Accounts receivable consist of the following at June 30, 2018 and 2017:

	6/30/18	6/30/17
Fees and grants from governmental agencies	$ 43,663	$ 45,199
Childcare	33,743	60,548
Town support	35,830	22,000
Therapy services	47,308	73,909
Other pediatric services	2,118	8,348
	162,662	210,004
Less allowance for doubtful accounts	(4,245)	(4,245)
	$ 158,417	$ 205,759

NOTE 4—LINE OF CREDIT

The Entity has maintained a line of credit of $200,000 with a financial institution. The outstanding balance on this line of credit was $25,000 and $55,000 as of June 30, 2018 and 2017, respectively. Any outstanding balance is payable in full immediately upon demand. The terms of the agreement indicate the interest rate on any outstanding balance shall be equal to the prime rate, as published daily in the Wall Street Journal, plus 0.99% per annum. The interest rate as of June 30, 2018 and 2017 was 5.99% and 5.24%, respectively.

NOTE 5—TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets represent donor and time restricted funding at year end. Temporarily restricted net assets at June 30, 2018 and 2017 are as follows:

	6/30/18	6/30/17
Silver anniversary fund	$ 14,144	$ 21,477
Scholarship funds	25,736	27,032
Development funds	75,683	76,472
Ham charitable fund	27,666	
NH charitable fund	500	
Integrated delivery network funds	9,257	
	$ 152,986	$ 124,981

NOTE 6—ECONOMIC DEPENDENCE

During the year ended June 30, 2018 and 2017, the Entity received $303,486 (22.45%) and $420,554 (32.24%), respectively, of its revenues in the form of fees and grants from the State of New Hampshire. This funding includes family support grant revenue and Medicaid income.

The Comprehensive Family Support Services grant agreement has been renewed through June 30, 2019. Revenue is recognized as earned under the terms of the grant contract and is received on a cost reimbursement basis. Other support originates from other program services, contributions, Town support, and other income.

NOTE 7—CONTINGENCIES

The Entity participates in a number of Federal and State assisted grant programs and contracts. Such programs may be subject to financial and compliance audits by the grantors or their representatives. The amounts, if any, of expenses which may be disallowed by a grantor agency cannot be determined at this time, although the Entity expects such amounts, if any, to be immaterial.

NOTE 8—SUBSEQUENT EVENTS

Subsequent events have been evaluated through March 20, 2019, which is the date the financial statements were available to be issued.

CHILDREN UNLIMITED, INC.
SCHEDULE OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2018

	Program Services								Supporting Services		
	Early intervention services	Childcare services	Preschool services	Children's Clinic services	Family resources	Pediatric services	Home based therapy services	Total Program Services	General Administration	Fundraising	Total Supporting Services
SALARIES AND RELATED EXPENSES:											
Salaries		$ 319,014	$ 211,322	$ 89,741	$ 162,007	$ 38,291	$ 11,263	$ 831,638	$ 160,384		$ 160,384
Payroll taxes		25,592	11,030	12,405	11,137	2,714		62,878	12,372		12,372
Employee benefits		53,286	2,031	1,144	1,261	421	109	58,252	836		836
	$ -	397,892	224,383	$ 103,290	174,405	41,426	11,372	952,768	173,592	$ -	173,592
OTHER EXPENSES:											
Staff training		1,449		548				1,997	436		436
Consulting	505		3,244	22,070	1,096		350	27,265	275		275
Dues and subscriptions		80	822		400	50		1,352	808		808
Conferences			374	382	1,094			1,850			-
Advertising		509	703	261	45			1,518	250		250
Food		3,963	185	40	24			4,212	504		504
Supplies		2,502	77					2,579	3,162	1,199	4,361
Insurance						138		138	12,937		12,937
Maintenance		10,680	2,219	148	350	2		13,399	42,792		42,792
Postage			3	2	5			10	1,244		1,244
Program education		50						50			-
Telephone					1,268			1,268	10,074		10,074
Travel		1,400	894	4,914	6,875	892	1,741	16,716	248		248
Utilities								-	17,885		17,885
Depreciation								-	48,667		48,667
Bookkeeping	380	2,139	1,890	4,519	2,888	4,398	90	16,304	11,380		11,380
Legal and accounting								-	22,542		22,542
Office supplies		69	27		54	34		184	5,990		5,990
Miscellaneous		990	350	50	2,220	50		3,660	1,617		1,617
Bad debts		17,989	13,306					31,295			-
Scholarships awarded		18,895						18,895			-
Interest expense		154						154	3,987		3,987
Total	$ 885	$ 458,761	$ 248,477	$ 136,224	$ 190,724	$ 46,990	$ 13,553	$ 1,095,614	$ 358,390	$ 1,199	$ 359,589

CHILDREN UNLIMITED, INC.
SCHEDULE OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2017

	Program Services								Supporting Services		
	Early intervention services	Childcare services	Preschool services	Children's Clinic services	Family resources	Pediatric services	Home based therapy services	Total Program Services	General Administration	Fundraising	Total Supporting Services
SALARIES AND RELATED EXPENSES:											
Salaries	$ 185,719	$ 324,649	$ 258,472		$ 140,585	$ 71,067	$ 6,894	$ 987,386	$ 9,754		$ 9,754
Payroll taxes	21,567	36,981	3,548		9,029	1,731	258	73,114	229		229
Employee benefits	4,258	2,584	1,521		1,662	913		10,938			-
	211,544	364,214	263,541	$ -	151,276	73,711	7,152	1,071,438	9,983	$ -	9,983
OTHER EXPENSES:											
Staff training	429	5,644	7		493			6,573	143		143
Consulting	24,287		276	16,908	113	640		42,224	8,901		8,901
Dues and subscriptions			565					565	334		334
Conferences	(23)		196		873	249		1,295	50		50
Advertising	326	158	60		60			604	699		699
Food	149	4,126	1,119		237			5,631	50		50
Supplies	299	3,633	860		267			5,059	123	5,624	5,747
Insurance	665							665	10,740		10,740
Maintenance	5,867	13,781	12,475	495	5,167	550		38,335	5,388		5,388
Postage	300	258	250	77	147			1,032	71		71
Program education	22	1,195	1,160		32			2,409			-
Telephone	1,438	3,616	2,350		2,537	175		10,116	795		795
Travel	5,412	851	1,320		5,770	3,624	807	17,784			-
Utilities	2,926	4,981	5,793	180	4,250	54		18,184			-
Depreciation								-	47,470		47,470
Bookkeeping	6,819	2,803	3,947	2,323	3,867	2,703		22,462	10,293		10,293
Legal and accounting	279							279	33,217		33,217
Office supplies	867	1,814	1,820	138	980	34		5,653	728		728
Miscellaneous		8,435	2,000			60		10,495	935		935
Bad debts		3,756						3,756			-
Scholarships awarded		20,389			350			20,739			-
Interest expense		20						20	3,903		3,903
Loss on disposal								-	3,123		3,123
Total	$ 261,606	$ 439,674	$ 297,739	$ 20,121	$ 176,419	$ 81,800	$ 7,959	$ 1,285,318	$ 136,946	$ 5,624	$ 142,570

CU 2019 Board of Directors

Tracy Orlando, **President (2016)**

Compliance Committee

Barbara Campbell, **Treasurer (2016)**

Finance Committee

Carolina Marles, **Secretary (2019)**

Health & Wellness Committee

Lance Zack (2017)

Strategy Committee
Compliance Committee

Michelle Kidder (2018)

Marketing/Fundraising Committee
Health & Wellness Committee

Emily Beaulieu (2018)

Marketing/Fundraising Committee

Katie Smith (2018)

Fundraising Committee

Executive Director
Ardis Yahna

(603) 901-3047 (Work)

ayahna@childrenunlimitedinc.org

Finance Manager
Emma Bell
(603) 901-3046 (Work)
ebell@childrenunlimitedinc.org

Barbara Ross

E-mail: bross@childrenunlimitedinc.org

Qualifications

30+ years of experience in the field of social work and family counseling, including residential treatment for adolescents, community health, early intervention, parent education and support, and individual and family counseling.

Areas of Expertise

Providing individual and family therapy from a systems-focused perspective, conflict mediation and relational skills, crisis intervention, support and education to parents, supervised visitation, multidisciplinary teaming and collaboration. Coordination of family resource center, which includes supervision of family support providers, networking, and collaboration with community agencies.

Work History

- 2010 to present, Family Connections Resource Center Coordinator, Children Unlimited, Inc. Supervision of family support providers, home visiting, parent education and support, including parenting classes; case management, resource and referral, collaboration and networking with community and state agencies. Conway NH

- 2004 to 2010, Family Therapist at Familystrength. Home-based individual and family therapy from a strength-based, solution-focused model; crisis intervention, advocacy and collaboration. Dover NH

- 1988 to 2004, Social Worker at White Mountain Community Health Center and Children Unlimited, Inc. Responsibilities include family support and education, home visiting, parent support groups, supervised visitation, developmental assessments; community networking and advocacy in a community health setting. Conway NH

- 1983 to 1988, Counselor at Greentree Girls Program. Counseling and case management for adolescent girls in a residential setting. Brockton MA

- 1979 to 1983, Counselor at Urban Woman and Child Health. Counseling pregnant and postpartum women in a clinic setting. Jamaica Plain MA

- 1977 to 1979, Counselor at Beth Israel Hospital, OB/GYN clinic. Counseling and advocacy for prenatal and postpartum women in a clinic setting. Boston MA

Barbara Ross

Education

- 1973 to 1977, Bachelor of Arts in Psychology from Brandeis University Waltham MA
- 1977 to present. Throughout this period, I have participated extensively and received certificates in the following areas: child abuse and neglect, domestic violence, motivational interviewing, attachment, cognitive behavioral therapy, brief therapy, treatment planning, et al.

Volunteer Experience

- 1978-1981, Counselor and Speaker for Boston Area Rape Crisis Center Cambridge MA
- 1973, VISTA Volunteer. Provided family support and education, repair and refurbishing of homes. Abbeville, Louisiana

References

Furnished upon request.

Cathleen A. Livingston

clivingston11@aol.com

Education: B.A. in Psychology Ithaca College Ithaca, NY 1988
Minors: Exercise Science and Sport Studies

Professional Experience:

2011-present: Family Connections Resource Center, Children Unlimited **Family Support Provider**

Provide parent education, home visiting, support and education with community resources. Identify family strengths, assess needs, develop and implement an action plan to achieve success at home and in the community. Child Health Support Provider: in-home support for children and families in conjunction with Division of Children, Youth and Families, family counseling from a strength-based, solution focused model, behavioral health management, referrals, supervised visitation and crisis intervention.

2002-2011: Starting Point **Direct Service Administrator/ Shelter Manager**

Oversee daily functioning of emergency shelter, provide case management services to shelter clients, provide court, hospital and support line advocacy. Co-facilitate trauma support group. Manage, recruit and train all volunteers and maintain current files.

1997-2002: Northern Human Services **Children's Case Manager**

Responsible for a caseload of over 20 families, wrote and implemented treatment plans, provided outreach services to children and families, member of the treatment team, acted as liaison and advocate in schools for identified children. Maintained files in accordance with state regulations.

1993-1996: Bartlett Community Preschool **Teacher's Assistant**

Responsible for assisting head teacher/director in leading educational activities for children aged 3-6. Planned field trips and managed the lunch program. Provided after school care for children aged 3-12.

1990-1991: Pine Tree Elementary School **Special Education Aide**

Aide for a kindergarten child with autism. Provided support in all classroom activities. Attended all IEP meetings.

1989-1990: Conway Elementary School **Special Education Aide**

Provided individual and small group instruction for three students in the second grade in reading and math. Assisted classroom teacher with daily activities.

Associations:

Member of the White Mountain Milers
Sigma XI Honor Society

Jess Warning

Children Unlimited, Inc.
182 West Main Street
Conway, NH 03818

jwarning@childrenunlimitedinc.org
603-447-6356 x110

Experience

August 2017 – present
Family Support Provider, Children Unlimited, Inc. – Conway, NH
- Provide strength based supportive counseling and basic parenting education
- Teach parenting and co-parenting classes in the community
- Provide in-home support to reduce family stressors

August 2016 – June 2017
Parent Aide, Child and Family Services of NH – Laconia, NH
- Primarily provide supervised visitation to non-custodial parents

2005 – 2009
5th/6th Grade Reading Teacher, Edward Brooke Charter School – Boston, MA
- Utilized data driven assessment strategies to track student progress and inform instruction
- Created a safe learning environment in which students feel comfortable taking risks and built relationships with students and families

2004 – 2005
Development Associate, International Institute of Boston – Boston, MA
- Organized fundraising events that raised between $10,000 and $500,000
- Maintained productive relationships with IIB board members

2002 – 2004
Client Services Representative, International Institute of MN – St. Paul, MN
- Organized admissions for a nursing assistant program for refugees
- Assisted refugees and asylum seekers with housing and financial issues

1998 – 2000
Teacher, Teach for America, John F. Cook Elementary – Washington, D.C.
- Created curricula for reading and social studies and taught in under resourced urban school

Education

Hubert Humphrey Institute – Minneapolis, MN – Master of Public Policy
2002
- Research Assistant, Institute on Race and Poverty
- Upper Midwest Human Rights Fellowship – Advocates for Human Rights

The George Washington University – Washington, D.C. – Bachelor's in International Affairs
1998

Patricia Carroll

[603] 447-6356
Children Unlimited, Inc.
182 West Main Street
Conway, NH 03818

pcarroll@childrenunlimitedinc.org
www.childrenunlimitedinc.org

Experience

March 2018 - present
Children Unlimited, Family Connections Resource Center – Conway, NH
Family Support Provider

- Promote family wellness and decrease family stressors in order to prevent child abuse and neglect

2014 – March 2018
Child & Family Services – Laconia, NH
Parent Aide

- Supervised visits with parents and children, help families find community resources and wrote supervised notes

2013 - 2014
Parent Information Center – Concord, NH
Volunteer Educational Advocate

- Advocated for families having children with special needs, specializing in assisting children with establishing IEPs

2010 - 2013
Special Olympics – Rochester, NH
Sports Coach

- Coached a team of 12 – 15 youth and adults on the bowling, track and snowshoeing teams. Trained to handle athletes with both mild and significant behavior conducts

2010 - 2011
NH Partners in Health, Family Advisory Council – Strafford County, NH
Board Member

- Worked on committees the fundraised to support families of children with chronic illnesses

2009 - 2012
Community Partners, Family Advisory Board – Strafford County, NH
Board Member

- Worked as part of a team to support families in Strafford County having children with disabilities

Education **Fitchburg State College – Fitchburg, Ma. 1973-1974**
Rochester Manor – CNA – 1985

Awards & Training

- Training: Domestic violence, access to safe housing, human trafficking
- Training: Workplace safety
- Training: Behavioral Conduct for Special Olympics
- Training: 11 – week course as Volunteer Educational Advocate
- "Pay It Forward," Parent Information Center

Lauren Kidder

Email: lkidder@childrenunlimitedinc.org

Summary

Dedicated and compassionate child care associate completing an associates degree in human services with excellent interpersonal skills. Adept in multitasking and critical thinking with knowledge of local community resources as wel as research and planning skills. Experience working with all types of cultural and socioeconomic backgrounds.

Education

Plymouth State University: 2013-2015

-Studied social work with an emphasis in children and families

-Accepted to the Phi Omega Honor Society

White Mountains Community College: 2016-Present

-Enrolled to get certificate in Human Services followed by an associates degree in Human Services

Work Experience

February 2014-May 2014: Activities volunteer at Mineral Springs Nursing Home

-Coordinating and organizing activities

-Communicating the clients needs and wants for their activity time to the activity's coordinator

-Collecting data

September 2016-November 2017: Child care provider at New Life program for addicted mothers

-Supervising infants (ages two months- one year), included feeding, changing, and age appropriate activities

-Communicating with mothers and educating them on their child's needs at given ages

March 2016-December 2018: Child Care Associate at Children Unlimited Inc.

-Communicating with both children and their caretakers of all backgrounds

-Supervising and monitoring children from ages six weeks to five years

-Developing schedules and routines

-Keeping records and portfolios of children's progress throughout an extended period of time

-Organizing activities that are mentally, emotionally, and physically appropriate for the age group

December 2018-Present: One-to One Aid in preschool at Children Unlimited Inc.

-Providing structure and assistance to child with autism spectrum disorder

-Documenting data on student progress

December 2018-Present: Family Support Provider in Family Resource Center at Children Unlimited Inc.

- Establishing rapport with clients

-Assessing families/client's needs

-Helping clients discover and access resources

Schelley Rondeau
Central New Hampshire VNA and Hospice
srondeau@centralvna.org

EXPERIENCE

MCH Coordinator/Pediatric Program Manager
Central NH VNA and Hospice

2010-current

Responsible for pediatric program administration and coordination as well as case management and home visiting according to MCH contract guidelines.

Home Health Nurse/MaternalChild Health Nurse 1997-2010
VNA-Hospice of Southern Carroll County and Vicinity, Inc. Wolfeboro, NH03894
Responsible for primary client care for home health patients, maternal-newborn visits, home visiting for Good Beginnings program, Child Health Program, collaborates with **parent educator andcommunity resources.**

Responsible for Children's and adults immunization clinics

Intake Nurse 1995 - 97·
VNA-Hospice of Southern Carroll County and Vicinity Wolfeboro, NH
Responsible for intake ofnew referrals, staffscheduling, case management and supervision of staff nurses

Staff Nurse *1991-95*
Gorgas Army Community Hospital
Republic of Panama
Supervision and staff nurse on a Pediatric and Orthopedic ward

EDUCATION

BACHELOR OF SCIENCE IN NURSING 1982 -86
Norwich University Northfield, Vermont

Commander's Award for Public Service- June 1995

Superior Performance Award from Gorgas Anny Community Hospital 1994

Certified as Lactation Counselor-current

Certified in Parents As Teachers program 2003-current
Certified in Growing Great Kids Program 2012- current

HELEN RAUTENBERG

OBJECTIVE

~~To provide educational and support services to families in a maternal-infant family~~ support program.

WORK EXPERIENCE

Central New Hampshire VNA-Hospice 2018-current

Home Visitor for Central New Hampshire Healthy Families Program

Provides education on parenting skills, prenatal and child health, self –

Sufficiency skills and appropriate resources for families

Wolfeboro Area Children's Center 1998 -2018

Wolfeboro;

NH Home Visitor for Good Beginnings (HVNH) and Child Health program (Central NH VNA & Hospice)

Provides education on parenting skills, prenatal and child health, self-- sufficiency skills, referral to appropriate resources facilitates family playgroup, participates in team meetings and case supervisions. Additional duties at Children's Center include staff development: music and creative movement for classrooms.

Child Care Worker 1993-Cunent

,,, Child cate and developmental education for infants and toddlers in a group day care setting. Responsible for First Aid and CPR training for staff

AGH Associates

Special Education. Aide 1987-93

,,, One on one aide for severe and profound multi-handicapped students, grades one through six.

EDUCATION

.ASSOCIATE DEGREE IN EARLY CHILDHOOD EDUCATION

College for lifelong Learning 1997-2000

~~Graduated with 4.0 GPA~~

Parents As Teachers Certification 2002-Current

Growing Great Kids Program 2012- current

Ardis Yahna

[illegible]

ayahna@childrenunlimitedinc.org

Experience

Occupational Therapist Registered/Licensed in NH

Children Unlimited, Conway, NH

9/1997 – Present

Executive Director

Assistant Director at Children Unlimited (7/1/2017-6/30/2018) Supported the Executive Director with daily operations. Coordinated trainings for child care staff as worked toward Licensing Plus 2.0.

Family Centered Early Supports and Services (FCESS) Program Director (7/1/2016-6/30/2017) Coordinated services for 70+ families ensuring timely services, appropriate therapies, and documentation. Kept NH Leads database for CU ESS Program current and in compliance with Part C rules and regulations.

Served on two initiatives through NH Part C

- SEE Change (Sustainable Early Engagement for Change):
  received training in the SEE Change model (with a focus on implementing, sustaining and scaling up evidence-based practices to improve child outcomes) and currently serve on the leadership team with Northern Human Services
- COS (Child Outcomes Summary):
  received intensive training on the COS process (a system for states to summarize data on children at entry and exit from ESS for federal reporting purposes) with a plan to become a team of trainers who will roll-out updated training to all FCESS programs in NH to begin 3/2017

Provide occupational therapy services to children in both FCESS program and preschool special education, including evaluation and therapy.

Collaboratively develop and implement IFSP's and IEP's with CU team of therapists, educators, and support staff, as well as families and local school districts.

Served as Program Coordinator for Pediatric Evaluation Clinic at CU (PECCU) from 1/2010-12/2013. The clinic evaluated, diagnosed and provided recommendations for children suspected of being on the Autism spectrum.

Supervised Fieldwork level I and II students from University of New Hampshire.

North Country Independent Living (NCIL), North Conway, NH

6/2012-3/2015

Provided contract occupational therapy services to two teenaged children through NCIL's school program, including direct services and collaboration with other providers to create and support implementation of each child's educational program.

Occupational Therapist Registered/Licensed in VA

Arlington Public Schools, Arlington, VA

12/93 – 6/97

Screened and evaluated students aged 2-21 for eligibility for school-based occupational therapy services.

Planned and implemented therapy for eligible students using several models, including direct, consultative, monitoring and inclusive services.

Participated in IEPs, IFSPs, triennials, eligibilities, and weekly preschool team meetings.

Supervised COTAs (Certified Occupational Therapy Assistants) and OT Fieldwork level I and II students.

Education

Professional development and training

Ongoing

Master of Occupational Therapy, University of Puget Sound, Tacoma, WA

12/93

Bachelor of Science, James Madison University, Harrisonburg, VA

8/88

Leadership

Served on Shooting Star Fund Board

Served on North Conway Library Board as Treasurer

Served on Bartlett Community Preschool Board

Ardis Yahna

ayahna@childrenunlimitedinc.org

CONTRACTOR NAME

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Barbara Ross	FRC Director	$52,000	85%	$44,200
Cathy Livingston	Family Support Provider	$45,760	80%	$36,608
Jessica Warning	Family Support Provider	$37,440	80%	$29,952
Patricia Carroll	Family Support Provider	$33,280	50%	$16,640
Lauren Kidder	Family Support Provider	$25,532	30%	$7,660
Schelley Rondeau	Family Support Provider	$12,000	100%	$12,100
Helen Rautenberg	Family Support Provider	$12,000	100%	$12,100
Ardis Yahna	Executive Director	$79,040	25%	$19,760
Total				**$179,020**

14B mac

Jeffrey A. Meyers
Commissioner

Christine Tappan
Associate Commissioner

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

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

March 9, 2018

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division For Children, Youth and Families, to enter into **sole source** amendments with the vendors identified below, for the provision of Comprehensive Family Support Services by increasing the price limitation by $4,606,197 from $6,424,788 to $11,030,985 and by extending the contract completion date from June 30, 2018 to June 30, 2019 effective upon Governor and Executive Council approval. 97.59% Federal Funds, 2.41% General Funds.

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway NH	$585,228	$274,561	$859,789	O: 6/18/14 #80 A1: 6/10/15 #5D A2: 5/18/16 #9A
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$572,508	$461,375	$1,033,883	O: 6/18/14 #80 A1: 5/18/16 #9A
Greater Seacoast Community Health (f/k/a Families First)	TBD	100 Campus Drive, Suite 12 Portsmouth NH	$585,228	$464,555	$1,049,783	O: 6/18/14 #80 A1:6/10/15 #5C A2: 5/18/16 #9A

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
TLC Family Resource Center (formerly Good Beginnings of Sullivan County)	170625-B001	109 Pleasant Street Claremont NH	$585,228	$423,075	$1,008,303	O: 6/18/14 #80 A1: 5/18/16 #9A
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$585,228	$463,279	$1,048,507	O: 6/18/14 #80 A1: 5/18/16 #9A
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$585,228	$451,881	$1,037,109	O: 6/18/14 #80 A1: 5/18/16 #9A
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$585,228	$279,375	$864,603	O: 6/18/14 #80 A1: 6/10/15 AG A2: 5/18/16 #9A
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$585,228	$279,375	$864,603	O: 6/18/14 #80 A1: 6/10/15 AG A2: 5/18/16 #9A
		Total	**$6,424,788**	**$4,606,197**	**11,030,985**	

Funds to support this request are available in the following accounts in State Fiscal Year 2018 and in State Fiscal Year 2019, with the ability to adjust encumbrances between state fiscal years through the Budget Office without further approval from the Governor and Executive Council, if needed and justified.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

05-095-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, TEMPORARY ASSISTANCE FOR NEEDY FAMILES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

This request is **sole source** because the funding being added in State Fiscal Year 2018 exceeds 10% of the total contract value for each contract. The addional funding is being utilized by the vendors to increase staff capacity to provide services to families who had a an abuse/neglect assessment conducted by the Division for Children, Youth and Families that was closed unfounded or unfounded with conerns.

The purpose of these amendments is to increase capacity for programs and utilize one (1) of the two (2) years available for renewing services, as specified in Exhibit C-2 of the original agreements.

Comprehensive Family Support Services assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents and give families an opportunity to learn and grow.

Below is a breakdown of those served in 2016 through the original Comprehensive Family Support Services contracts:

- Families served, 1,027.
- Family members served, 2,979.
- Total children served 1,695
- 50% of families served had a single caregiver.
- 48% of families served have mental health issues.
- 33 % of families served have chronic health issues.
- 93% of children served have child Medicaid insurance.
- 12% of adults served are without any insurance

Considering those served and program outcomes from 2014 to 2016 there have been considerable success for those who have participated and successfully completed or graduated from the program. Success is measured by future avoidance of DCYF services. Families are tracked for 3 years following the completion of services. Below are the outcome measures for the period identified

- 2014, 91.8%
- 2015, 93.1%
- 2016, 93.6%

Over the last several years the State of New Hampshire has seen a significant increase in the volume of families with open abuse and neglect cases. This translates to many more children in out of home care and significant increase in cost to the State of New Hampshire. By providing the additional resources through these amendments, the vendors will be able to increase services offered to the State's most vulnerable population.

With the increased funding, the vendors will be able to increase their ability to expand their service array to clients within their community by being able to employ one (1) to two (2) full time employees in order to manage their current wait list and to support the Division for Children, Youth and Families with assessments where substance abuse is an identified concern. Vendors will work with their communities to increase referrals for TANF exempt clients with children under the age of one (1) year. Vendors will increase their capacity to offer and implement prevention services to those most in need.

The services offered by these vendors are available to any family in the State of New Hampshire with children under the age of 21 years, with priority given to those families referred by the Division for Children Youth and Families. The Division for Children, Youth and Families will refer families who have had an abuse/neglect assessments closed unfounded or unfounded with concerns to the appropriate vendor in the service area. Families would then receive prevention services to assist them with decreasing famly stressors.

Although, prevention services are offered through the original Comprehensive Family Support Services contracts, these amendments will increase the vendor's capacity to provide additional resources. The additional services will allow vendors to increase the number of families served and the services offered, which include but are not limited to:

- Education.
- Parenting support.
- Case management.
- Assisted referrals.
- Home visiting resources.
- Budget management.
- Child development/

The Deppartment anticipates that by increasing the availability and quality of prevention services offered statewide there will be a reduction in incidents of child abuse and neglect, which would result in a reduction of open abuse/neglect cases with the Division for Children, Youth and Families.

The following performance measures/objectives will be used to measure the effectiveness of the agreement:

- 60% of families referred will enter and complete services. (Performance Measure)
- 95% of families who complete services will not be referred to DCYF within the following 3 years.(Performance Measure)

- Increase the number of families served with children under the age of 1. (Performance Measure)
- Increase the number of parents served under the age of 21. (Performance Measure)

Should Governor and Executive Council not authorize this request, the flexibility of community based family services may not be available to address the needs of children and families statewide, which could result in an increase in the Division for Children, Youth and Families involvement for out-of-home placement. Additionally families will not receive services that could assist with preventing the separation of children from their families by providing services that would result in parents providing a safe, stable and supportive family environment for their children.

Area served: Statewide

Source of Funds: 97.59% Federal Funds from Title IV-B Subpart I (CFDA#:93.645, FAIN: 1801NHCWSS), Promoting and Stable Families (CFDA#: 93.556, FAIN: 1801FPSS),Title XX Grants – SSBG (CFDA#: 93.667, FAIN: 1801NHSOSR), temporary Assistance to Needy Families (CFDA#: 93.558, FAIN: 17NHTANF), MCH Block Grant, 2.41% General Funds.

In the event that the Federal (or Other) Funds are no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

Christine Tappan
Associate Commissioner

Approved by:

Jeffrey A. Meyers
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$823.00		$823.00
2016	102-500734	Social Service Contract	42106802	$1,907.00		$1,907.00
2017	102-500734	Social Service Contract	42106802	$823.00		$823.00
2018	102-500734	Social Service Contract	42106802	$1,907.00		$1,907.00
2019	102-500734	Social Service Contract	42106802	$0.00	$1,365.00	$1,365.00
			Total:	**$5,460.00**	**$1,365.00**	**$6,825.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**
			Sub-Total:	**$187,260.00**	**$46,815.00**	**$234,075.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**
			Sub-Total:	**$919,996.00**	**$229,999.00**	**$1,149,995.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2016	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2017	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2018	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2019	102-500734	Social Service Contract	42106603	$0.00	$8,982.00	$8,982.00
			Total:	**$35,928.00**	**$8,982.00**	**$44,910.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**
			Sub-Total:	**$3,171,968.00**	**$792,992.00**	**$3,964,960.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$64,127.00	$64,127.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$64,127.00	$64,127.00
			Total:	**$0.00**	**$128,254.00**	**$128,254.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
			Total:	**$0.00**	**$318,248.00**	**$318,248.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
			Total:	**$0.00**	**$318,248.00**	**$318,248.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$138,384.00	$138,384.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$138,384.00	$138,384.00
			Total:	**$0.00**	**$276,768.00**	**$276,768.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$158,486.00	$158,486.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$158,486.00	$158,486.00
			Total:	**$0.00**	**$316,972.00**	**$316,972.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$152,787.00	$152,787.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$152,787.00	$152,787.00

Total:	**$0.00**	**$305,574.00**	**$305,574.00**

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
			Total:	**$0.00**	**$133,068.00**	**$133,068.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
			Total:	**$0.00**	**$133,068.00**	**$133,068.00**
			Sub-Total:	**$0.00**	**$3,000,000.00**	**$3,000,000.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, TEMPORARY ASSISTANCE FOR NEEDY FAMILES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2016	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2017	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2018	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2019	502-500891	Payments To Providers	45030206	$0.00	$31,290.00	$31,290.00
			Total:	**$125,160.00**	**$31,290.00**	**$156,450.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**
			Sub-Total:	**$1,600,000.00**	**$400,000.00**	**$2,000,000.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DICISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMINITY SERVICES, MATERIAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**
			Sub-Total:	**$245,564.00**	**$61,391.00**	**$306,955.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DICISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMINITY SERVICES, MATERIAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2016	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2017	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2018	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2019	102-500731	Contracts For Prog. Svc	90004015	$0.00	$75,000.00	$75,000.00
			Total:	**$300,000.00**	**$75,000.00**	**$375,000.00**
			Grand Total:	**$6,424,788.00**	**$4,606,197.00**	**$11,030,985.00**

State of New Hampshire
Department of Health and Human Services
Amendment #3 to the Comprehensive Family Support Services Contract

This 3rd Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #3") dated this 12th day of January, 2018, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Children Unlimited, Inc. (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 182 West Main Street, Conway, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80) as amended (Amendment #1) approved by the Governor and Executive Council on June 10, 2015 (Item #5D), and as amended (Amendment #2) by the Governor and Executive Council on May 18, 2016 (Item #9A) the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, the agreement may be amended and Exhibit C-2, Additional Special Provisions, Paragraph 1, the State may renew the agreement for up to four additional years by written agreement of the parties and approval of the Governor and Executive Council; and

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

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

1. Form P-37, General Provisions, Block 1.7, Completion Date, to read:

   June 30, 2019

2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:

   $859,789.

3. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:

   E. Maria Reinemann, Esq., Director.

4. Form P-37, General Provisions, Block 1.10, State Agency Telephone Number, to read:

   (603) 271-9330.

5. Add Exhibit A-2 Amendment #3, Additional Scope of Services
6. Delete Exhibit B – 3, Amendment #2 and replace with Exhibit B – 3, Amendment #3.
7. Add Exhibit B – 4, Amendment #3.

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

3-6-18
Date

Christine Tappan
Associate Commissioner

Children Unlimited, Inc.

2-27-18
Date

Executive Director
Name/Title

Acknowledgement:
State of NH, County of Carroll on 2-27-18, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.
Signature of Notary Public or ~~Justice of the Peace~~

Linda A. Wise

Name and Title of Notary or ~~Justice of the Peace~~

LINDA A. WISE
COMMISSION EXPIRES
JAN. 28, 2020
NOTARY PUBLIC
NEW HAMPSHIRE

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

OFFICE OF THE ATTORNEY GENERAL

3/7/18
Date

Name: Megan A. Yarger
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

Additional Scope of Services

1. Provisions Applicable to All Services

1.1. The Contractor will submit a detailed description of the language assistance services 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.

1.2. 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.

2. Scope of Work

2.1. The Contractor shall work with their community to increase referrals for Temporary Assistance to Needy Families (TANF) exempt clients with children under the age of one (1) years old.

2.2. The Contractor shall follow the Home Visiting New Hampshire model when providing services to TANF clients with children under the age of one (1) in order to assist them with successfully overcoming barriers to employment.

2.3. The Contractor shall provide mandatory training to their staff that includes, but is not limited to:

2.3.1. Trauma Informed Care/Practices.

2.3.2. Two (2) Generation Approach to Working with Families.

2.3.3. Strengthening Families Model.

2.3.4. FRC-Q Standards Training.

2.3.5. How to Report Abuse and/or Neglect.

2.3.6. Completing and Utilizing the North Carolina Assessment.

2.3.7. Creating and Utilizing Individual Service Plans.

2.3.8. Home Visiting Worker Safety.

2.3.9. Individual Agency Trainings (Human Resources Requirements).

2.4. The Contractor shall provide weekly supervision of all Home Visiting staff.

3. Staffing

3.1. The Contractor shall increase their ability to expand their service array to clients within their community by employing an additional one (1) Full Time Employee (FTE) whose duties shall include, but are not limited to:

3.1.1. Manage current wait list.

3.1.2. Support the Department with "unfounded reports" from the Department where substance abuse is an identified as a concern.

3.1.3. Address the needs of clients that are referred by the Department who have had an assessment that is closed as "Unfounded, but with reasonable concerns".

Exhibit B-3 Amendment #3

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

Bidder/Program Name: Children Unlimited, Inc.

Budget Request for: Comprehensive Family Support Services

Budget Period: July 1, 2017 through June 30, 2018

1. Total Salary/Wages	$ 171,015.34	$ 6,187.45	$ 177,202.79	$ 2,344.45	$ -	$ 2,344.45	$ 168,870.89	$ 6,187.45	$ 174,858.34
2. Employee Benefits	$ 11,683.59	$ 512.55	$ 12,196.14	$ 2,920.89	$ -	$ 2,920.89	$ 8,762.70	$ 512.55	$ 9,275.25
3. Consultants	$ 3,990.00	$ -	$ 3,990.00	$ -	$ -	$ -	$ 3,990.00	$ -	$ 3,990.00
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ 600.00	$ -	$ 600.00	$ 600.00	$ -	$ 600.00	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 2,978.00	$ -	$ 2,978.00	$ 600.00	$ -	$ 600.00	$ 2,378.00	$ -	$ 2,378.00
6. Travel	$ 7,160.00	$ 120.07	$ 7,280.07	$ 1,573.25	$ -	$ 1,573.25	$ 5,586.75	$ 120.07	$ 5,706.82
7. Occupancy	$ 1,200.00	$ 6,000.00	$ 7,200.00	$ -	$ 6,000.00	$ 6,000.00	$ 1,200.00	$ -	$ 1,200.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone & Communications	$ -	$ 2,800.00	$ 2,800.00	$ -	$ 2,800.00	$ 2,800.00	$ -	$ -	$ -
Postage	$ 245.00	$ -	$ 245.00	$ 245.00	$ -	$ 245.00	$ -	$ -	$ -
Subscriptions	$ 200.00	$ -	$ 200.00	$ -	$ -	$ -	$ 200.00	$ -	$ 200.00
Audit and Legal	$ 3,245.59	$ 2,250.00	$ 5,495.59	$ -	$ 2,250.00	$ 2,250.00	$ 3,245.59	$ -	$ 3,245.59
Insurance	$ -	$ 2,040.00	$ 2,040.00	$ -	$ 2,000.00	$ 2,000.00	$ -	$ 40.00	$ 40.00
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 450.00	$ -	$ 450.00	$ 450.00	$ -	$ 450.00	$ -	$ -	$ -
11. Staff Education and Training	$ 1,200.00	$ -	$ 1,200.00	$ 1,200.00	$ -	$ 1,200.00	$ -	$ -	$ -
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Utilities - heat, electric, building maintenanc	$ 8,102.00	$ 1,438.00	$ 9,540.00	$ -	$ -	$ -	$ 8,102.00	$ 1,438.00	$ 9,540.00
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 212,069.52	$ 21,348.07	$ 233,417.59	$ 9,933.59	$ 13,050.00	$ 22,983.59	$ 202,136.93	$ 8,298.07	$ 210,434.00

Indirect As A Percent of Direct 10.1%

Contractor Initials: CK

Date: 2/27/2016

Exhibit B-4 Amendment #3

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

Bidder/Program Name: Children Unlimited, Inc.

Budget Request for: Comprehensive Family Support Services

Budget Period: July 1, 2018 through June 30, 2019

1. Total Salary/Wages	$ 171,015.34	$ 6,187.45	$ 177,202.79	$ 2,344.45	$ -	$ 2,344.45	$ 168,670.89	$ 6,187.45	$ 174,858.34
2. Employee Benefits	$ 11,683.59	$ 512.55	$ 12,196.14	$ 2,920.89	$ -	$ 2,920.89	$ 8,762.70	$ 512.55	$ 9,275.25
3. Consultants	$ 3,990.00	$ -	$ 3,990.00	$ -	$ -	$ -	$ 3,990.00	$ -	$ 3,990.00
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ 600.00	$ -	$ 600.00	$ 600.00	$ -	$ 600.00	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 2,978.00	$ -	$ 2,978.00	$ 600.00	$ -	$ 600.00	$ 2,378.00	$ -	$ 2,378.00
6. Travel	$ 7,160.00	$ 120.07	$ 7,280.07	$ 1,573.25	$ -	$ 1,573.25	$ 5,586.75	$ 120.07	$ 5,706.82
7. Occupancy	$ 1,200.00	$ 6,000.00	$ 7,200.00	$ -	$ 6,000.00	$ 6,000.00	$ 1,200.00	$ -	$ 1,200.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone & Communications	$ -	$ 2,800.00	$ 2,800.00	$ -	$ 2,800.00	$ 2,800.00	$ -	$ -	$ -
Postage	$ 245.00	$ -	$ 245.00	$ 245.00	$ -	$ 245.00	$ -	$ -	$ -
Subscriptions	$ 200.00	$ -	$ 200.00	$ -	$ -	$ -	$ 200.00	$ -	$ 200.00
Audit and Legal	$ 3,245.59	$ 2,250.00	$ 5,495.59	$ -	$ 2,250.00	$ 2,250.00	$ 3,245.59	$ -	$ 3,245.59
Insurance	$ -	$ 2,040.00	$ 2,040.00	$ -	$ 2,000.00	$ 2,000.00	$ -	$ 40.00	$ 40.00
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 450.00	$ -	$ 450.00	$ 450.00	$ -	$ 450.00	$ -	$ -	$ -
11. Staff Education and Training	$ 1,200.00	$ -	$ 1,200.00	$ 1,200.00	$ -	$ 1,200.00	$ -	$ -	$ -
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Utilities - heat, electric, building maintenanc	$ 8,102.00	$ 1,438.00	$ 9,540.00	$ -	$ -	$ -	$ 8,102.00	$ 1,438.00	$ 9,540.00
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 212,069.52	$ 21,348.07	$ 233,417.59	$ 9,933.59	$ 13,050.00	$ 22,983.59	$ 202,135.93	$ 8,298.07	$ 210,434.00

Indirect As A Percent of Direct 10.1%

Contractor Initials: JK

Date: 2/27/2018

9A mac

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

DIVISION FOR CHILDREN, YOUTH & FAMILIES

Jeffrey A. Meyers
Commissioner

Lorraine Bartlett
Director

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

March 21, 2016

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Children, Youth and Families to exercise a renewal option with the vendors identified below for the provision of Comprehensive Family Support Services by increasing the price limitation by $3,212,394 from $3,212,394 to $6,424,788 and extending the contract completion date from June 30, 2016 to June 30, 2018, effective July 1, 2016 or date of Governor and Executive Council approval, whichever is later. 95.34% Federal Funds, 4.66% General Funds

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 5/2215 AG
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 5/22/15 AG
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1 5/22/15 AG
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 #5D
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$ 286,254	$ 286,254	$ 572,508	O: 6/18/14 #80
Families First of the Greater Seacoast	166629-B001	100 Campus Drive, Suite 12 Portsmouth NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1:6/10/15 #5C
TLC Family Resource Center (formerly Good Beginnings of Sullivan County)	170625-B001	109 Pleasant Street Claremont NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 AG
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 AG
		Total	$3,212,394	$3,212,394	$6,424,788	

Funds to support this request are available in the following accounts in State Fiscal Year 2017 and anticipated to be available in State Fiscal Year 2018, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between state fiscal years through the Budget Office if needed and justified without further approval from the Governor and Executive Council.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, SOCIAL SERVICES BLOCK GRANT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

The purpose of this request is to renew contract services with these vendors for an additional two years. For a detailed summary of the changes please see attachment.

Comprehensive Family Support Services assist pregnant women and families with children up to the age of twenty-one (21) by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents to give families an opportunity to learn and grow.

The Division for Children, Youth and Families and the Division of Public Health Services have blended three family health and support related programs in to one program which is now represented as the Comprehensive Family Support Services.

Currently, there are twenty-five (25) community based family resource centers in operation across the State which provide a range of support services to families and children that focus on strengthening, supporting and building on the strengths and skills of individuals while also ensuring developmental screening for children six (6) and under. These centers are often key local stakeholders in groups that assess and advocate for the needs of local families.

The original contracts were competitively bid.

These contracts contain language which allows for the right to renew for up to four additional years based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

The Comprehensive Family Support Services program has served a total of 871 families and 1664 children in 2014. As a result, ninety-five percent (95%) of the families served achieved successful outcomes and remained uninvolved in a Division abuse or neglect case. The Division is satisfied with the services provided and is requesting approval to exercise two years of the renewal option reserving the Division's option to renew for the remaining two years based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

Should the Governor and Executive Council not authorize this request, the flexibility of community based family services may not be available to address the needs of children and families throughout the state which could cause an increase in the Division for Children, Youth and Families involvement for out of home placements. The services provided through these agreements help prevent separation of children from their families and afford them a safe, stable and supportive family environment.

Area Served: Statewide

Source of Funds: 95.34% Federal Funds
4.66% General Funds

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

Respectfully submitted,

Mary Ann Cooney
Associate Commissioner

Approved by:
Jeffrey A. Meyers
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$823	$0	$823
2016	102-500734	Social Service Contract	42106802	$1,907	$0	$1,907
2017	102-500734	Social Service Contract	42106802	$0	$823	$823
2018	102-500734	Social Service Contract	42106802	$0	$1,907	$1,907
			Total:	$2,730	$2,730	$5,460

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170626-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180
			Sub-Total	$93,630	$93,630	$187,260

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**
			Sub-Total	**$459,998**	**$459,998**	**$919,996**

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	**$156,802**	**$156,802**	**$313,604**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$8,982	$0	$8,982
2016	102-500734	Social Service Contract	42106603	$8,982	$0	$8,982
2017	102-500734	Social Service Contract	42106603	$0	$8,982	$8,982
2018	102-500734	Social Service Contract	42106603	$0	$8,982	$8,982
			Total:	**$17,964**	**$17,964**	**$35,928**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	**$156,802**	**$156,802**	**$313,604**
			Sub-Total	**$1,585,984**	**$1,585,984**	**$3,171,968**

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$31,290	$0	$31,290
2016	502-500891	Social Service Contract	45030206	$31,290	$0	$31,290
2017	502-500891	Social Service Contract	45030206	$0	$31,290	$31,290
2018	502-500891	Social Service Contract	45030206	$0	$31,290	$31,290
			Total:	**$62,580**	**$62,580**	**$125,160**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484
			Sub-Total	$800,000	$800,000	$1,600,000

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	**$11,162**	**$11,162**	**$22,324**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	**$11,162**	**$11,162**	**$22,324**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	**$11,162**	**$11,162**	**$22,324**

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	**$11,162**	**$11,162**	**$22,324**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	**$11,162**	**$11,162**	**$22,324**

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	**$11,162**	**$11,162**	**$22,324**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	**$11,162**	**$11,162**	**$22,324**
			Sub-Total	**$122,782**	**$122,782**	**$245,564**

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004105	$75,000	$0	$75,000
2016	102-500731	Contracts for Program Services	90004105	$75,000	$0	$75,000
2017	102-500731	Contracts for Program Services	90004105	$0	$75,000	$75,000
2018	102-500731	Contracts for Program Services	90004105	$0	$75,000	$75,000
			Total:	**$150,000**	**$150,000**	**$300,000**
			Sub-Total	**$3,212,394**	**$3,212,394**	**$6,424,788**

State of New Hampshire
Department of Health and Human Services
Amendment #2 to the Comprehensive Family Support Services Contract

This second (2nd) Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #2") dated this 24th day of February, 2016, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Children Unlimited, Inc. (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 182 West Main Street, Conway, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80) and Amendment #1 approved by the Governor and Executive Council on June 10, 2015 (Item #5D), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18, "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 by Governor and Executive Council of the State of New Hampshire", and Exhibit C-2, Additional Special Provisions, Paragraph 1, the State may renew the agreement for up to four additional years by written agreement of the parties and approval of the Governor and Executive Council; and

WHEREAS the State and the Contractor have agreed to increase the price limitation and extend the contract for two additional years; and

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

To amend as follows:

1. Form P-37, General Provisions, Item 1.7, Completion Date, to read:
   June 30, 2018
2. Form P-37, General Provisions, Item 1.8, Price Limitation, to read:
   $585,228
3. Delete and replace Exhibit A, Scope of Services, Paragraph 1.1.20.1 with:
   1.1.20.1 Offer a series of parent education classes 3-4 times per year using the Growing Great Kids curriculum;
   1.1.20.1.1 Provide child care during classes.
4. Delete and replace Exhibit A, Scope of Services, Paragraph 1.1.21 with:
   1.1.21 Growing Great Kids home visiting curriculum;
5. Add Exhibit A, Scope of Services, Paragraph 1.34.1:
   1.34.1 Which includes entering all on-line data for the Watch Me Grow Program.
6. Add Exhibit B-2 – Amendment #2.
7. Add Exhibit B-3 – Amendment #2.
8. Delete and replace Exhibit B-1 Budget Period 07/01/2015 – 6/30/2016 with:
   Exhibit B-1- Amendment #2
9. Exhibit B, Method and Conditions Precedent to Payment , Paragraph 2.2 to read:
   Expenditures shall be in accordance with the approved line item budget shown in Exhibits B-1 – Amendment #1, B-1 –Amendment #2, B-2 - Amendment #2 and B-3 – Amendment #2.

Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement, and the obligations of the parties there under, shall remain in full force and effect in accordance with the terms and conditions set forth herein.

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

4/3/16
Date

Mary Ann Cooney
Associate Commissioner

Children Unlimited, Inc.

3/10/16
Date

Jacqueline M. Sparks, Executive Director
Name/Title
Jacqueline M. Sparks

Acknowledgement:
State of NH, County of Carroll on 3/10/16, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.
Signature of Notary Public or ~~Justice of the Peace~~

Linda J. Wise
Name and Title ~~of Notary or Justice of the Peace~~

MY COMMISSION EXPIRES JULY 25, 2020
NOTARY PUBLIC
NEW HAMPSHIRE

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

OFFICE OF THE ATTORNEY GENERAL

4/27/14
Date

Name: Megan A. Yates
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

_____
Date

_____
Name:
Title:

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

Bidder/Program Name: Children Unlimited, Inc.

Budget Request for: CFSS/HVNH/CHFS
Comprehensive Family Support Services
RFP#15-DHHS-OHS-DCYF-01
Budget Period: 07/01/2015-6/30/2016

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 122,340.00	$ 8,354.00	$ 130,694.00	$ -	$ 12,144.00	$ 12,144.00	$ 122,340.00	$ -	$ 122,340.00
2. Employee Benefits	$ 10,926.00	$ 6,715.00	$ 17,641.00	$ -	$ 9,915.00	$ 9,915.00	$ 13,177.00	$ -	$ 13,177.00
3. Consultants	$ -	$ 1,400.00	$ 1,400.00	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ 1,800.00	$ 1,800.00	$ -	$ 600.00	$ 600.00	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ -	$ 1,452.00	$ 1,452.00	$ -	$ 895.00	$ 895.00	$ -	$ -	$ -
6. Travel	$ 13,041.00	$ 3,214.00	$ 14,004.00	$ -	$ 3,214.00	$ 3,214.00	$ 10,790.00	$ -	$ 10,790.00
7. Occupancy		$ 6,000.00	$ 6,000.00	$ -	$ 6,000.00	$ 6,000.00	$ -	$ -	$ -
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone/Utilities	$ -	$ 2,895.00	$ 2,895.00	$ -	$ 7,002.00	$ 7,002.00	$ -	$ -	$ -
Postage	$ -	$ 550.00	$ 550.00	$ -	$ 550.00	$ 550.00	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ 3,800.00	$ 3,800.00	$ -	$ 3,800.00	$ 3,800.00	$ -	$ -	$ -
Insurance	$ -	$ 2,550.00	$ 2,550.00	$ -	$ 2,550.00	$ 2,550.00	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ 1,600.00	$ 1,600.00	$ -	$ 1,600.00	$ 1,600.00	$ -	$ -	$ -
11. Staff Education and Training	$ -	$ 8,470.00	$ 8,470.00	$ -	$ 530.00	$ 530.00	$ -	$ -	$ -
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	**$ 146,307.00**	**$ 48,800.00**	**$ 192,856.00**	**$ -**	**$ 48,800.00**	**$ 48,800.00**	**$ 146,307.00**	**$ -**	**$ 146,307.00**
Indirect As A Percent of Direct		33.4%							

Contractor Initials JMS
Date 3/10/16

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

Bidder/Program Name: Children Unlimited, Inc.

Budget Request for: CFSS/HVNH/CHFS
Comprehensive Family Support Services
RFP#15-DHHS-OHS-DCYF-01
Budget Period: 07/01/2016-6/30/2017

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 134,017.55	$ 2,344.45	$ 136,362.00	$ 2,344.45		$ 2,344.45	$ 134,017.55	$ -	$ 134,017.55
2. Employee Benefits	$ 11,683.59		$ 11,683.59	$ 2,920.89	$ 2,920.89	$ 5,841.78	$ 8,762.70	$ -	$ 8,762.70
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ 600.00		$ 600.00	$ 600.00		$ 600.00	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 600.00		$ 600.00	$ 600.00		$ 600.00	$ -	$ -	$ -
6. Travel	$ 5,100.00		$ 5,100.00	$ 1,573.25		$ 1,573.25	$ 3,526.75	$ -	$ 3,526.75
7. Occupancy		$ 6,000.00	$ 6,000.00	$ -	$ 6,000.00	$ 6,000.00	$ -	$ -	$ -
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone/Utilities		$ 2,800.00	$ 2,800.00		$ 2,800.00	$ 2,800.00	$ -	$ -	$ -
Postage	$ 245.00		$ 245.00	$ 245.00		$ 245.00	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ 2,250.00	$ 2,250.00	$ -	$ 2,250.00	$ 2,250.00	$ -	$ -	$ -
Insurance	$ -	$ 2,000.00	$ 2,000.00	$ -	$ 2,000.00	$ 2,000.00	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 450.00		$ 450.00	$ 450.00		$ 450.00	$ -	$ -	$ -
11. Staff Education and Training	$ 1,200.00		$ 1,200.00	$ 1,200.00		$ 1,200.00	$ -	$ -	$ -
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	**$ 153,896.14**	**$ 15,394.46**	**$ 169,290.59**	**$ 9,933.59**	**$ 15,970.89**	**$ 25,904.48**	**$ 146,307.00**	**$ -**	**$ 146,307.00**

Indirect As A Percent of Direct 10.0%

Contractor Initials JMS
Date 3/10/16

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

Bidder/Program Name: Children Unlimited, Inc.

Budget Request for: CFSS/HVNH/CHFS
Comprehensive Family Support Services
RFP#15-DHHS-OHS-DCYF-01
Budget Period: 07/01/2017-6/30/2018

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 134,017.55	$ 2,344.45	$ 136,362.00	$ 2,344.45		$ 2,344.45	$ 134,017.55	$ -	$ 134,017.55
2. Employee Benefits	$ 11,683.59		$ 11,683.59	$ 2,920.89	$ 2,920.89	$ 5,841.78	$ 8,762.70	$ -	$ 8,762.70
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ 600.00		$ 600.00	$ 600.00		$ 600.00	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 600.00		$ 600.00	$ 600.00		$ 600.00	$ -	$ -	$ -
6. Travel	$ 5,100.00		$ 5,100.00	$ 1,573.25		$ 1,573.25	$ 3,526.75	$ -	$ 3,526.75
7. Occupancy		$ 6,000.00	$ 6,000.00	$ -	$ 6,000.00	$ 6,000.00	$ -	$ -	$ -
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone/Utilities		$ 2,800.00	$ 2,800.00		$ 2,800.00	$ 2,800.00	$ -	$ -	$ -
Postage	$ 245.00		$ 245.00	$ 245.00		$ 245.00	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ 2,250.00	$ 2,250.00	$ -	$ 2,250.00	$ 2,250.00	$ -	$ -	$ -
Insurance	$ -	$ 2,000.00	$ 2,000.00	$ -	$ 2,000.00	$ 2,000.00	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 450.00		$ 450.00	$ 450.00		$ 450.00	$ -	$ -	$ -
11. Staff Education and Training	$ 1,200.00		$ 1,200.00	$ 1,200.00		$ 1,200.00	$ -	$ -	$ -
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	**$ 153,896.14**	**$ 15,394.45**	**$ 169,290.59**	**$ 9,933.59**	**$ 16,970.89**	**$ 26,904.48**	**$ 146,307.00**	**$ -**	**$ 146,307.00**

Indirect As A Percent of Direct 10.0%

Contractor Initials JMS
Date 2/10/16

G3

N 5D

Nicholas A. Toumpas
Commissioner

Lorraine Bartlett
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION FOR CHILDREN, YOUTH & FAMILIES

129 PLEASANT STREET, CONCORD, NH 03301
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-626-2983 TDD Access: 1-800-735-2964

May 5, 2015

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to amend an existing agreement with Children Unlimited, Inc. (Vendor # 156114-B001), 182 West Main Street, Conway NH 03818, for the provision of Comprehensive Family Support Services in the Carroll county area, by adjusting certain budget line items in State Fiscal Year 2015 in order to meet specified needs, effective upon Governor and Executive Council approval. The Governor and Executive Council approved the original agreement on June 18, 2014, (Item # 80). This is a zero cost amendment with no change to the contract end date of June 30, 2016. 100% Federal Funds.

Funds to support this request are available in the following accounts in State Fiscal Year 2015 and are anticipated to be available in State Fiscal Year 2016, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified without further approval from the Governor and Executive Council.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Contracts for Program Services	42106802	$4,545
2016	102-500734	Contracts for Program Services	42106802	$4,545
			Total:	$9,090

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Contracts for Program Services	42107306	$20,909
2016	102-500734	Contracts for Program Services	42107306	$20,909
			Total:	$41,818

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Contracts for Program Services	42106603	$78,401
2016	102-500734	Contracts for Program Services	42106603	$78,401
			Total:	$156,802

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Payments to Providers	45030206	$36,871
2016	502-500891	Payments to Providers	45030206	$36,871
			Total:	$73,742

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162
			Grand Total	**$292,614**

EXPLANATION

The purpose of this amendment is to allow the vendor to adjust certain budget lines in order to meet contractual needs; and update the standard contract language in Exhibit C and Exhibit G. Children Unlimited, Inc. underestimated the necessary staff hours and the cost for educational trainings due to the combining of the other home visiting programs into this contract. The change has resulted in a request from the vendor to adjust the budget line items of Total Salary/Wages, Consultants, educational Supplies and Staff Education and Training. The Department supports the requested adjustments.

There are no additional funds being requested in this amendment. Other than the updating the contract standard language in Exhibit C and Exhibit G and the budget line adjustments outlined above, all other terms and conditions remain unchanged from the original agreement approved by the Governor and Executive Council on June 18, 2014, (Item # 80).

Comprehensive Family Support Services assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents and give families an opportunity to learn and grow.

This contract was awarded as the result of a competitive bid process. On January 21, 2014, the Division issued a Request for Proposal for Comprehensive Family Support Services to serve the eleven (11) catchment areas in the State of New Hampshire. Twelve proposals were received.

Children Unlimited, Inc. was one (1) of the eleven (11) agencies selected in the competitive bid process.

Should the Governor and Executive Council not approve this request, the vendor would not be able to meet their contractual needs which could reduce the availability, accessibility, and quality of Comprehensive Family Support Services in the Carroll County area.

Area Served: Carroll County area

Source of Funds: 100% Federal Funds

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

Respectfully submitted,

Mary Ann Cooney
Associate Commissioner

Approved by:
Nicholas A. Toumpas
Commissioner

State of New Hampshire
Department of Health and Human Services
Amendment #1 to the Comprehensive Family Support Services Contract

This first Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #1") dated this 30th day of March, 2015, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Children Unlimited, Inc. (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 182 West Main Street, Conway, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18 this agreement may be amended only by an instrument in writing signed by the parties hereto and only after approval of such amendment by the Governor and Executive Council of the State of New Hampshire;

WHEREAS the State and the Contractor have agreed to amend Exhibit B and Exhibit B-1, Budget Period 7/1/2014 – 6/30/2015 of the contract;

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

To amend as follows:

1. Exhibit B, Method, Schedule, and Conditions Precedent to payment, to add:

   2.7 Notwithstanding paragraph 18 of the P-37, an amendment limited to the adjustment of amounts between budget line items and/or State Fiscal Years, related items, and amendment of related budget exhibits, can be made by written agreement of both parties and does not require additional approval of the Governor and Executive Council.

2. Replace Exhibit B-1, Budget Period 7/1/2014 – 6/30/2015 with:

   Exhibit B-1 – Amendment #1, Budget Period 7/1/2014 – 6/30/2015

3. Replace Exhibit C – Special Provisions with:

   Exhibit C – Amendment # 1

4. Add Exhibit C-2, Additional Special Provisions, Paragraph 2

   2. Subparagraph 14.1.1 of the General Provisions of this contract, is deleted and the following subparagraph is added:

      14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than $250,000 per claim and $1,000,000 per occurrence with additional general liability umbrella insurance coverage of not less than $1,000,000 per occurrence; and

5. Replace Standard Exhibit G, Certification Regarding the Americans with Disabilities Act Compliance with:

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

Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement, and the obligations of the parties there under, shall remain in full force and effect in accordance with the terms and conditions set forth herein.

DMS
4/15/15

Amendment #1 to the Children Unlimited, Inc Contract for Comprehensive Family Support Services

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

5/12/15
Date

Mary Ann Cooney
Associate Commissioner

Children Unlimited, Inc.

4/15/15
Date

Jacqueline M Scanlon, Executive Director
Name/Title

Acknowledgement:
State of New Hampshire, County of Carroll on 4/15/15, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.
Signature of Notary Public or Justice of the Peace

Linda A. Wise
Name and Title of Notary or ~~Justice of the Peace~~

LINDA A. WISE
MY COMMISSION EXPIRES
NOTARY PUBLIC
NEW HAMPSHIRE

Amendment #1 to the Children Unlimited, Inc Contract for Comprehensive Family Support Services

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

OFFICE OF THE ATTORNEY GENERAL

5/15/15
Date

Name:
Title: Asst Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

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

Bidder/Program Name: Children Unlimited, Inc.

Budget Request for: CFSS/HVNH/CHFS
Comprehensive Family Support Services
RFP#15-DHHS-OHS-DCYF-01
Budget Period: 07/01/2014-6/30/2015

	Total Program Cost			Contractor Share/Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 122,340.00	$ 8,354.00	$ 130,694.00	$ -	$ 8,354.00	$ 8,354.00	$ 122,340.00	$ -	$ 122,340.00
2. Employee Benefits	$ 10,926.00	$ 6,715.00	$ 17,641.00	$ -	$ 6,715.00	$ 6,715.00	$ 13,177.00	$ -	$ 13,177.00
3. Consultants	$ -	$ 1,400.00	$ 1,400.00	$ -	$ 1,400.00	$ 1,400.00	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ 1,800.00	$ 1,800.00	$ -	$ 1,800.00	$ 1,800.00	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ -	$ 1,452.00	$ 1,452.00	$ -	$ 895.00	$ 895.00	$ -	$ -	$ -
6. Travel	$ 13,041.00	$ 3,214.00	$ 14,004.00	$ -	$ 3,214.00	$ 3,214.00	$ 10,790.00	$ -	$ 10,790.00
7. Occupancy		$ 6,000.00	$ 6,000.00	$ -	$ 6,000.00	$ 6,000.00	$ -	$ -	$ -
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone/Utilities	$ -	$ 2,895.00	$ 2,895.00	$ -	$ 3,452.00	$ 3,452.00	$ -	$ -	$ -
Postage	$ -	$ 550.00	$ 550.00	$ -	$ 550.00	$ 550.00	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ 3,800.00	$ 3,800.00	$ -	$ 3,800.00	$ 3,800.00	$ -	$ -	$ -
Insurance	$ -	$ 2,550.00	$ 2,550.00	$ -	$ 2,550.00	$ 2,550.00	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ 1,600.00	$ 1,600.00	$ -	$ 1,600.00	$ 1,600.00	$ -	$ -	$ -
11. Staff Education and Training	$ -	$ 8,470.00	$ 8,470.00	$ -	$ 8,470.00	$ 8,470.00	$ -	$ -	$ -
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 146,307.00	$ 48,800.00	$ 192,856.00	$ -	$ 48,800.00	$ 48,800.00	$ 146,307.00	$ -	$ 146,307.00

Indirect As A Percent of Direct 33.4%

Contractor Initials JAJ

Date 4/15/15

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.ojp.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

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.

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.

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:

April 15, 2015
Date

Jacqueline M. Sparks
Name: Jacqueline M. Sparks
Title: Executive Director

SDM

iV 80

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

DIVISION FOR CHILDREN, YOUTH & FAMILIES

Nicholas A. Toumpas
Commissioner

Mary Ann Cooney
Associate Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

May 23, 2014

95.34% Federal Funds
4.66% General Funds

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to enter into agreements with the vendors identified below, for the provision of Comprehensive Family Support Services, in an amount not to exceed $3,212,394, effective July 1, 2014 or date of Governor and Council approval, whichever is later, through June 30, 2016.

Vendor	Vendor Number	Location	Amount
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway, NH	$292,614
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$286,254
Families First of the Greater Seacoast	166629-B001	100 Campus Drive, Suite 12 Portsmouth NH	$292,614
Good Beginnings of Sullivan County	170625-B001	109 Pleasant Street Claremont NH	$292,614
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$292,614
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$292,614
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$292,614
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$292,614
		Total	$3,212,394

Funds to support this request are available in the following accounts in State Fiscal Year 2015 and are anticipated to be available in State Fiscal Year 2016, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified without further approval from the Governor and Executive Council.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, SOCIAL SERVICES BLOCK GRANT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

Comprehensive Family Support Services assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents and give families an opportunity to learn and grow.

The Division for Children, Youth and Families and Division of Public Health Services /Maternal Child Health Services blended three family health and support related programs, into one program. This Comprehensive Family Support Services represents such efforts.

New Hampshire DHHS Comprehensive Family Support Services:

In 2002, The Division for Children, Youth and Families, launched a family support partnership, entitled Comprehensive Family Support Services. Support and prevention-based services and programs were provided to thousands families and individuals throughout the state. Due to the success of these prevention-oriented programs, the Division for Children, Youth and Families has recognized the benefit of provider services to families as an effort to keep them from becoming involved in other systems of care.

Currently, there are 25 community-based family resource centers in operation across the State of New Hampshire, which provide a range of support services to families and children that focus on strengthening, supporting and building on the strengths and skills of individuals while also ensuring developmental screening for children six and under. These centers are often key local stakeholders in groups that assess and advocate for the needs of local families.

New Hampshire DHHS Home Visiting NH:

In 2001, the Division of Public Health Services Maternal and Child Health Section began Home Visiting New Hampshire, a statewide, family focused and child centered, preventive program that provides, health, education, support and linkages to community services to eligible, pregnant women and their families in their home until her child is twelve (12) months old. Contractors provide these services in nine (9) of the Division for Children, Youth and Families service areas. The goals of Home Visiting New Hampshire are to promote healthy pregnancy and birth outcomes, promote a safe and nurturing environment for children, and enhance families' life course and development.

Child and Family Health Support Services:

Child and Family Health Support Services have been available through local community health and home visiting agencies for approximately twenty years with funds that had previously supported the state's network of "well baby clinics". These services provide assistance with health care enrollment, referrals, case management, care coordination, education and counseling relative to the child and family and can be conducted by home, office visit or by telephone when appropriate. The goal of Child and Family Health Support Services is to promote the health and well-being of children from birth through age eighteen, with priority given to children birth through age ten.

This contract was competitively bid. On January 21, 2014 the Department issued a Request for Proposals to solicit proposals for the provision of Comprehensive Family Support Services to assist expectant women along with children and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. The request for proposals was available on the Department of Health and Human Services website from January 21, 2014 through March 10, 2014. There were 12 proposals submitted.

The proposals were evaluated by a team of Department of Health and Human Services employees with knowledge of the program requirements, the Division for Children, Youth and Families' Comprehensive Family Support Services program and the Division of Public Health Services, Maternal and Child Health Section. The team also included staff with significant business and management expertise.

The proposals were evaluated based on the criteria published in the Request for Proposals. Eleven of the twelve proposals were selected. The bid summary is attached.

The attached contract calls for the provision of these services for two years and reserves the Division's right to renew the agreement for up to four additional years, based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

Should Governor and Council not authorize this request, the flexibility of community-based family services may not be available to address the needs of children and families throughout the state which could cause an increase in the Division for Children, Youth and Families involvement for out-of-home placement, as these services help to prevent the separation of children from their families and afford them a safe, stable and supportive family environment.

Area Served: Statewide.

Source of Funds: 95.34% Federal Funds
4.66% General Funds

In the event that Federal Funds are no longer available, no additional General Funds will be requested to support this program.

Respectfully submitted,

Mary Ann Cooney
Associate Commissioner

Approved By:
Nicholas A. Toumpas
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$823
2016	102-500734	Social Service Contract	42106802	$1,907
			Total:	$2,730

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090
			Sub-total	93,630.00

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 182412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818
			Sub-total	459,998.00

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$8,982
2016	102-500734	Social Service Contract	42106603	$8,982
			Total:	$17,964

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802
			Sub-total	1,585,984.00

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$31,290
2016	502-500891	Social Service Contract	45030206	$31,290
			Total:	$62,580

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45130206	$36,871
2016	502-500891	Social Service Contract	45130206	$36,871
			Total:	$73,742

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742
			Sub-total	800,000.00

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162
			Sub-total	122,782.00

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004105	$75,000
2016	102-500731	Contracts for Program Services	90004105	$75,000
			Sub-total:	**$150,000**
			Grand total:	**3,212,394.00**

New Hampshire Department of Health and Human Services
Office of Business Operations
Contracts & Procurement Unit
Summary Scoring Sheet

Comprehensive Family Support Services
RFP Name

15-DHHS-OHS-DCYF-01
RFP Number

Bidder Name	Pass/Fail	Maximum Points
1. Children Unlimited Inc. (Conway District)		200
2. Families First (Seacoast District)		200
3. The Family Resource Center (Berlin District)		200
4. The Family Resource Center (Littleton District)		200
5. Community Action Partnership of Strafford County (Rochester District)		200
6. Lakes Region Community Services (Laconia District)		200
7. Child and Family Services (Manchester District)		200
8. Child and Family Services (Concord District)		200
9. Child and Family Services (Southern District)		200
10. Home Healthcare Hospice & Community Services (Keene District)		200
11. Good Beginnings of Sullivan County (Claremont District)		200
12. Monadnock Family Services (Keene District)		200

Reviewer Names

1. John Harrington, Community and Family Support Specialist
2. Michael Donati, Administrator I
3. Deirdre Dunn, Program Specialist IV
4. Dague Clark, Fiscal Administrator

FORM NUMBER P-37 (version 1/09)

Subject: Comprehensive Family Support Services

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Health and Human Services		1.2 State Agency Address 129 Pleasant Street Concord NH 03301	
1.3 Contractor Name Children Unlimited, Inc.		1.4 Contractor Address 182 West Main Street PO Box 986 Conway NH 03818	
1.5 Contractor Phone Number (603) 447-6356	1.6 Account Number 05-095-042-421010-29680000-102-500734-40130215 05-095-042-421010-29730000-102-500734-40130007 05-095-042-421010-29660000-102-500734-40130302 05-095-045-450010-61460000-502-500891-45030206 05-095-090-902010-51900000-102-500731-90004009	1.7 Completion Date June 30, 2016	1.8 Price Limitation $292,614
1.9 Contracting Officer for State Agency Eric D. Borrin		1.10 State Agency Telephone Number 603-271-9558	
1.11 Contractor Signature Children Unlimited, Inc. Jackie Sparks		1.12 Name and Title of Contractor Signatory Jackie Sparks, Executive Director	

1.13 Acknowledgement: State of NH, County of Carroll

On 5/13/14 before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name 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~~

Linda A. Wise

1.13.2 Name and Title of Notary or Justice of the Peace

1.14 State Agency Signature Mary Ann Coony	1.15 Name and Title of State Agency Signatory Mary Ann Coony Associate Commissioner

JRS 5/12/14

1.16	Approval by the N.H. Department of Administration, Division of Personnel *(if applicable)*	
By:		Director, On:
1.17	Approval by the Attorney General (Form, Substance and Execution)	
By:	Rosemary Hart	On: 6-3-14
1.18	Approval by the Governor and Executive Council	
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, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("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. 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.

DMS 5/13/14

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 consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written 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

Contractor Initials: JMS
Date: 5/12/19

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 $250,000 per claim and $2,000,000 per occurrence; and
14.1.2 fire and extended coverage insurance 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 fifteen (15) 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 endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) 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.

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: JMS
Date: 5/12/14

Scope of Services

1. Scope of Services

The Contractor will provide Comprehensive Family Support Services, through a variety of methods including home visiting, to assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. The Contractor will perform duties, which include but are not limited to:

1.1 Providing the following services, at minimum, during the business hours of 7:30 a.m.-5:30 p.m., five (5) days per week:

1.1.1 Age appropriate health education, as well as safety and injury prevention information according to the American Academy of Pediatrics' "Bright Futures – Guidelines for Health Supervision of Infants, Children and Adolescents", Third Edition or most recent edition;

1.1.2 Assistance with enrollment in Medicaid; the Contractor will:

1.1.2.1 Assist families with paperwork required for Medicaid or private health insurance enrollment;

1.1.2.2 Refer and/or accompany families to the DHHS office;

1.1.2.3 Assist families with applying for insurance online during home visits.

1.1.3 Child care resource and referral in partnership with the local Child Care Aware NH agency; the Contractor will;

1.1.3.1 Refer families or contract Child Care Aware NH when families are looking for a child care or preschool program.

1.1.4 Developmental and social-emotional screening using ASQ & ASQ-SE Questionnaire through the Watch Me Grow Program ; the Contractor will;

1.1.4.1 Ensure all children 5.5 years of age and younger, who are part of a family that is eligible for Comprehensive Family Support Services is screened using the ASQ-3 and the ASQ-SE;

1.1.4.1.1 Results from the ASQ's are sent to the child's Primary Care Physician and referrals are made to the Family Centered Early Support Services Program.

1.1.4.2 Refer children ages 3-5.5 to the local school district for their Child Find screening process or their full special education evaluation, if needed.

1.1.5 Domestic violence prevention and intervention services; the Contractor will:

1.1.5.1 Screen all families for domestic violence using The Relationship Assessment Tool;

1.1.5.2 Refer families to and consult with staff at "Starting Point".

1.1.6 Family centered early childhood programs;

1.1.7 Child development education; the Contractor will:

1.1.7.1 Use the Bright Futures Guidelines and ASQ Questionnaires to show a family where their child is developmentally;

1.1.7.2 Suggest activities associated with Parents As Teachers curriculum during home visits.

1.1.8 Family Centered Early Supports and Services Program; the Contractor will:

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1.1.8.1 Refer families for child early intervention services to the Family Centered Early Supports and Services Program at Children Unlimited, Inc. or at Northern Human Services.

1.1.9 Assistance with enrollment of child in Medical Home (Primary Care Provider); the Contractor will:

1.1.9.1 Assist families to ensure they have a Primary Care Provider including a well-child clinic;

1.1.9.2 Interact with Primary Care Providers concerning updates or notifications with regard to shared clients.

1.1.10 Family mentoring and advocacy programs; the Contractor will:

1.1.10.1 Mentor families on a regular basis;

1.1.10.2 Serve in advocacy roles for families concerning basic needs, housing, child's educational process and getting mental health services;

1.1.10.3 Arrange advocates for clients when needed.

1.1.11 Home visiting services in accordance with Home Visiting NH 2012;

1.1.12 Independent Living skills training; the Contractor will:

1.1.12.1 Work on goals and strategies to help both parents and youth care for themselves and their families during home visits;

1.1.12.2 Refer young parents to the TRAILS program;

1.1.12.3 Provide information on the Appalachian Mountain Teen Project for the teenage population.

1.1.13 Life course planning; the Contractor will:

1.1.13.1 Help families develop goals and objectives that will help them find success in the work force;

1.1.13.2 Refer families and coordinate meetings with:

1.1.13.2.1 NH Employment;

1.1.13.2.2 Temporary Assistance for Needy Families; or

1.1.13.2.3 Other job training programs.

1.1.14 Life skills training; the Contractor will:

1.1.14.1 Discuss the following topics during home visits:

1.1.14.1.1 Healthy relationships;

1.1.14.1.2 Self-advocacy;

1.1.14.1.3 Healthy life styles.

1.1.14.2 Use Positive Behavior Intervention and Support behavioral model for families with children displaying behavioral issues;

1.1.14.3 Recommend families use 123 Magic for the youngest children in the household.

1.1.15 Literacy education and support; the Contractor will:

1.1.15.1 Evaluate families enrolled in the program and make accommodations in the written materials that are given to them;

1.1.15.2 Refer families to the adult literacy program at one of the public libraries;

1.1.15.3 Work closely with the Family Centered Early Supports and Services for suggestions for books that the parent and child can share;

1.1.15.4 Use Preventive Child Care Funds to place a child in an appropriate child care or early education program if they are not being well stimulated developmentally at home.

1.1.16 Medical and health education including adherence of child to the American Academy of Pediatrics' "Recommendations for Preventive Pediatric Health Care" schedule;

1.1.17 Mental health services; the Contractor will:

1.1.17.1 Refer any family member that needs a mental health professional to Northern Human Services Mental Health Centers;

1.1.17.2 Conduct pre-natal and post-partum validated screening for depression for parents who are pregnant during home visits;

1.1.17.2.1 Continue to closely monitor or refer to Northern Human Services Mental Health Centers.

1.1.18 Oral health services; the Contractor will:

1.1.18.1 Encourage all families involved in the program to have regular dental child-ups once the child turns one year old;

1.1.18.2 Assist families in finding affordable oral health care;

1.1.18.3 Refer families with are uninsured and under-insured to White Mountain Community Health Center's dental clinic.

1.1.19 Other health and social services (such as: family planning, fuel assistance, transportation etc.); the Contractor will:

1.1.19.1 Assist families in identifying and contacting other health or social service agencies for the services they need;

1.1.19.2 Refer eligible families to "small blue bus" which offers a very limited route for public transportation.

1.1.19.3 Enlist the support of other agencies for volunteer drivers.

1.1.20 Parent education and support; the Contractor will:

1.1.20.1 Offer a series of parent education classes 3-4 times per year using the Parent As Teachers curriculum;

1.1.20.1.1 Provide child care during the classes.

1.1.20.2 Provide short term classes for topics such as:

1.1.20.2.1 Fathers as Caretakers;

1.1.20.2.2 Co-Parenting;

1.1.20.2.3 Grandparents/Relatives as Caregivers.

1.1.21 Parents As Teachers home visiting curriculum;

1.1.22 Smoking cessation assistance; the Contractor will:

1.1.22.1 Screen all families enrolled in the Comprehensive Family Support Services Program for their smoking status using the 2 A's and R method;

1.1.22.2 Monitor smoking families closely both for themselves and children's exposure to second-hand smoke;

1.1.22.3 Encourage families to use the NH Quit Line;

1.1.22.4 Refer families ready to quit smoking to Quitworks NH or to hospitals that offer smoking cessation programs.

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1.1.23 Substance abuse services; the Contractor will:
- 1.1.23.1 Screen families regularly for substance use and abuse;
- 1.1.23.2 Provide resources and education information to families;
- 1.1.23.3 Refer families to therapists who specialize in alcohol and drug addiction as needed;
- 1.1.23.4 Refer families to Alcoholics Anonymous and Narcotic Anonymous support groups.

1.1.24 Trauma informed services; the Contractor will:
- 1.1.24.1 Use trauma informed therapy as one therapeutic methodology for children 8 years of age and younger;
- 1.1.24.2 Refer adults to trauma informed therapist as the Community Mental Health Centers or to private practice therapists.

1.1.25 WIC program services. The Contractor will:
- 1.1.25.1 Inform families about the WIC program during home visits if not familiar with the program;
- 1.1.25.2 Refer adults and families whose children are out of WIC age to one of the several food pantries throughout Carroll County.

1.2 Coordinating outreach to the communities and families regarding the availability of the program and services. The Contractor will:
- 1.2.1 Maintain community relationships that provide services for family needs;
- 1.2.2 Provide literature, brochures and lists of community services and resources to families during home visits;
- 1.2.3 Offer assistance to families for contacting outside agencies.

1.3 Offering home visitation and other services at times that allow for the utmost amount of family member/caregiver participation. The Contractor will:
- 1.3.1 Offer early morning and evening appointments when necessary;
- 1.3.2 Accompany families to appointments at other agencies or court hearings.

1.4 Establishing and maintaining contact with local community groups and organizations that promote effective supports and services that result in safety, permanency and well-being of children and their families. The Contractor will:
- 1.4.1 Maintain good and reciprocal relationships with all community groups and organizations that can support families;
- 1.4.2 Monitor new agencies coming into the community;
- 1.4.3 Monitor changes occurring in longstanding agencies within the community;
- 1.4.4 Attend community, county and state level meetings with other agency providers;
- 1.4.5 Participate in and collaborate with community wide events;
- 1.4.6 Attend and/or participate in any community forums and promote services through literature and pictures;
- 1.4.7 Media coverage through:
  - 1.4.7.1 Website;
  - 1.4.7.2 Facebook;

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1.4.7.3 Newspaper articles; and
1.4.7.4 Press releases.

1.5 Identifying additional resources and funding opportunities and reporting the results to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program.

1.6 Ensuring service delivery is flexible and support services are provided to families across a continuum of the three (3) preventive stages (Prevention, Early Intervention, and Crisis).

1.7 Facilitating identification and evaluation of programs/services, using the North Carolina Family Assessment Scale, parent checklists and parent surveys for families experiencing conditions that include, but are not limited to:

1.7.1 Current founded or unfounded child protective services report;
1.7.2 Previous founded child protective services report;
1.7.3 Closed DCYF case;
1.7.4 Child's low birth weight and neuro developmental delays;
1.7.5 History of, or current, parental or caregiver substance abuse;
1.7.6 Low socioeconomic status of the family (defined as <300% percent of the Federal Poverty Level);
1.7.7 Problematic marital relationship;
1.7.8 Family history, including history of domestic violence;
1.7.9 Child's insecure attachment in early years;
1.7.10 Pregnancy;
1.7.11 Recent birth of a child (within 6-12 months);
1.7.12 Expected birth of an additional child (within 6 months);
1.7.13 Birth of a child or expected birth of a child with special health care needs;
1.7.14 More than 1 child under the age of 3 years;
1.7.15 Families, teen parent, or single parent experiencing multiple stressors;
1.7.16 Physical or social isolation;
1.7.17 Home conditions present a health and safety risk to family members;
1.7.18 Chronic health problems, which interfere with care giving; and
1.7.19 Child or family with chronic health, behavioral or developmental issues that impact on parenting;
1.7.20 ASQ & ASQ-SE results that indicate possible delay;
1.7.21 Families impacted by traumatic events;
1.7.22 Receiving TANF cash assistance or any of the Medicaid options;
1.7.23 Any other factors that may contribute to unhealthy social and emotional outcomes.

1.8 Authorizing and managing the preventive child care award in accordance with Exhibit A-1, in an amount not to exceed the yearly-authorized amount for preventive child care dollars in paragraph 1 of Exhibit A-1.

1.9 Evaluating the progress of both parents/caregivers (if applicable) as well as the performance of the programs and services provided.

1.10 Maintaining a family service record on each family in compliance with all Health Insurance Portability and Accountability Act (HIPPA) Privacy Rules. The family service record is kept in a locked file cabinet will include but not be limited to:

- 1.10.1 Referral information;
- 1.10.2 Release of information form;
- 1.10.3 Family assessment;
- 1.10.4 Child/Family services plan;
- 1.10.5 Case contact log;
- 1.10.6 Identification of primary care physician (PCP);
- 1.10.7 Linkages with prenatal/primary care and visit schedule as outlined in American Academy Pediatrics "Recommendations for Preventive Pediatric Health Care" schedule;
- 1.10.8 Progress notes;
- 1.10.9 Child care utilization and billing information; and
- 1.10.10 Case closure report.

1.11 Completing criminal background and central registry checks on all staff, sub-contractors, and volunteers working on this contract, who come in contact with children.

1.12 Ensuring all staff, sub-contractors, and volunteers, at minimum, possess:

- 1.12.1 An understanding of the principles of family support;
- 1.12.2 Skills to address the ethnic and cultural needs, resources and assets of their community;
- 1.12.3 Experience working with community groups;
- 1.12.4 Empathy for parents and families, and an understanding of family stressors;
- 1.12.5 A working knowledge of the array of services in the community;
- 1.12.6 Experience working directly with families;
- 1.12.7 Experience in the area of child welfare services;
- 1.12.8 Experience in the area of maternal and child health,
- 1.12.9 Experience in working in coordination with a multidisciplinary team, including but not limited to Registered Nurses, Advance Practice Registered Nurses, licensed clinical social workers, and/or other licensed health professionals.
- 1.12.10 Good organizational skills;
- 1.12.11 Good problem solving skills;
- 1.12.12 Clear and effective oral and written communication skills;
- 1.12.13 A valid driver's license and reliable automobile transportation;
- 1.12.14 The ability to work hours that are flexible and convenient for families; and
- 1.12.15 An understanding of how to access the range of services in the delivery system.

1.13 Ensuring all allied health professionals have the appropriate New Hampshire licenses whether directly employed, contracted or subcontracted.

1.14 Providing consultation services from a clinician or prescribing practitioner who is licensed, by the New Hampshire Board of Psychological Examiners, as a health care professional.

1.15 Submitting a Communication and Marketing Plan that ensures and describes involvement with DCYF District Office staff to promote Comprehensive Family Support Services.

1.15.1 Work collaboratively with the District Office in your catchment area and make the request to attend no fewer than two DO staff meetings a year, preferably quarterly.

1.16 Ensuring that staff attend meetings and trainings as required by the Division of Public Health Services, Maternal and Child Health Section, including but not limited to:

1.16.1 MCH Agency Directors' Meetings

1.16.2 MCH Coordinators Meetings

1.17 Ensuring that programs are staffed by a Program Director and an appropriate number of Home Visitors and/or paraprofessional home visitors, in accordance with "Parents As Teachers Guidance for determining caseload size for your affiliate", that is necessary to implement the program. The Contractor will ensure staff qualifications, as listed below:

1.17.1 The Program Director will:

1.17.1.1 Work a minimum of .5 FTE;

1.17.1.2 Supervise each Professional Home Visitors preferably on a weekly (at minimum bi-weekly) basis; and

1.17.1.3 Possess either:

1.17.1.3.1 A Master's degree in social work, counseling, nursing, public health or a related field, and two years of experience working with families and children in a social service, home health or other early childhood program setting; or

1.17.1.3.2 A Bachelor's degree in social work, counseling, nursing, public health or a related field, and five years of experience working with families and children in a social service, home health or other early childhood program setting, some of which must have been in a supervisory capacity.

1.17.2 Professional Home Visitors will:

1.17.2.1 Have knowledge of the eligibility requirements for Medicaid reimbursement;

1.17.2.2 Have access to clinical case consultation;

1.17.2.3 Have a minimum of two (2) years of supervised experience working with families; and

1.17.2.4 Possess a Bachelor's Degree in one of the following disciplines:

1.17.2.4.1 Social work

1.17.2.4.2 Counseling

1.17.2.4.3 Early childhood education

1.17.2.4.4 Nursing or a related field.

1.17.3 Paraprofessional home visitors shall have at minimum:

1.17.3.1 A high school diploma or general equivalency diploma; and

1.17.3.2 Four years' experience working with families in an early childhood program or health care support capacity.

1.18 Ensuring that one home visitor and supervisor have and/or maintain Parents as Teachers "approved user" status, unless a waiver has been obtained from the Division for Children, Youth and Families.

1.19 Designating a liaison for all programmatic correspondence between the Department and the agency for matters including but not limited to:

1.19.1 Program announcements;
1.19.2 Clinical updates;
1.19.3 Reporting changes, errors and requests.

1.20 Notifying the Division for Children, Youth and Families (DCYF) in writing when hiring a new administrator or any staff person essential to carrying out this scope of services to work in the program. Notification must be provided to DCYF within 30 days of the hire date and will include:

1.20.1 A resume of the employee;
1.20.2 Date of hire; and
1.20.3 Job description for the position.

1.21 Requesting a waiver of the applicable staffing requirements before an agency hires new program personnel that do not meet the required staff qualifications. Waiver requests must be sent to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program and include:

1.21.1 Reason for request;
1.21.2 Name and job description of the position; and
1.21.3 Proposed qualifications for the position.

1.22 Notifying the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program in writing of the need for a budget revision if any critical position is vacant for more than one month or if at any time funded under this contract does not have adequate staffing to perform all required services for more than one month.

1.23 Reporting all cases of communicable diseases according to New Hampshire RSA 141-C and He-P 301, adopted June 03, 2008.

1.24 Coordinating and participating in public health activities as requested by the Division of Public Health Services during any disease outbreak and/or emergency, natural or man-made affecting the public's health.

1.25 Ensuring that all staff complies with the reporting requirements of New Hampshire RSA 169: C, Child Protection Act; RSA 161:F46, Protective Services to Adults; RSA

631:6, Assault and Related Offenses; and RSA 130: A, Lead Paint Poisoning and Control.

1.26 Promoting immunizations in accordance with RSA 141-C and the Immunization Rules promulgated there under.

1.27 Ensuring that services meet the requirements of Sec. 401 (a) (3) of the 42 USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF. One of the purposes of this requirement is to increase State flexibility to "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies" to the State/Federal regulation.

1.28 Complying with the confidentiality provisions of RSA 170-G: 8-a. All information regarding the Division's clients, client families, foster families, and other involved individuals that the Contractor may learn is strictly confidential and shall not be discussed with anyone except the Division's personnel in the performance of contracted services.

1.29 Maintaining the confidentiality of all clients and using client information only for the purpose of program administration, evaluation and quality improvement.

1.30 Ensuring that all staff understands that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.

1.31 Ensuring that all staff adheres to the Division of Family Assistance confidentiality policy in the General Manual and sign a statement saying that they agree to uphold the confidentiality standards. Failure to maintain confidentiality shall result in disciplinary actions.

1.32 Reporting personally identifiable health data to DHHS as requested, for all clients served under this contract for purposes of program evaluation and/or continuous quality improvement. Contractors are responsible for obtaining any authorizations for release of information from the clients that is necessary to comply with federal and state laws and regulations.

1.32.1 All forms developed for authorization for release of information must be approved by the Division for Children, Youth and Families prior to their use.

1.33 Informing the Division for Children, Youth and Families prior to initiating any research relating to this contract that uses clients as subjects and adhering to the legal requirements governing human subjects' research, if considering clinical or sociological research using clients as subjects.

1.34 Complying with all of the provisions of the Home Visiting NH 2012 and Watch Me Grow.

1.35 Using the MCH portion of these funds to provide or arrange for preventative health care for children in the service delivery area, in the event that the Community Health Center in the Contractor's service delivery area is defunded.

1.36 Providing culturally and linguistically appropriate services as well as providing clients of limited English Proficiency with interpretation services to ensure equal access to quality health services in compliance with Title VI, language efficiency and Proficiency citation 45 CFR 80.3 (b) (2).

1.37 Complying with all of the requirements of the Health Insurance Portability and Accountability Act (HIPPA) Privacy Rules, Public Law 104-191.

1.38 Agreeing that the Department of Health and Human Services and/or its funders will retain COPYRIGHT ownership for any and all original materials produced with the Department of Health and Human Services' contract funding, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports.

1.39 Agreeing that all media (written, video, audio, and electronic etc.) produced, reproduced or purchased under the contract shall have prior approval from the Department before publication, production, distribution, or use.

1.40 Crediting the New Hampshire Department of Health and Human Services on all materials produced under this contract.

2. Reporting Requirements

2.1 The Contractor shall submit monthly reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program by the last day of the month, which will include, but not be limited to:

2.1.1 Statistical reports that must detail:

2.1.1.1 Number of families enrolled at the beginning and end of the month;
2.1.1.2 Number of referrals;
2.1.1.3 Number of families receiving TANF,
2.1.1.4 Early and Periodic Screening and Diagnosis services,
2.1.1.5 Number of terminations;
2.1.1.6 Total number of units of services delivered, (Unit = 15 minutes)
2.1.1.7 Number of childcare cases and utilization data;
2.1.1.8 Year-To-Date unduplicated childcare count;
2.1.1.9 Narrative regarding impact of the services provided for families; and
2.1.1.10 Community impact of the services provided;
2.1.1.11 Family income, composed of earned income and child support receipts;
2.1.1.12 Number of families employed or in training;
2.1.1.13 Number of families reporting housing destabilization;
2.1.1.14 Number of expectant women and children receiving WIC services.

2.1.2 A narrative summary of the family services records.

2.2 The Contractor shall submit quarterly reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program no later than the 15th day of the month following the reporting period of each contract year, with the first report due on October 15, 2014. Quarterly reports shall include, but not be limited to:

2.2.1 A report highlighting the program activities for each quarter, which includes;

2.2.2 Describing the progress in achieving the stated outcomes;

2.2.3 Feedback from families, as to the effectiveness and satisfaction of the contracted services.

2.2.4 Submitting a Work Plan Outcome Report with S.M.A.R.T. Goals that are Specific, Measurable Attainable Realistic and Timely, and that, at minimum, includes:

2.2.4.1 Input/resources;

2.2.4.2 Activities/action plan;

2.2.4.3 Performance measures for outcomes;

2.2.4.4 Evaluation activities; and

2.2.4.5 Brief narrative describing strategies for Quality Improvement.

2.3 The Contractor shall submit Annual reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program by July 31st of each contract year, with the first report due on July 31, 2015. Annual reports shall include, but not be limited to:

2.3.1 Information regarding accomplishments and activities for the program;

2.3.2 Recommendations for service development and outcomes;

2.3.3 Systemic barriers; and

2.3.4 Family satisfaction survey results.

3. Requirements of Delivery of Services

3.1 In addition to the reporting requirements set forth in Section 2 Reporting Requirements, the Contract will:

3.1.1 Achieve a minimum 80% favorable rating on parent/family satisfaction surveys conducted annually;

3.1.2 Achieve each target set in the approved Work Plan.

Contractor Initials: JMS
Date: 5/13/14

New Hampshire Department of Health and Human Services
Comprehensive Family Support Services
Exhibit A-1

Vendor: Children Unlimited Inc.

PREVENTIVE CHILD CARE AUTHORIZATION AND BILLING INSTRUCTIONS, SFY16

1. The Contractor's maximum yearly-authorized amount for preventive child care dollars is $25,000. Preventive child care shall not be authorized in excess of the standard rate. (see page 2 of this Exhibit).

   1.1 Out of this maximum yearly amount, for those families that the Contractor determines should receive preventive child care, the Contractor shall authorize no more than twelve weeks of child care services at a time.

   1.2 The Contractor shall maintain utilization data that includes the family's name and authorized amounts; this information shall accompany the Contractor's billing invoice submitted to DCYF on a monthly basis.

2. To access the preventive child care service, the Contractor shall identify an appropriate provider.

   2.1 The Contractor shall contact the designated DCYF preventive child care Provider Relations Specialist to authorize the family's enrollment into this service and provide the Specialist with the required family and provider contact information necessary to complete the authorization process through NH Bridges, utilizing form 2096 (See Exhibit A-2).

   2.2 The Provider Relations Specialist shall complete the authorization process to generate child care billing forms that will automatically be sent to the designated provider on a weekly basis.

   2.3 If the Contractor identifies a new child care provider that is willing to be certified by DCYF to provide preventive child care, the Contractor shall contact the Provider Relations Specialist and provide the name and address of the provider. Preventive child care services cannot be authorized until the provider has been certified by DCYF.

3. If the Contractor determines that child care services are required beyond the initial twelve-week authorization, the Contractor shall follow steps 2.1 and 2.2 above.

4. If the Contractor determines that authorized child care is no longer needed or appropriate, the Contractor shall contact the Provider Relations Specialist to request that this service be terminated for the applicable family.

5. The Contractor shall routinely track the amount of child care that it authorizes through DCYF. Upon reaching the yearly allotment, the Contractor shall notify DCYF in writing (e-mail is acceptable), to ensure that no further authorizations are processed.

6. DCYF shall monitor preventive child care usage based on the utilization data provided by the Contractor. Should monitoring reveal that authorized child care services are not being utilized (the child care provider does not submit invoices for payments); DCYF shall notify the Contractor to determine whether the authorization should remain active in the NH Bridges system.

   6.1 The Contractor shall contact the family and child care provider to determine the status of child care usage and notify them of the decision whether to continue or rescind authorization for child care resources not yet utilized.

7. If within the contract year, DCYF monitoring indicates that the Contractor's maximum yearly-authorized amount for preventive child care has been reached or is about to be reached, DCYF will alert the Contractor.

Contractor's Initials JMS
Date 5/12/14

New Hampshire Department of Health and Human Services
Comprehensive Family Support Services
Exhibit A-1
CHILD CARE SCHOLARSHIP PROGRAM MAXIMUM
WEEKLY STANDARD RATES EFFECTIVE JULY 1, 2013

Licensed Child Care Center

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$201.75
Full Time	18-35	$191.00
Full Time	36-78	$170.00
Full Time	79-155	$135.96
Half Time	1-17	$156.24
Half Time	18-35	$147.84
Half Time	36-78	$131.52
Half Time	79-155	$85.00
Part Time	1-17	$78.12
Part Time	18-35	$73.92
Part Time	36-78	$65.76
Part Time	79-155	$42.49

Licensed Family Home

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$155.00
Full Time	18-35	$152.50
Full Time	36-78	$147.50
Full Time	79-155	$65.18
Half Time	1-17	$120.00
Half Time	18-35	$118.08
Half Time	36-78	$114.24
Half Time	79-155	$50.00
Part Time	1-17	$60.00
Part Time	18-35	$59.04
Part Time	36-78	$57.12
Part Time	79-155	$25.00

License-Exempt Center

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	
Full Time	18-35	
Full Time	36-71	
Full Time	72-78	$85.00
Full Time	79-155	$67.98
Half Time	1-17	
Half Time	18-35	
Half Time	36-71	
Half Time	72-78	$65.76
Half Time	79-155	$42.50
Part Time	1-17	
Part Time	18-35	
Part Time	36-71	
Part Time	72-78	$32.88
Part Time	79-155	$21.24

License Exempt Family Home

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$108.50
Full Time	18-35	$106.75
Full Time	36-78	$103.25
Full Time	79-155	$45.63
Half Time	1-17	$84.00
Half Time	18-35	$82.66
Half Time	36-78	$79.97
Half Time	79-155	$35.00
Part Time	1-17	$42.00
Part Time	18-35	$41.33
Part Time	36-78	$39.98
Part Time	79-155	$17.50

Full Time Level = 31 or more hours per week
Half Time Level = 16 to 30 hours per week
Part Time Level = 1 to 15 hours per week

Providers caring for children with disabilities can be reimbursed an additional amount per week.
Full time = $50.00 per week, Half time = $30.00 per week, and Part time = $15.00 per week. Call (603) 271-7313 for information regarding Form 2628, Verification for a Child with a Disability.

Contractor's Initials JMS
Date 5/13/14

STATE OF NEW HAMPSHIRE
Department of Health and Human Services
Division for Children, Youth and Families

Form 2096
May 2009

REFERRAL FOR PREVENTIVE CHILD CARE SERVICES

Date: _____

CHILD/FAMILY INFORMATION

Name of Child: _____ _____ _____
LAST FIRST MI

Date of Birth _____ Social Security # _____

Name of Parent _____

Street Address: _____

Town or City _____ State _____ Zip Code _____

CHILD CARE INFORMATION

Name of Child Care Provider _____

Street Address _____

Town or City _____ State _____ Zip Code _____

RESOURCE ID NUMBER _____

Start Date of Child Care Services _____

Projected End Date of Child Care Services _____ (No longer that 12 weeks)

Number of hours of child care approved by the Comprehensive Family Support Agency as identified in the Family Service Plan.

☐ **Full Time** (31 or more hrs) ☐ **Half Time** (16-30 hrs/week) ☐ **Part Time** (1-15 hrs/week)

FAMILY RESOURCE AND SUPPORT AGENCY INFORMATION

Name of Family Resource and Support Agency _____

Address _____

Em ail Address _____

FRS Worker _____ Telephone Number _____

PD 09-15

JMS
5/13/14

Method and Conditions Precedent to Payment

1. Subject to the availability of Federal funds, and in consideration for the Contractor's compliance with the terms and conditions of this agreement, and for the services provided by the Contractor pursuant to Exhibit A, Scope of Services, and expenses incurred, the Department shall pay the Contractor an amount not to exceed, Form P-37, block 1.8, Price Limitation.

   1.1. This contract is funded with funds from the following Catalog of Federal Domestic Assistance (CFDA) #'s, for the provision of services pursuant to Exhibit A, Scope of Services.
   - # 93.667, Federal Agency Department of Health and Human Services, Administration for Children and Families, Social Services Block Grant;
   - # 93.645, Federal Agency Department of Health and Human Services, Administration for Children and Families, Stephanie Tubbs Jones Child Welfare Services Program;
   - # 93.556, Federal Agency Department of Health and Human Services, Administration for Children and Families, Promoting Safe and Stable Families;
   - # 93.558, Federal Agency Department of Health and Human Services, Administration for Children and Families, Temporary Assistance for Needy Families; and
   - # 93.994, Federal Agency Department of Health and Human Services, Administration for Children and Families, Maternal and Child Health Services Block Grant to the States.

   1.2. The contractor agrees to provide the services in Exhibit A, Scope of Services in compliance with funding requirements.

2. Payment for said services shall be made monthly, but not less than quarterly:

   2.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this agreement. The invoice, provided by the Department, must be completed, signed, and returned to the Department in order to initiate payment. In lieu of hard copies, invoices may be assigned an electronic signature and emailed. Hard copies shall be mailed to:

   Fiscal Administrator
   Division for Children, Youth and Families
   Department of Health and Human Services
   129 Pleasant Street
   Concord, NH 03301

   Email: dbclark@dhhs.state.nh.us

   2.2 Expenditures shall be in accordance with the approved line item budget shown in exhibit B-1.

   2.3 Payments may be withheld pending receipt of required reports, plans, and updates as defined in Exhibit A.

Contractor Initials DMS
Date 5/13/14

2.4 A final payment request shall be submitted no later than sixty days after the contact ends.

2.5 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; and

2.6 When the contract price limitation is reached, the program shall continue to operate at full capacity at no charge to the State of New Hampshire for the duration of the contract period.

Contractor Initials JAS
Date 5/17/14

Exhibit B-1

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

Revision 1 04/23/2014

Bidder/Program Name: Children Unlimited, Inc.

Budget Request for: CFSS&HVNH/CHFS
Comprehensive Family Support Services
RFP#15-DHHS-OHS-OCYF-01

Budget Period: 07/01/2014-06/30/2015

1. Total Salary/Wages	$ 122,340.00	$ 6,204.00	$ 128,544.00	$ -	$ 6,204.00	$ 6,204.00	$ 122,340.00	$ -	$ 122,340.00
2. Employee Benefits	$ 10,926.00	$ 6,715.00	$ 17,641.00	$ -	$ 6,715.00	$ 6,715.00	$ 13,177.00	$ -	$ 13,177.00
3. Consultants	$ -	$ 3,550.00	$ 3,550.00	$ -	$ 3,550.00	$ 3,550.00	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ 3,800.00	$ 3,800.00	$ -	$ 3,800.00	$ 3,800.00	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ -	$ 1,452.00	$ 1,452.00	$ -	$ 895.00	$ 895.00	$ -	$ -	$ -
6. Travel	$ 13,041.00	$ 3,214.00	$ 14,004.00	$ -	$ 3,214.00	$ 3,214.00	$ 10,790.00	$ -	$ 10,790.00
7. Occupancy		$ 6,000.00	$ 6,000.00	$ -	$ 6,000.00	$ 6,000.00	$ -	$ -	$ -
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone/Utilities	$ -	$ 2,895.00	$ 2,895.00	$ -	$ 3,452.00	$ 3,452.00	$ -	$ -	$ -
Postage	$ -	$ 550.00	$ 550.00	$ -	$ 550.00	$ 550.00	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ 3,800.00	$ 3,800.00	$ -	$ 3,800.00	$ 3,800.00	$ -	$ -	$ -
Insurance	$ -	$ 2,550.00	$ 2,550.00	$ -	$ 2,550.00	$ 2,550.00	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ 1,600.00	$ 1,600.00	$ -	$ 1,600.00	$ 1,600.00	$ -	$ -	$ -
11. Staff Education and Training	$ -	$ 6,470.00	$ 6,470.00	$ -	$ 6,470.00	$ 6,470.00	$ -	$ -	$ -
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 146,307.00	$ 48,800.00	$ 192,856.00	$ -	$ 48,800.00	$ 48,800.00	$ 146,307.00	$ -	$ 146,307.00
Indirect As A Percent of Direct		33.4%							

Budget One Budget Period

Contractor's Initials DMS
Date 5/13/14

Exhibit B-1

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

Bidder/Program Name: Children Unlimited, Inc.

Budget Request for: CFSS/HVNH/CHFS
Comprehensive Family Support Services
RFP#15-DHHS-OHS-OCYF-01
Budget Period: 07/01/2015-6/30/2016

Revision 1 04/23/2014

1. Total Salary/Wages	$ 122,340.00	$ 6,204.00	$ 128,544.00	$ -	$ 6,204.00	$ 6,204.00	$ 122,340.00	$ -	$ 122,340.00
2. Employee Benefits	$ 10,926.00	$ 6,715.00	$ 17,641.00	$ -	$ 6,715.00	$ 6,715.00	$ 13,177.00	$ -	$ 13,177.00
3. Consultants	$ -	$ 3,550.00	$ 3,550.00	$ -	$ 3,550.00	$ 3,550.00	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ 3,800.00	$ 3,800.00	$ -	$ 3,800.00	$ 3,800.00	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ -	$ 1,452.00	$ 1,452.00	$ -	$ 895.00	$ 895.00	$ -	$ -	$ -
6. Travel	$ 13,041.00	$ 3,214.00	$ 14,004.00	$ -	$ 3,214.00	$ 3,214.00	$ 10,790.00	$ -	$ 10,790.00
7. Occupancy		$ 6,000.00	$ 6,000.00	$ -	$ 6,000.00	$ 6,000.00	$ -	$ -	$ -
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone/Utilities	$ -	$ 2,895.00	$ 2,895.00	$ -	$ 3,452.00	$ 3,452.00	$ -	$ -	$ -
Postage	$ -	$ 550.00	$ 550.00	$ -	$ 550.00	$ 550.00	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ 3,800.00	$ 3,800.00	$ -	$ 3,800.00	$ 3,800.00	$ -	$ -	$ -
Insurance	$ -	$ 2,550.00	$ 2,550.00	$ -	$ 2,550.00	$ 2,550.00	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ 1,600.00	$ 1,600.00	$ -	$ 1,600.00	$ 1,600.00	$ -	$ -	$ -
11. Staff Education and Training	$ -	$ 6,470.00	$ 6,470.00	$ -	$ 6,470.00	$ 6,470.00	$ -	$ -	$ -
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 146,307.00	$ 48,800.00	$ 192,854.00	$ -	$ 48,800.00	$ 48,800.00	$ 146,307.00	$ -	$ 146,307.00
Indirect As A Percent of Direct		33.4%							

Budget One Budget Period

Contractor's Initials JMS
Date 5/13/14

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 fundors 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 fundors, 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. **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:

16.1. Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function

16.2. 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

16.3. Monitor the subcontractor's performance on an ongoing basis

16.4. Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed

16.5. 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.

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.

ADDITIONAL SPECIAL PROVISIONS

1. The Division reserves the right to renew the Agreement for up to four additional years, subject to continued availability of funds, satisfactory performance of services, and approval by the Governor and Executive Council.

Contractor Initials: DMS
Date: 5/13/19

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 GRANTEES 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

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:

5/13/14
Date

Children Unlimited, Inc.
Name: Jackie Sparks
Title: Executive Director

Jackie Sparks

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:

5/13/14
Date

Children Unlimited, Inc.
Name: Jackie Sparks
Title: Executive Director
Jackie Sparks

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:

5/13/14
Date

Children Unlimited, Inc.
Name: Jackie Sparks
Title: Executive Director

CERTIFICATION REGARDING THE AMERICANS WITH DISABILITIES ACT COMPLIANCE

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

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

Contractor Name:

5/13/14
Date

Children Unlimited, Inc
Name: Jackie Sparks
Title: Executive Director Jackie Sparks

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:

5/13/14
Date

Children Unlimited, Inc.
Name: Jackie Sparks
Title: Executive Director
Jackie Sparks

HEALTH INSURANCE PORTABLITY 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, TitleXIII, 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.

l. "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.

(3) **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

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:

- The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
- The unauthorized person used the protected health information or to whom the disclosure was made;
- Whether the protected health information was actually acquired or viewed
- 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 (l). 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.

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

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.

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) l, 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.

NH DHHS	Children Unlimited, Inc.
The State	Name of the Contractor
Mary Ann Carey	Jackie Sparks
Signature of Authorized Representative	Signature of Authorized Representative
Mary Ann Carey	Jackie Sparks
Name of Authorized Representative	Name of Authorized Representative
Associate Commissioner	Executive Director
Title of Authorized Representative	Title of Authorized Representative
5/28/14	5/13/14
Date	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:

5/13/14
Date

Children Unlimited, Inc.
Name: Jackie Sparks
Title: Executive Director
Jackie Sparks

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: 602-029-9073

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?

   X 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: _____

State of New Hampshire
Department of Health and Human Services
Amendment #3 to the Comprehensive Family Support Services

This 3rd Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #3") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Community Action Partnership of Strafford County, (hereinafter referred to as "the Contractor"), a nonprofit with a place of business at 642 Central Avenue, Dover, NH, 03431.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80), and May 18, 2016 (Item #9A), and March 21, 2018 (Item #14B), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules or terms and conditions of the contract; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-2 Additional Special Provisions, Paragraph #1, the State may modify the scope of work and the payment schedule of the contract upon written agreement of the parties and approval from the Governor and Executive Council; and

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

WHEREAS, all terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #3 remain in full force and effect; and

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

1. Form P-37 General Provisions, Block 1.6, Account Number to add:

   05-095-045-450010-61270000-102-500731
   05-095-042-421010-29580000-644-504187

2. Form P-37 General Provisions, Block 1.7, Completion Date, to read:

   June 30, 2020.

3. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:

   $1,336,134.

4. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:

   Nathan D. White, Director.

5. Form P-37, General Provisions, Block 1.10, State Agency Telephone Number, to read:

   603-271-9631.

6. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 2.2, to read:

   2.2 Expenditures shall be in accordance with the approved line item budget shown in Exhibit B-1, B-2-Amendment #1, B-3 - Amendment #2, B-4 – Amendment #2, and Exhibit B-5, Budget Amendment #3.

7. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 1.2 to read:

    1.2 The Contractor agrees to provide the services in Exhibit A, Scope of Service in compliance with funding requirements, which includes an in-kind match of an amount equal to a minimum of 25% of the federal Title IV-B grant identified in Subsection 1.1, above and 25% of the federal Promoting Safe and Stable Families grant identified in Subsection 2.2, above.

8. Add Exhibit B, Methods and Conditions Precedent to Payment, Section 1.3 to read:

    1.3 The Contractor shall ensure the annual 25% required match in Section 1.2 above, is in non-federal contributions either in cash or in-kind related to directly providing Title IV-B and Promoting Safe and Stable Families project activities and goals related to Comprehensive Family Support Services as approved by the Department.

9. Add Exhibit B-5, Budget Amendment #3

10. Add Exhibit K, DHHS Information Security Requirements

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

5/28/19
Date

Name: Christine L. Santaniello
Title: Director

Community Action Partnership of Strafford County

May 23rd 2019
Date

Name: Betsey Andrews Parker
Title: CEO

Acknowledgement of Contractor's signature:

State of New Hampshire, County of Strafford on May 23, 2019, before the undersigned officer, personally appeared the person identified directly above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

Signature of Notary Public or Justice of the Peace

Kathleen Morrison, Executive Assistant
Name and Title of Notary or Justice of the Peace

My Commission Expires: Aug. 5th 2020

KATHLEEN E. MORRISON
MY COMMISSION EXPIRES AUG. 5, 2020
NOTARY PUBLIC
NEW HAMPSHIRE

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

OFFICE OF THE ATTORNEY GENERAL

6/4/2019
Date

Name: Nancy J. Smith
Title: Sr. Asst. Atty General

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

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

Contractor name Community Action Partnership of Strafford County

Budget Request for: Comprehensive Family Support Services

Budget Period: July 1, 2019 through June 30, 2020

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	$ 166,451.76	$ -	$ 166,451.76	$ -	$ -	$ -	$ 166,451.76	$ -	$ 166,451.76
2. Employee Benefits	$ 49,935.63	$ -	$ 49,935.63	$ -	$ -	$ -	$ 49,935.63	$ -	$ 49,935.63
3. Consultants	$ 3,860.00	$ -	$ 3,860.00	$ 1,960.00	$ -	$ 1,960.00	$ 1,900.00	$ -	$ 1,900.00
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 3,281.00	$ -	$ 3,281.00	$ -	$ -	$ -	$ 3,281.00	$ -	$ 3,281.00
6. Travel	$ 7,800.00	$ -	$ 7,800.00	$ -	$ -	$ -	$ 7,800.00	$ -	$ 7,800.00
7. Occupancy	$ 17,160.00	$ -	$ 17,160.00	$ 2,160.00	$ -	$ 2,160.00	$ 15,000.00	$ -	$ 15,000.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone/Internet	$ 10,000.00	$ -	$ 10,000.00	$ -	$ -	$ -	$ 10,000.00	$ -	$ 10,000.00
Postage	$ 200.00	$ -	$ 200.00	$ -	$ -	$ -	$ 200.00	$ -	$ 200.00
Subscriptions	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -	$ 500.00	$ -	$ 500.00
Audit and Legal	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -	$ 500.00	$ -	$ 500.00
Insurance	$ 200.00	$ -	$ 200.00	$ -	$ -	$ -	$ 200.00	$ -	$ 200.00
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 300.00	$ -	$ 300.00	$ -	$ -	$ -	$ 300.00	$ -	$ 300.00
11. Staff Education and Training	$ 3,330.00	$ -	$ 3,330.00	$ -	$ -	$ -	$ 3,330.00	$ -	$ 3,330.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory): In-Kind donations specifically benefitting CFSS families	$ 1,450.00	$ -	$ 1,450.00	$ 1,450.00	$ -	$ 1,450.00	$ -	$ -	$ -
14. Program Adminstration (Indirect - 16.52%	$ -	$ 42,852.61	$ 42,852.61	$ -	$ -	$ -		$ 42,852.61	$ 42,852.61
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 264,968.39	$ 42,852.61	$ 307,821.00	$ 5,570.00	$ -	$ 5,570.00	$ 259,398.39	$ 42,852.61	$ 302,251.00

Indirect As A Percent of Direct 16.2%

Contractor Initials EMP
Date 5/23/19

A. Definitions

The following terms may be reflected and have the described meaning in this document:

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, " Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.

2. "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.

3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

   Confidential Information also 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 Protected Health Information (PHI), Personal Information (PI), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.

5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.

6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss or misplacement of hardcopy documents, and misrouting of physical or electronic

mail, all of which may have the potential to put the data at risk of unauthorized access, use, disclosure, modification or destruction.

7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.

8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.

9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.

10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.

11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.

12. "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.

I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR

A. Business Use and Disclosure of Confidential Information.

1. The Contractor must not use, disclose, maintain or transmit Confidential Information except as reasonably necessary as outlined under this Contract. Further, Contractor, including but not limited to all its directors, officers, employees and agents, must not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
2. The Contractor must not disclose any Confidential Information in response to a

request for disclosure on the basis that it is required by law, in response to a subpoena, etc., without first notifying DHHS so that DHHS has an opportunity to consent or object to the disclosure.

3. If DHHS notifies the Contractor that DHHS 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 Contractor must be bound by such additional restrictions and must not disclose PHI in violation of such additional restrictions and must abide by any additional security safeguards.
4. The Contractor agrees that DHHS Data or derivative there from disclosed to an End User must only be used pursuant to the terms of this Contract.
5. The Contractor agrees DHHS Data obtained under this Contract may not be used for any other purposes that are not indicated in this Contract.
6. The Contractor agrees to grant access to the data to the authorized representatives of DHHS for the purpose of inspecting to confirm compliance with the terms of this Contract.

II. METHODS OF SECURE TRANSMISSION OF DATA

1. Application Encryption. If End User is transmitting DHHS data containing Confidential Data between applications, the Contractor attests the applications have been evaluated by an expert knowledgeable in cyber security and that said application's encryption capabilities ensure secure transmission via the internet.
2. Computer Disks and Portable Storage Devices. End User may not use computer disks or portable storage devices, such as a thumb drive, as a method of transmitting DHHS data.
3. Encrypted Email. End User may only employ email to transmit Confidential Data if email is encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
4. Encrypted Web Site. If End User is employing the Web to transmit Confidential Data, the secure socket layers (SSL) must be used and the web site must be secure. SSL encrypts data transmitted via a Web site.
5. File Hosting Services, also known as File Sharing Sites. End User may not use file hosting services, such as Dropbox or Google Cloud Storage, to transmit Confidential Data.
6. Ground Mail Service. End User may only transmit Confidential Data via *certified* ground mail within the continental U.S. and when sent to a named individual.
7. Laptops and PDA. If End User is employing portable devices to transmit Confidential Data said devices must be encrypted and password-protected.
8. Open Wireless Networks. End User may not transmit Confidential Data via an open

wireless network. End User must employ a virtual private network (VPN) when remotely transmitting via an open wireless network.

9. Remote User Communication. If End User is employing remote communication to access or transmit Confidential Data, a virtual private network (VPN) must be installed on the End User's mobile device(s) or laptop from which information will be transmitted or accessed.
10. SSH File Transfer Protocol (SFTP), also known as Secure File Transfer Protocol. If End User is employing an SFTP to transmit Confidential Data, End User will structure the Folder and access privileges to prevent inappropriate disclosure of information. SFTP folders and sub-folders used for transmitting Confidential Data will be coded for 24-hour auto-deletion cycle (i.e. Confidential Data will be deleted every 24 hours).
11. Wireless Devices. If End User is transmitting Confidential Data via wireless devices, all data must be encrypted to prevent inappropriate disclosure of information.

III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS

The Contractor will only retain the data and any derivative of the data for the duration of this Contract. After such time, the Contractor will have 30 days to destroy the data and any derivative in whatever form it may exist, unless, otherwise required by law or permitted under this Contract. To this end, the parties must:

A. Retention

1. The Contractor agrees it will not store, transfer or process data collected in connection with the services rendered under this Contract outside of the United States. This physical location requirement shall also apply in the implementation of cloud computing, cloud service or cloud storage capabilities, and includes backup data and Disaster Recovery locations.
2. The Contractor agrees to 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.
3. The Contractor agrees to provide security awareness and education for its End Users in support of protecting Department confidential information.
4. The Contractor agrees to retain all electronic and hard copies of Confidential Data in a secure location and identified in section IV. A.2
5. The Contractor agrees Confidential Data stored in a Cloud must be in a FedRAMP/HITECH compliant solution and comply with all applicable statutes and regulations regarding the privacy and security. All servers and devices must have currently-supported and hardened operating systems, the latest anti-viral, anti-hacker, anti-spam, anti-spyware, and anti-malware utilities. The environment, as a

whole, must have aggressive intrusion-detection and firewall protection.

6. The Contractor agrees to and ensures its complete cooperation with the State's Chief Information Officer in the detection of any security vulnerability of the hosting infrastructure.

B. Disposition

1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor 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 by the Contractor 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 and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute of Standards and Technology, U. S. Department of Commerce. The Contractor 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 Contractor prior to destruction.
2. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.
3. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

IV. PROCEDURES FOR SECURITY

A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:

1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.

2. The Contractor will 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.).

3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.

4. The Contractor will 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.

5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.

6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor 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 Contractor, including breach notification requirements.

7. The Contractor 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 Contractor and any applicable sub-contractors prior to system access being authorized.

8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.

9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.

10. The Contractor 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 Information Security Office leadership member within the Department.

11. 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.

12. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.

13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at https://www.nh.gov/doit/vendor/index.htm for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.

14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer and the State's Security Officer of any security breach immediately, at the email addresses provided in Section VI. This includes 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.

15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.

16. The Contractor must ensure that all End Users:

    a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.

    b. safeguard this information at all times.

    c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.

    d. send emails containing Confidential Information only if <u>encrypted</u> and being sent to and being received by email addresses of persons authorized to receive such information.

e. limit disclosure of the Confidential Information to the extent permitted by law.

f. Confidential Information received under this Contract and individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).

g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.

h. in all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.

i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.

Contractor is responsible for oversight and compliance of their End Users. DHHS reserves the right to conduct onsite inspections to monitor compliance with this Contract, including the privacy and security requirements provided in herein, HIPAA, and other applicable laws and Federal regulations until such time the Confidential Data is disposed of in accordance with this Contract.

V. LOSS REPORTING

The Contractor must notify the State's Privacy Officer and Security Officer of any Security Incidents and Breaches immediately, at the email addresses provided in Section VI.

The Contractor must further handle and report Incidents and Breaches involving PHI in accordance with the agency's documented Incident Handling and Breach Notification procedures and in accordance with 42 C.F.R. §§ 431.300 - 306. In addition to, and notwithstanding, Contractor's compliance with all applicable obligations and procedures, Contractor's procedures must also address how the Contractor will:

1. Identify Incidents;
2. Determine if personally identifiable information is involved in Incidents;
3. Report suspected or confirmed Incidents as required in this Exhibit or P-37;
4. Identify and convene a core response group to determine the risk level of Incidents and determine risk-based responses to Incidents; and

5. Determine whether Breach notification is required, and, if so, identify appropriate Breach notification methods, timing, source, and contents from among different options, and bear costs associated with the Breach notice as well as any mitigation measures.

Incidents and/or Breaches that implicate PI must be addressed and reported, as applicable, in accordance with NH RSA 359-C:20.

VI. PERSONS TO CONTACT

A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov

B. DHHS Security Officer:

DHHSInformationSecurityOffice@dhhs.nh.gov

State of New Hampshire
Department of State

CERTIFICATE

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

Business ID: 65583
Certificate Number : 0004489362

IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 5th day of April A.D. 2019.

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

I, _____Jean Miccolo_____, do hereby certify that:
(Name of the elected Officer of the Agency; cannot be contract signatory)

1. I am a duly elected Officer of Community Action Partnership of Strafford County.
(Agency Name)

2. The following is a true copy of the resolution duly adopted at a meeting of the Board of Directors of

the Agency duly held on _October 17, 2018:
(Date)

RESOLVED: That the ___Betsey Andrews Parker, CEO_____
(Title of Contract Signatory)

is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

3. The foregoing resolutions have not been amended or revoked, and remain in full force and effect as of

the 23rd day of May, 2019.
(Date Amendment Signed)

4. Betsey Andrews Parker is the duly elected Chief Executive Officer
(Name of Contract Signatory) (Title of Contract Signatory)

of the Agency.

Jean Miccolo

STATE OF NEW HAMPSHIRE

County of Strafford

The forgoing instrument was acknowledged before me this 23rd day of May, 2019,

By __Jean Miccolo_____.
(Officer of the Agency)

KATHLEEN E. MORRISON
MY COMMISSION EXPIRES AUG. 5, 2020
NOTARY PUBLIC
NEW HAMPSHIRE

(Notary Public – Kathleen Morrison)

Commission Expires: August 5th 2020

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 04/29/2019

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

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

PRODUCER	CONTACT NAME: Teri Davis	
CGI Business Insurance 171 Londonderry Turnpike Hooksett NH 03106	PHONE (A/C, No, Ext): (866) 841-4600	FAX (A/C, No): (603) 622-4618
	E-MAIL ADDRESS: TDavis@CGIBusinessInsurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Hanover Insurance Company	22292
INSURED Community Action Partnership of Strafford County DBA: Strafford CAP PO Box 160 Dover NH 03821-1060	INSURER B: Eastern Alliance Insurance Group	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 18/19 Master REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			ZHVA192135	12/31/2018	12/31/2019	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 3,000,000
							PRODUCTS - COMP/OP AGG	$ Included
							Professional Liability	$ 1,000,000
A	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			AWVA158930	12/31/2018	12/31/2019	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
							Uninsured motorist	$ 1,000,000
A	[X] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ NIL			UHVA192136	12/31/2018	12/31/2019	EACH OCCURRENCE	$ 4,000,000
							AGGREGATE	$ 4,000,000
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		01-0000133794-00	12/31/2018	12/31/2019	[X] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
A	Business Property			ZHVA192135	12/31/2018	12/31/2019	Blanket Limit	$900,150

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

Workers Comp: 3A State: NH

CERTIFICATE HOLDER

State of New Hampshire, Dept of Health and Human Services
129 Pleasant St
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

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MISSION

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

community Action PARTNERSHIP of Strafford County

VISION

Working to eliminate poverty in Strafford County

Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

FOR THE YEARS ENDED
DECEMBER 31, 2017 AND 2016
AND
INDEPENDENT AUDITORS' REPORTS

Leone, McDonnell & Roberts
PROFESSIONAL ASSOCIATION

CERTIFIED PUBLIC ACCOUNTANTS

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

DECEMBER 31, 2017 AND 2016

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Leone, McDonnell & Roberts
Professional Association
CERTIFIED PUBLIC ACCOUNTANTS
WOLFEBORO • NORTH CONWAY
DOVER • CONCORD
STRATHAM

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

INDEPENDENT AUDITORS' REPORT

Report on the Financial Statements

We have audited the accompanying financial statements of Community Action Partnership of Strafford County (a New Hampshire nonprofit organization), which comprise the statements of financial position as of December 31, 2017 and 2016, and the related statements of cash flows, and notes to the financial statements for the years then ended, and the related statements of activities and functional expenses for the year ended December 31, 2017.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Community Action Partnership of Strafford County as of December 31, 2017 and 2016, and its cash flows for the years then ended, and the changes in its net assets for the year ended December 31, 2017 in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited Community Action Partnership of Strafford County's 2016 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated August 15, 2017. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2016, 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* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 21, 2018, on our consideration of Community Action Partnership of Strafford County's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Community Action Partnership of Strafford County's internal control over financial reporting and compliance.

Leone, McDonnell & Roberts
Professional Association

June 21, 2018
Wolfeboro, New Hampshire

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2017 AND 2016

ASSETS

	2017	2016
CURRENT ASSETS		
Cash and cash equivalents	$ 361,179	$ 517,916
Accounts receivable	1,094,461	1,191,955
Contributions receivable	115,800	-
Tax credits receivable	172,000	8,000
Inventory	11,532	8,724
Prepaid expenses	9,609	19,677
Total current assets	1,764,581	1,746,272
NONCURRENT ASSETS		
Security deposits	5,350	24,140
Property, net of accumulated depreciation	1,195,445	927,051
Other noncurrent assets	12,500	12,500
Total noncurrent assets	1,213,295	963,691
TOTAL ASSETS	$ 2,977,876	$ 2,709,963

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Demand note payable	$ 105,377	$ 72,673
Accounts payable	217,582	363,064
Accrued payroll and related taxes	137,448	141,753
Accrued compensated absences	100,965	79,490
Refundable advances	391,376	438,285
Other current liabilities	20,789	-
Total liabilities	973,537	1,095,265
NET ASSETS		
Unrestricted		
Undesignated	1,260,844	1,204,103
Board designated	307,315	307,315
Total unrestricted	1,568,159	1,511,418
Temporarily restricted	436,180	103,280
Total net assets	2,004,339	1,614,698
TOTAL LIABILITIES AND NET ASSETS	$ 2,977,876	$ 2,709,963

See Notes to Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2017
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION

	Unrestricted	Temporarily Restricted	2017 Total	2016 Total
CHANGE IN NET ASSETS				
REVENUES AND OTHER SUPPORT				
Grant revenue	$ 7,454,864	$ -	$ 7,454,864	$ 7,531,691
Fees for service	333,487	-	333,487	258,396
Rent revenue	19,472	-	19,472	11,718
Public support	147,071	342,260	489,331	216,229
In-kind donations	735,069	-	735,069	577,850
Interest	127	-	127	1,312
Fundraising	87,215	-	87,215	64,282
Other revenue	(2,106)	-	(2,106)	3,091
Total revenues and support	8,775,199	342,260	9,117,459	8,664,569
NET ASSETS RELEASED FROM RESTRICTIONS	9,360	(9,360)	-	-
Total revenues, support, and net assets released from restrictions	8,784,559	332,900	9,117,459	8,664,569
EXPENSES				
Program services				
Child services	3,973,078	-	3,973,078	3,812,180
Community services	780,471	-	780,471	606,156
Energy assistance	2,154,833	-	2,154,833	2,135,921
Housing	409,543	-	409,543	374,836
Weatherization	391,107	-	391,107	247,856
Workforce development	150,178	-	150,178	178,651
Total program services	7,859,210	-	7,859,210	7,355,600
Supporting activities				
Management and general	790,496	-	790,496	732,223
Fundraising	78,112	-	78,112	64,919
Total expenses	8,727,818	-	8,727,818	8,152,742
CHANGE IN NET ASSETS	56,741	332,900	389,641	511,827
NET ASSETS, BEGINNING OF YEAR	1,511,418	103,280	1,614,698	1,102,871
NET ASSETS, END OF YEAR	$ 1,568,159	$ 436,180	$ 2,004,339	$ 1,614,698

See Notes to Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016

	2017	2016
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	$ 389,641	$ 511,827
Adjustment to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	84,399	53,517
(Increase) decrease in assets:		
Accounts receivable	97,494	(477,626)
Contributions receivable	(115,800)	-
Tax credits receivable	(164,000)	(8,000)
Inventory	(2,808)	-
Prepaid expenses	10,068	(18,377)
Security deposits	18,790	527
Increase (decrease) in liabilities:		
Accounts payable	(145,482)	280,139
Accrued payroll and related taxes	(4,305)	20,739
Accrued compensated absences	21,475	(2,388)
Refundable advances	(46,909)	(29,071)
Other current liabilities	20,789	(24,399)
NET CASH PROVIDED BY OPERATING ACTIVITIES	163,352	306,888
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of property and equipment	(352,793)	(502,144)
NET CASH USED IN INVESTING ACTIVITIES	(352,793)	(502,144)
CASH FLOWS FROM FINANCING ACTIVITIES		
Net borrowings (repayments) on demand note payable	32,704	(728)
NET CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES	32,704	(728)
NET DECREASE IN CASH AND CASH EQUIVALENTS	(156,737)	(195,984)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	517,916	713,900
CASH AND CASH EQUIVALENTS, END OF YEAR	$ 361,179	$ 517,916
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION		
Cash paid during the year for interest	$ 6,251	$ 3,322

See Notes to Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2017
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION

	Child Services	Community Services	Energy Assistance	Housing	Weatherization	Workforce Development	Total Program Services	Inl (A
Payroll	$ 1,884,887	$ 304,780	$ 286,047	$ 57,922	$ 47,329	$ 76,824	$ 2,657,789	$
Payroll taxes	155,402	22,972	21,982	4,723	3,590	6,367	215,036	
Fringe benefits	174,365	35,623	40,839	5,302	6,208	11,453	273,790	
Weatherization material, fuel and client assistance	85,880	22,329	1,724,551	169,525	300,926	14,291	2,317,502	
In-kind expenses	496,927	195,086	-	26,061	5,392	-	723,466	
Consultants and contract labor	262,576	9,498	6,664	106,135	620	971	386,464	
Consumable supplies	209,950	90,209	2,402	1,859	1,650	4,860	310,930	
Rent	290,038	22,415	29,557	8,301	6,969	25,391	382,671	
Repairs and maintenance	10,630	11,520	10,318	6,107	-	951	39,526	
Utilities	98,527	5,329	10,082	13,009	1,150	4,049	132,146	
Insurance	89,440	5,657	1,792	5,276	3,189	1,248	106,602	
Meetings, events and training	70,875	10,486	2,353	235	7,909	29	91,887	
Depreciation	52,337	25,910	98	3,733	-	2,320	84,398	
Travel	60,430	8,541	3,471	877	1,644	927	75,890	
Copying and postage	8,400	7,553	9,317	26	98	147	25,541	
Retirement	12,886	2,149	1,159	428	475	257	17,354	
Equipment and computer	7,094	(6,091)	4,028	24	991	93	6,139	
Interest expense	-	3,314	-	-	2,937	-	6,251	
Indirect costs	-	-	-	-	-	-	-	
Property taxes	-	-	-	-	-	-	-	
Other program support	2,434	3,191	173	-	30	-	5,828	
Total expenses	$ 3,973,078	$ 780,471	$ 2,154,833	$ 409,543	$ 391,107	$ 150,178	$ 7,859,210	$

NOTE 1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Organization

Community Action Partnership of Strafford County (the Agency) is a 501(c)(3) private New Hampshire non-profit organization established under the provisions of the Equal Opportunity Act of 1964. Without services provided by the Agency, many local residents would be without a means to provide for their basic needs, including food, education, child care, utilities assistance, transportation, housing, emergency shelter and access to other services. The mission of the Agency is to educate, advocate and assist people in Strafford County to help meet their basic needs and promote self-sufficiency. The vision of the Agency is to eliminate poverty in Strafford County through compassion, education, self-sufficiency, transparency, accountability, team work, client focus and professionalism.

In addition to its administrative office located in Dover, the Agency maintains its outreach capacity by operating program offices in Farmington, Milton, Rochester, Dover and Somersworth. The Agency is funded by Federal, state, county and local funds, as well as United Way grants, public utilities, foundation and charitable grant funds, fees for service, private business donations, and donations from individuals. The Agency is governed by a tripartite board of directors made up of elected officials, community leaders from for-profit and non-profit organizations and residents who are low income. The board is responsible for assuring that the Agency continues to assess and respond to the causes and conditions of poverty in its community, achieve anticipated family and community outcomes, and remain administratively and fiscally sound. The Agency administers a wide range of coordinated programs to more than 15,000 people annually, and the programs are designed to have a measureable impact on poverty and health status among the most vulnerable residents: those under the age of 6, the elderly and those living in poverty. This coordinated approach is accomplished by providing a broad array of services that are locally defined, planned and managed with community agencies.

Basis of Accounting

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

Financial Statement Presentation

The financial statement presentation follows the recommendations of the Accounting Standard Codification No. 958-210, *Financial Statements of Not-For-Profit Organizations*. Under FASB ASC No. 958-210, the Agency 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.

Unrestricted: Net assets that are not subject to donor-imposed stipulations. Unrestricted net assets may be designated for specific purposes by action of the Board of Directors.

Temporarily Restricted: Net assets whose use is limited by donor-imposed stipulations that will either expire with the passage of time or be fulfilled or removed by actions of the Agency.

Permanently Restricted: Net assets reflecting the historical cost of gifts (and in certain circumstances, the earnings from those gifts), subject to donor-imposed stipulations, which require the corpus to be invested in perpetuity to produce income for general or specific purposes.

At December 31, 2017 and 2016 the Agency had unrestricted and temporarily restricted net assets.

Refundable Advances
Grants received in advance are recorded as refundable advances and recognized as revenue in the period in which the related services are performed or expenditures are incurred.

Contributions
All contributions are considered to be available for unrestricted use unless specifically restricted by 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 Agency 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.

Fair Value of Financial Instruments
Accounting Standard Codification No. 825, "Financial Instruments," requires the Agency to disclose estimated fair value for its financial instruments. The carrying amounts of cash, accounts receivable, inventory, prepaid expenses, accounts payable, accrued expenses, and refundable advances approximate fair value because of the short maturity of those instruments.

Inventory
Inventory materials are fixtures for installation and recorded at cost or contributed value, using the first-in, first-out method.

Property and Depreciation
Property and equipment, which have a cost greater than $5,000, are capitalized at cost or, if donated, at the approximate fair value at the date of donation. Specific grants and awards may have a threshold lower than this amount and that program will abide by those guidelines. Assets are depreciated over their estimated useful lives using the straight-line method as follows:

Buildings and improvements	15 - 40 years
Furniture, equipment and machinery	3 - 10 years
Vehicles	5 - 7 years

Depreciation expense aggregated $84,399 and $53,517 for the years ended December 31, 2017 and 2016, respectively.

Accrued Earned Time
The Agency has accrued a liability of $100,965 and $79,490 at December 31, 2017 and 2016, respectively, for future compensated leave time that its employees have earned and which is vested with the employee.

Income Taxes
The Agency is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The Internal Revenue Service has determined the Agency to be other than a private foundation. The Agency is also exempt from the New Hampshire Business Enterprise Tax.

Accounting Standard Codification No. 740, "Accounting for Income Taxes", establishes the minimum threshold for recognizing, and a system for measuring, the benefits of tax return positions in financial statements. Management has analyzed the Agency's tax position taken on its information returns for the years 2014 through 2017 and has concluded that no additional provision for income taxes is necessary in the Agency's financial statements.

Cash and Cash Equivalents
The Agency considers all highly liquid financial instruments with original maturities of three months or less to be cash equivalents.

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

Advertising Expenses
The Agency expenses advertising costs as they are incurred. Total advertising costs for the years ended December 31, 2017 and 2016 amounted to $22,984 and $21,352, respectively.

In-kind Donations

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 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 $232,667 and $322,524 for the years ended December 31, 2017 and 2016, respectively.

The Agency also 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 $86,313 and $49,673 for the years ended December 31, 2017 and 2016, respectively.

The Agency 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 $121,757 and $294,332, respectively, for the year ended December 31, 2017. For the year ended December 31, 2016, the estimated fair value of these food commodities and goods was determined to be $159,190 and $46,463, respectively.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis. Accordingly, costs have been allocated among the program services and supporting activities benefited.

NOTE 2. PROPERTY

As of December 31, 2017 and 2016, property consisted of the following:

	2017	2016
Land, buildings and improvements	$ 1,268,065	$ 926,666
Furniture, equipment and machinery	539,213	522,213
Vehicles	249,779	249,779
Construction in progress	-	5,607
Total	2,057,057	1,704,265
Less accumulated depreciation	861,612	777,214
Net property	$ 1,195,445	$ 927,051

NOTE 3. ACCOUNTS RECEIVABLE

Accounts receivable are stated at the amount management expects to collect from balances outstanding at year end. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. The allowance for uncollectible accounts was estimated to be zero at December 31, 2017 and 2016. The Agency has no policy for charging interest on overdue accounts.

NOTE 4. CONTRIBUTIONS RECEIVABLE

Contributions receivable represent promises to give, which have been made by donors but have not yet been received by the Agency. The Agency considers contributions receivable fully collectible; accordingly, no allowance for contributions receivable has been recorded.

Total unconditional promises to give were as follows at December 31, 2017:

Within one year	$ 52,400
In two to five years	26,400
Thereafter	37,000
	$ 115,800

NOTE 5. TAX CREDIT PROGRAM

The New Hampshire Community Development Finance Authority's Tax Credit Program allows New Hampshire businesses to contribute to not-for-profit community, housing and economic development projects and receive a 75% New Hampshire state tax credit that can be applied against New Hampshire business profits, business enterprise and insurance premium taxes. Through this Tax Credit Program, the Agency recognized contribution revenue of $164,000 and $8,000 for the years ended December 31, 2017 and 2016, respectively. At December 31, 2017 and 2016, the Agency had tax credits receivable of $172,000 and $8,000, respectively.

NOTE 6. PLEDGED ASSETS

As described in Note 7, all assets of the Agency are pledged as collateral under the Agency's demand note payable agreement.

NOTE 7. DEMAND NOTE PAYABLE

The Agency has available a revolving line of credit with a bank in the amount of $250,000. The note is payable upon demand, but in the absence of demand, is due in September 2018. Interest is stated at the prime rate plus 1% which resulted in an interest rate of 5.50% and 4.75% at December 31, 2017 and 2016, respectively. The note is collateralized by all the assets of the Agency.

NOTE 8. TEMPORARILY RESTRICTED NET ASSETS

At December 31, 2017 and 2016, temporarily restricted net assets consisted of the following:

	2017	2016
Bank of New Hampshire - Summer Meals	$ 3,094	$ 971
Building Campaign - Pledges	121,908	-
Building Campaign - Tax Credits	172,000	8,000
Envoy Mortgage - Summer Meals	1,500	-
Fuel Vendor - Returned of Federal Funds	6,123	4,219

Holy Rosary Credit Union - Homelessness	207	-
Hub - Family Resource Center	27,892	27,892
Individual Donor - Heat & Hot Water	2,868	-
Individual Donors Grab N Go – Summer Weekend Meals	1,418	-
Municipal - Homelessness	6,838	-
Municipal - Homelessness	4,500	-
New Hampshire Charitable – Thomas Haas Heat & Hot Water	11,719	-
New Hampshire Charitable – Thomas Haas Heat & Hot Water	8,000	-
New Hampshire Charitable Foundation – Bundled Services	37,305	20,247
New Hampshire Charitable Foundation – Homelessness	1,000	-
Nute Charitable Trust - Fuel Assistance	1,500	-
Optima Bank - Security Deposits	18,425	27,620
Share Our Strength – Summer Meals	-	13,995
Split Interest Clients - Security Deposits	5,385	-
Split Interest Clients - Security Deposits	2,450	-
United Way - Homelessness	2,048	336
Total	$ 436,180	$ 103,280

NOTE 9. **LEASE COMMITMENTS**

Facilities occupied by the Agency for its community service programs are rented under the terms of various operating leases. For the years ended December 31, 2017 and 2016, the annual lease/rent expense for the leased facilities was $155,065 and $120,523, respectively. Certain equipment is leased by the Agency under the terms of various operating leases.

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

Year Ended December 31	Amount
2018	$ 91,347
2019	23,857
2020	20,078
2021	19,633
2022	15,697
Total	$ 170,612

NOTE 10. RETIREMENT PLAN

The Agency maintains a 403(b) Plan and Trust (the Plan) covering substantially all employees. Employee contributions to the Plan are made at predetermined rates elected by employees. Additionally, the Agency provides a matching contribution equal to 25% of the employee's contribution up to 5% of the employee's compensation. Effective April 1, 2016, the Agency instituted an auto enrollment feature mandating a minimum 1% employee contribution; however employees reserve the right to decline the auto enrollment. Employer matching contributions for the years ended December 31, 2017 and 2016 totaled $25,570 and $24,366, respectively.

NOTE 11. CONCENTRATION OF RISK

A large percentage of the Agency's total revenue was received from two contractors, the Federal Government and the State of New Hampshire. It is always considered to be at least reasonably possible that either contractor could be lost in the near term; however, Management feels this risk is of no particular concern at this time.

NOTE 12. CONCENTRATION OF CREDIT RISK

The Agency maintains its cash balances at several financial institutions in New Hampshire. The balances are insured by the Federal Deposit Insurance Corporation up to $250,000. The Agency maintains an agreement with its primary financial institution to collateralize the balances in excess of $250,000.

NOTE 13. CONTINGENCIES

The Agency receives grant funding from various sources. Under the terms of these agreements, the Agency 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 Agency 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 December 31, 2017 and 2016.

NOTE 14. SUBSEQUENT EVENTS

Subsequent events are events or transactions that occur after the statement of financial position date, but before financial statements are available to be issued. Recognized subsequent events are events or transactions that provide additional evidence about conditions that existed at the statement of financial position date, including the estimates inherent in the process of preparing financial statements. 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 June 21, 2018, the date the December 31, 2017 financial statements were available for issuance.

SUPPLEMENTARY INFORMATION

(See Independent Auditors' Report)

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2017

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/PROGRAM TITLE	FEDERAL CFDA NUMBER	PASS-THROUGH GRANTOR'S NAME	
U.S. Department of Agriculture			
Child and Adult Care Food Program	10.558	State of New Hampshire Department of Education	
Child and Adult Care Food Program	10.558	State of New Hampshire Department of Education	
Child Nutrition Cluster			
Summer Food Service Program for Children	10.559	State of New Hampshire Department of Education	
Food Distribution Cluster			
Emergency Food Assistance Program (Food Commodities)	10.569	Belknap-Merrimack Community Action Partnership	
Total U.S. Department of Agriculture			
U.S. Department of Housing and Urban Development			
Supportive Housing for the Elderly	14.157	Dover Housing Authority	
CDBG Entitlement Grants Cluster			
Community Development Block Grants / Entitlement Grants	14.218	City of Dover, New Hampshire	
Community Development Block Grants / Entitlement Grants	14.218	City of Rochester, New Hampshire	
Community Development Block Grants / State's Program and Non-Entitlement Grants in Hawaii	14.228	New Hampshire Community Development Finance Authority	
Community Development Block Grants / State's Program and Non-Entitlement Grants in Hawaii	14.228	New Hampshire Community Development Finance Authority	
Emergency Solutions Grant Program	14.231	State of New Hampshire Department of Health and Human Services	
Supportive Housing Program	14.235	State of New Hampshire Department of Health and Human Services	
Supportive Housing Program	14.235	Community Partners / Behavioral Health / Services	
Total U.S. Department of Housing and Urban Development			
U.S. Department of Labor			
WIA Cluster			
WIA Adult Program	17.258	Southern New Hampshire Services, Inc.	
WIA Dislocated Worker Formula Grants	17.278	Southern New Hampshire Services, Inc.	
Total U.S. Department of Labor/WIA Cluster			
U.S. Department of Energy			
Weatherization Assistance for Low-Income Persons	81.042	State of New Hampshire Governor's Office of Energy & Community Services	
Total U.S. Department of Energy			
U.S. Department of Health & Human Services			
Aging Cluster			
Special Programs for the Aging - Title III, Part B - Grants for Senior Energy	93.044	State of New Hampshire Division of Elderly and Adult services	
Senior Transportation	93.044	State of New Hampshire Department of Health and Human Services, Nutrition & Trans. Services	
Maternal, Infant, and Early Childhood Home Visting Cluster			
Affordable Care Act (ACA) Maternal, Infant, and Early Childhood Home Visiting Program	93.505	State of New Hampshire Department of Health and Human Services, DPH, BPHCS, Maternal & Health Section	
Promoting Safe and Stable Families	93.556	State of New Hampshire, DHHS, Division for Children, Youth and Families	05-
TANF Cluster			
Temporary Assistance for Needy Families	93.558	State of New Hampshire, DHHS, Division for Children, Youth and Families	05-
Temporary Assistance for Needy Families	93.558	Southern New Hampshire Services, Inc.	

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED DECEMBER 31, 2017

NOTE 1 **BASIS OF PRESENTATION**

The accompanying schedule of expenditures of Federal Awards (the Schedule) includes the federal award activity of Community Action Partnership of Strafford County under programs of the federal government for the year ended December 31, 2017. 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 Partnership of Strafford County, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Agency.

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.

NOTE 3 **INDIRECT COST RATE**

Community Action Partnership of Strafford County has elected not to use the ten percent de minimis indirect cost rate allowed under the Uniform Guidance.

NOTE 4 **FOOD DONATION**

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

NOTE 5 **SUBRECIPIENTS**

Community Action Partnership of Strafford County had no subrecipients for the year ended December 31, 2017.

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COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

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 of
Community Action Partnership of Strafford County
Dover, 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 Partnership of Strafford County (a New Hampshire nonprofit organization), which comprise the statements of financial position as of December 31, 2017 and 2016, and the related statements of cash flows, and the related notes to the financial statements for the years then ended, and the related statements of activities and functional expenses for the year ended December 31, 2017, and have issued our report thereon dated June 21, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Community Action Partnership of Strafford County'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 Partnership of Strafford County's internal control. Accordingly, we do not express an opinion on the effectiveness of Community Action Partnership of Strafford County's internal control.

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs that we consider to be a significant deficiency as item 2017-001.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Community Action Partnership of Strafford County'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*.

Community Action Partnership of Strafford County's Response to Findings

Community Action Partnership of Strafford County's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. Community Action Partnership of Strafford County's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

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.

Leon, McDonnell & Roberts
Professional Association

June 21, 2018
Wolfeboro, New Hampshire

Leone, McDonnell & Roberts
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COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

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 of
Community Action Partnership of Strafford County
Dover, New Hampshire

Report on Compliance for Each Major Federal Program

We have audited Community Action Partnership of Strafford County'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 Partnership of Strafford County's major federal programs for the year ended December 31, 2017. Community Action Partnership of Strafford County'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 Partnership of Strafford County'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 Partnership of Strafford County'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 Partnership of Strafford County's compliance.

Opinion on Each Major Federal Program

In our opinion, Community Action Partnership of Strafford County 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 December 31, 2017.

Report on Internal Control Over Compliance

Management of Community Action Partnership of Strafford County 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 Partnership of Strafford County'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 Partnership of Strafford County'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

June 21, 2018
Wolfeboro, New Hampshire

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2017

A. SUMMARY OF AUDITORS' RESULTS

1. The auditors' report expresses an unmodified opinion on whether the financial statements of Community Action Partnership of Strafford County were prepared in accordance with GAAP.

2. One significant deficiency disclosed during the audit of the financial statements is reported in the *Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.* No material weaknesses are reported.

3. No instances of noncompliance material to the financial statements of Community Action Partnership of Strafford County, which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.

4. No significant deficiencies in internal control over major federal award programs are reported in the *Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance.* No material weaknesses are reported.

5. The auditors' report on compliance for the major federal award programs for Community Action Partnership of Strafford County expresses an unmodified opinion on all major federal programs.

6. Audit findings that are required to be reported in accordance with 2 CFR section 200.516(a) are reported in this Schedule.

7. The programs tested as major were: U.S. Department of Health and Human Services, Low-Income Home Energy Assistance Program, CFDA 93.568, and Community Services Block Grant, CFDA 93.569.

8. The threshold used for distinguishing between Type A and B programs was $750,000.

9. Community Action Partnership of Strafford County was determined to be a low-risk auditee.

B. FINDINGS – FINANCIAL STATEMENTS AUDIT

2017-001 General Ledger Close and Adjusting Journal Entries

Condition: A significant quantity of adjusting journal entries were provided by the Organization during the audit. Significant adjusting entries related to the following areas: accrued payroll, pledges receivable and pledge contributions. The adjusting entries were provided by management and in certain cases identified by the auditor.

Criteria: Internal controls should be in place to ensure that the activity of the Organization is being recorded in a timely and accurate manner.

Cause: Controls are not in place to ensure all required month and year end journal entries are being recorded in a timely and accurate manner.

Effect: Financial information utilized by management in making decisions may not be timely or accurate.

Recommendation: Procedures should be implemented to ensure all required month and year end journal entries are being recorded in a timely and accurate manner.

Views of Responsible Officials and Planned Corrective Action: The Organization is strengthening month end and year end checklist procedures to include additional documentation of completion, backups recorded to 365 and review of entries to ensure timely and accurate journal entries. In addition, the fiscal department is fully staffed to provide the oversight as well as work required to perform the tasks.

C. FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

None

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2016

There were no findings or questioned costs that were required to be reported in the Schedule of Findings and Questioned Costs for the year ended December 31, 2016.

community Action PARTNERSHIP of Strafford County

2019 Board of Directors

Becky Sherburne, Chair
Hope Morrow Flynn, Vice Chair
Alan Brown, Treasurer
Jean Miccolo, Secretary
Alison Dorow
Marci Theriault
Petros Lazos
Terry Jarvis
Kristen Collins
Vickie Routhier
Thomas Levasseur
Bruce Connick
Don Chick
Erin Zajicek
Cindy Brown
Jason Thomas

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

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

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

PAULA GYURCSAN

[redacted]

SUMMARY:
M.Ed. in school counseling from Plymouth State University (GPA 4.0), certified guidance counselor (k-12), four courses in parent education, excellent communication skills, group & individual counseling, 504 case management, teach classroom guidance and career/college planning; taught wellness strategies; Graduated Cum Laude from UNH (BA in English with minors in French and Social Work). Basic language skills in French; intermediate Hungarian. Member of Chi Sigma Iota and Golden Key Honor Society. Successfully completed three nursing rotations towards RN degree, proficient in medical terminology/conditions; CPR/First Aid certified. Personal note: I spent the school year of 2012-13 living in Hungary.

WORK EXPERIENCE:
Lead Home Visitor: Comprehensive Family Supports & Services (Oct. 2 – currently) develop goals with families to increase knowledge in areas of parenting education, life skills, early childhood education, medical resources and communication and mental health & substance misuse support resources. Processed referrals, biweekly meeting with DCYF staff, mentor new staff

Home Visitor: Early Head Start (Nov. 17, 2015 – currently) I work with 9 families who have children ranging in age from 4 months to age three. I do weekly home visits using a curriculum called "Parents as Teachers." I also run a weekly socialization group for families to attend. I counsel families on nutrition and health initiatives. I work collaboratively with Early Support Services, the Reach program, DCYF & local health providers, mentor UNH early childhood education interns, complete fuel assistance applications.

Para: Strafford Learning Center (Oct. 5, 2015 – Dec. 10, 2015) I worked at the HOPE Program as a one-on-one with a student with Autism. I worked as part of a team with one teacher and three other paras. We worked with all the children at different times. I used discrete trials to educate.

Guidance Counselor: Webster Elementary School (March 25 2015 – June 19 2015, long-term substitute). I provided individual and group counseling, classroom guidance, and 504 case management three days per week.

Substitute Teacher, Rochester, NH school systems: Jan. 2014 – Sept. 2015; 2009- 2011 Working primarily in elementary schools, jobs ranging from covering para-educators as a one-on-one with autistic and downs children, to covering classroom teachers; worked with hearing-impaired children, children in behavioral programs and in special education.

Parent Aide: Employed through Child & Family Services (Jan. 2015 – May 23, 2015). Supervised home visits that are court-ordered by DCYF, collaborated with DCYF to develop family treatment plan.

Homemaker: 2001-2008: Implemented speech exercise programs and behavior plans for child with disability

Case Worker, State of NH (DHHS), Rochester, NH (1999-2001)
Worked for the Division of Family Assistance where I managed a large caseload; interviewed clients and determined eligibility for public assistance including Food Stamps and Medicaid; processed mail and phone calls from clients; made referrals to collateral agencies; worked in collaboration with Division of Child Support, Division of Elderly & Adult Services, and the Division of Youth and Family Services, issued benefit payments in a timely manner.

English Teacher, Budapest, Hungary: 1998-1999
Gave private, weekly English instruction to middle school students and taught adult classes.

VOLUNTEER EXPERIENCE:
Public Health Network Mental Health Work Group: March 2018 - currently
Homeless Center for Center for Strafford County: 2015 – 2016.
I answer the phone, complete resident logs and enforce house rules.

St Mary Church, Rochester, NH: 2008-present
Religious education teacher, folk group and volunteering with church programs

Restructuring Committee (Milton Elementary School): 2012 – 2013.
Parent member of committee made up of administrators, parents, and teachers. The committee is reviewed areas of weakness in teaching practices, administrative practices, and use of data and creating a model for staff to follow to improve education in the school.

EDUCATIONAL EXPERIENCE:
-Parents as Teachers (2017)
Healthy Homes of America training 2016
-Trainings on the effects of substance misuse & trauma on children 2016
-Training on treating Selective Mutism - 2014
-Training on DCYF policies from Ben Yolda - 2013
-Plymouth State University, Plymouth, NH – 2010-2014
*Earned M.Ed., K-12 School Counseling Certification
*Internship experience at Gilford High School (Aug. 2013 – Dec. 2013
*Internship experience at McClelland Elementary School (Aug. 2013 – Dec. 2013) -Consulted with Occupational therapist, physical therapist, other professionals to develop IEP programs for students.

*Practicum at Dover Middle School

-Great Bay Community College, Stratham, NH 2008-2009

*Completed half of RN program.

*Completed nursing rotations in long-term care, maternity and med/surg.

-University of New Hampshire, Durham, NH

*B.A. in English, with minors in French and Social Work, 1998

AWARDS AND ACHIEVEMENTS

*4.0 GPA

*Wrote and obtained a grant for the Milton Elementary School.

*Graduated Cum Laude at UNH

REFERENCES:

Becki Guillory 767-5331 (current supervisor)

Cathy Smith 749-2346

Penny Gregoire 781-6049

M. Diane Henriquez

PROFESSIONAL PROFILE

My experiences have helped me to develop strong human service skills, crisis counseling, coordinating and implementing service plans as well as the realization of the importance of each person as an individual. I am an energetic team player and believe that I would be an asset to your organization. The experiences that I feel would benefit you most are these:

- Excellent, organization, and prioritization skills
- Excellent communication and leadership skills, verbal and written
- Case Management
- Theory and Counseling
- Computer skills and expertise in Microsoft Word, Excel and Database Management

EDUCATION

Bachelor of Science in Psychology
Southern New Hampshire University- Manchester, NH

Associates Degree in Human Services
North Shore Community College – Lynn, MA

SKILLS & QUALIFICATIONS

- Excellent, organization, and prioritization skills
- Excellent communication and leadership skills, verbal and written
- Case Management
- Theory and Counseling
- Computer skills and expertise in Microsoft Word, Excel and Database Management

PROFESSIONAL WORK EXPERIENCE

CFSS Wellness Home Visitor Home Visitor Program Manager Paula Gyurcsan
Community Action Partnership of Strafford County Dover, NH 2018 – Present

- Empowered parents through teaching healthy ways to cope in their daily lives
- Build trusting relationships with family members
- Assist families with learning how to cope with stress and crisis situations
- Attend trainings conferences and workshops
- DCYF meetings
- Develop Family Goal Plans
- Help to locate needed community resources
- Monthly reports, EmpowOr data entry
- Networking with community housing and community landlord

Activity Aide Director June McLaughlin 2009 - 2018
Strafford County Riverside Rest Home- Dover, NH

- Assists with the planning, development, coordination and implementation of varying levels of activities for nursing home residents
- Assists with transporting, communication and setting-up activities programs daily
- Conducts individual activity development therapy to offer sensory stimulation to residents
- Develops and maintain positive working relationships with all residents and staff at the nursing home

- Successfully motivates residents, understanding the needs of everyone

Domestic Violence Advocate 2004 - 2004

A Safe Place- Portsmouth, NH

- Provided direct services and advocacy to shelter and drop-in clients
- Provided court advocacy for individuals in need
- Implemented peer support groups, social service advocacy and transportation for victims of domestic violence

Tenant & Landlord Advocate 2003 - 2004

North Shore Community Action Programs- Peabody, MA (Supervisor) Lee Hartman

- Assisted low-income families with housing case management and mediation between the housing courts and landlords
- Conducted house-related client intakes and assessments
- Connected clients to community resources and advocated for clients with other service providers
- Developed relationships with area landlords in order to facilitate client placement
- Researched private market landlord availability and supportive housing program options

Housing Specialist 2001 - 2003

Lynn Economic Opportunity- Lynn, MA (Supervisor) Darlene Galant

- Successfully identified appropriate housing for homeless individuals and families
- Coordinated and assisted with housing placements for individuals and families
- Served as the liaison to housing agencies, providers and housing landlords
- Completed accurate monthly state reports for Lynn Economic Opportunity

Senior Substance Abuse Case Manager 1999 - 2001

Spectrum Health Systems (Social Justice for Women) Lynn, MA. (Director) Carolyn Stevenson

- Provided high-quality mental health and substance use treatment for individuals at Spectrum Health Systems
- Interviewed clients, reviewed records and conferred with other professionals to evaluate specific conditions of individuals and treatment plans
- Documented in a precise and timely manner all relevant intake material
- Assessed patients continuing care needs, contacted appropriate aftercare resources and arranged for transfer of admission to appropriate levels of care
- Counseled clients individually and in family/group settings to assist clients to achieve treatment goals under the direction of the clinical supervisor

Vocational Instructor 1996 - 1996

North Shore ARC Beverly, MA

- Successfully conducted client intakes to determine rehabilitation needs such as psychological, educational, medical, psychiatric and vocational assessments
- Administered, analyzed and interpreted comprehensive rehabilitation and vocational assessments
- Assisted clients with job development, job searches, skills training, job placement and follow-up services
- Performed case management and accurate documentation
- Provided consultation, technical assistance and information to employers.

Certification and other

CPR

Parkinson's Support Group

Chelsey J. Dinwoodie

[redacted]

Education

University of New Hampshire, Durham, New Hampshire- Masters of Social Work Online Program, January 2016- Present

Wheaton College, Wheaton, Illinois- Bachelor of Arts in Sociology, emphasis in Social Welfare, May 2014

Dover Senior High School, Dover, NH- June 2010

Employment

New Hampshire Parent Support Center, Supervisor *June 2015- Present*

- Supervise court ordered visitation between conflicting parent and child
- Complete detailed visit records and attend court hearings

Home Visitor, Early Head Start *January 2015- Present*

- Work with low income families to create school readiness goals, assisting in any other needs.
- Run socialization groups, play groups and field trips
- Identify needs and connect families with local resources

Seacoast Swimming Association, Swim Coach, *September 2014- December2015*

- Guide/instruct children on proper swim technique and strokes
- Responsible for writing practices and attending meets

Substitute Teacher, *Dover (NH) School District K-8, September 2014- January 2015*

- Worked as head teacher or paraprofessional

City of Dover Lifeguard and Swim Instructor *May 2013- Present*

- Responsible for patron safety and pool maintenance

Wheaton College Lifeguard *September 2011- 2014*

- Responsible for patron safety and pool maintenance

Full Time Nanny *for 3 children ages 11, 9, 7, Dover, NH, May 2011 -August 2013 (summers only)*

- Responsible for caring for all their daily needs, supervising, and scheduling activities.

The Works Health and Fitness Center, *Somersworth, NH - Lifeguard, June 2009 -August 2011.*

- Responsible for patron safety and pool maintenance.

Experience

Social Work Internship, *Evangelical Child and Family Agency, Wheaton, IL May 2013-August 2013*

- Shadowed many social workers in the Intact department.
- Accompanied social workers to court hearings and on home visits
- Personally worked with clients by bringing them to appointments or rehab centers

Volunteer, *fourth grade assistant teacher for Lowell Elementary School Wheaton, IL September-December 2011*

- Assisted teacher in everyday activities - reading, homework, lunch, recess duty
- Created and taught lesson plans for the class.

Volunteer, *second grade class for Horne Street Elementary School Dover, NH, December 2011*

- Assisted the teacher in reading to the children and helping them with their spelling and math work.

Reading Tutor, *Traveling Tales, Dover, NH, May 2011- August 2011 (total: 30 hours)*

- Provided help with reading, homework, and games to low-income housing children.

Volunteer, *Vacation Bible School second grade teacher, Durham Evangelical Church, Durham, NH July 2009-2010*

- Created lesson plans for the class.
- Worked and acted out the lessons in a creative way for second graders to understand and enjoy.

Weekly swim instructor/mentor, *Seacoast Swimming Association 2007-2010*

- Guided young swimmers and demonstrated proper strokes and techniques.

Volunteer, *Special Olympics Dover, NH, 2006-2010*

- Assisted special needs children in their events.

Interests/Activities

- Wheaton College Varsity Swim Team, *Wheaton, IL, 2010- 2014*
- Working with special need children and adults, *Wheaton, IL 2014*

Related Skills

Computer Hardware

- PC and MacIntosh

Computer Software

- Microsoft Word, Microsoft Excel, Microsoft Powerpoint

Stacey Newton

Objective	I currently have personal and creditable experience working with a range of people. I have education in many areas and want to focus my attention in the human services field. I greatly enjoy working with people especially youth. I enjoy leading a team, working as a team or working as an individual.
Experience	• • Ed Tech III July 10, 2017 – Present: Fraser/Ford Child Development Center, Sanford, Maine • Work 1:1 with child that has autism or development disabilities • Integrate Applied Behavioral Analysis (ABA) based Autism program (ACE) into child's daily activities • Document and report daily progress reports Child Welfare Case Manager July 5,2016 – May 5, 2017: Youth and Family Alternative, Sarasota, Florida • Developing, monitoring, and evaluating case plans and progress • Provide referrals to appropriate community resources • Communicate with other health and human service providers • Write staffing packets and judicial reviews • Attend staffing meetings and court hearings • Complete all home visits every 25 days for children in care • Meet all important deadlines • • Ed Tech III November 23, 2015 – June 10, 2016: Fraser/Ford Child Development Center, Sanford, Maine • Work 1:1 with child that has autism or development disabilities • Integrate Applied Behavioral Analysis (ABA) based Autism program (ACE) into child's daily activities • Document and report daily progress reports Visit Support Worker July 21, 2015 – November 20, 2015: Home Counselors Inc, Biddeford, Maine • Monitoring and observing parent and child interactions • Documentation of visits • Providing parenting information and strategies • Transportation of child(ren) to visit.

	Production Tech April 2008 – July 20, 2015: AVX Tantalum Corp, Biddeford, Maine • Apply thin coat of metal on parts before processing to next procedure • Multiple jobs on production line • • • Jewelry Associate • August 2007 – April 2008: Kohl's Department Store, Biddeford, Maine • Responsible for customer sales • Complete jewelry count and daily duties
	Assistant Juice Manager April 2007 – August 2007: Funtown Splashtown USA, Saco, Maine • Assisted Juice Manager with daily routine • Help train team members on juice carts and responsibilities • Assisted juice supervisors with giving team members breaks
Volunteer Services **Education**	Assistant Karate Instructor: Children's Class 2002-2004, 2015 – Present Kennebunk Parks & Recreation, Kennebunk, Maine Kaplan University, Portland, Maine May 2013 – June 2016 • Human Services • Degree – Bachelor of Sciences in Human Services – Child and Family Welfare Andover College/ Kaplan University, Portland, Maine September 2009 – Fall 2010 • Early Childhood Education • • Heartwood College of Art, Kennebunk, Maine • September 2004 – June 2006 • Degree – Associates in Photography/ Fine Arts
References	Tiffany Burr, August 2016 – Present Jennifer Gaines, August 2015 – Present Erin Cyr, 2007 – Present

	Skip Welton, Karate Instructor, 1994 – Present

Vicki Senter, RN

Education:

- **Associate Degree in Accounting**. Nashua Community College, Nashua, NH.
- **Associate Degree in Nursing**. New Hampshire Technical Institute, Concord, NH.
- **Bachelor Degree in Nursing** expected June, 2014, Franklin Pierce University, Portsmouth, NH.

Nursing Employment History:

Community Action Partnership of Strafford County, Dover, NH July, 2013 to Current
Program Nurse for Head Start, Early Head Start, Healthy Families of America, and Home Visiting of New Hampshire

- Administer health screenings to all Head Start students.
- Write Individual Healthcare Plans for students when medically necessary.
- Visit clients in their homes to provide nursing support during pregnancy and promote child growth and development.
- Provide lactation support to clients as needed.
- Provide CPR/AED/First Aid instruction to staff and clients.

Farmington High School, SAU 61, Farmington, NH July, 2009 to June, 2013
Registered Nurse and 504 Coordinator

- Care for a population of 430 students and staff, with an average of 62 visits per day.
- Responsible for the smooth operation of the nurse's office including budget preparation, record keeping, statistical data reports, and State of New Hampshire reporting.
- Maintain and distribute 504 plans for 21 students and facilitate meetings.

Wah-Tut-Cah Scout Reservation, Northwood, NH July, 2007 to August, 2011
Registered Nurse

- Cared for an average of 200 overnight campers of a Boy Scouts of America summer camp.
- Responsibilities included camper and staff medical care, medication distribution, assisting with camper registration, record keeping, and the cleanliness of the Health Lodge.

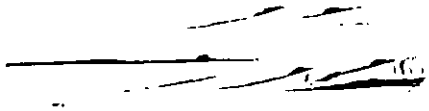
Franklin High School, Franklin, NH July, 2006 to June, 2009
Registered Nurse

- Cared for a population of 430 students and staff.
- Responsible for nurse's office operations including budget preparation, record keeping, and statistical data reports.

Skills:

- **Registered Nurse,** Licensed in State of New Hampshire
- **Certified Lactation Counselor,** certified by the Academy of Lactation Policy and Practice.
- **Heartsaver CPR/AED/First Aid Instructor,** American Heart Association certified.
- **Microsoft and Excel Software,** experienced.
- **PROMIS Computer Software,** experienced.
- **First Responder Certified,** National Registry of Emergency Medical Technicians.

Beth A. Clarke



Objective: To work in a face paced environment maintaining excellent client relationships, communication and customer satisfaction.

Education: BS Business Administration — December 1999

College of Charleston

Charleston SC 29406

Diploma Advanced Therapeutic Massage — June 2004

Summa Cum Laude

Miller-Motte Technical College

North Charleston 29405

Experience:

Community Action Partnership — August 2013-present

Rochester, NH

Dover, NH

Dover Head Start Program Assistant

- Assistant to Child and Family Services Director
- Fiscal liaison
- Purchasing agent for Programming
- Assist Management and staff with travel
- Data entry, maintain in kind records
- Handle incoming calls and mail
- Create and distribute newsletters and documents as needed for the Center

Summer Feeding Program — June 2014-August 2014

- Data entry, maintain in kind records
- Logistics for travel and serve times for Summer Feeding Program
- Adjust and maintain accurate numbers for actual and projected number of meals served
- Supervise employees and assure they are performing at optimum level
- Assist the Program Coordinator with any duties she needs completed

Integrated Massage and Family Wellness June 2013-Present

Dover, NH

Licensed Massage Therapist

- Perform Manual Therapy
- Market to target market
- Documentation and implementation of procedures

Elements Therapeutic Spa

Portsmouth, NH

Licensed Massage Therapist November 2011- 2013

- Perform Manual Therapy
- Communicate with clients to provide superior service
- Documentation of procedures

Miller-Motte technical College

Instructor/Clinic Supervisor

North Charleston, SC January 2005-October 2010

- Facilitate student learning for multi age groupings in the area of therapeutic massage, medical assisting, surgical technology, and health information technology.
- Create lesson plans and tests in line with the course syllabus
- Managing students and resolving classroom conflict.
- Prepare students for internship and dealing with the public.
- Manage the school's internal spa.
- Resolve customer complaints.
- Reconcile daily revenue.
- Coordinate scheduling for students and clients.
- Coordinate events for community outreach.
- Increase student retention.

OSI (Outsourcing Solutions Inc.)

Supervisor

North Charleston SC August 1998- October 2004

- Hire and train employees for the fraud initiative and repetitive debt initiatives.
- Organize and distribute training materials for the client (AT&T).
- Quality Assurance, monitor calls and provide proper feedback to employees.
- Maintain good working communication between company and Client (AT&T).
- Create new working parameters for fraud and repetitive debt initiatives.
- Resolve AT&T customer disputes and claims.
- Improve accounts receivable for the client.

- Annual reviews for employees.

Additional training and Accolades: Medical terminology proficient, Microsoft Office proficient, Pacific University trained, Silver Key Honor Society Alumni

References Available Upon Request

Allison M. Hutchins

[redacted]

GOAL

Seeking the next challenge and looking for a position where I can expand my community and public health educator experience and improve the lives of others.

EDUCATION

Bachelor's Degree in Health Sciences, Keene State College, Keene, NH **May 2013**

- Concentration: Community Health

EXPERIENCE

Boca Kitchen **Nov. 2017 – June 2018**

Located in Tampa Florida, Boca is Hyde Park's premier farm-to-table local, high-quality food movement. Boca sources locally, thinks globally and gives back to the community - making it a customer favorite.

Server

Responsible for delivering an optimal customer experience through prompt and friendly service of locally crafted beverages and cuisine to a diverse patron population.

- Worked cross-functionally with a variety of stakeholders including site and corporate leadership, servers, kitchen staff, bussers and dishwashers to ensure a smooth and enjoyable experience for all guests.
- Ensured an atmosphere of comfort and satisfaction.
- Received recognition for meeting promotional goals of the customer Boca Rewards Program, which measures the prevalence of returning customers due to their experience.

Partnership for Public Health **July 2014 – Sept. 2017**

New Hampshire's Lakes Region partner for community health improvement and public assistance through inter-organizational collaboration, community and public health activities.

Community Health Educator

Delivered community health promotion functions in a variety of settings for a variety of identified population needs.

- Helped plan school-based vaccination clinic events for 10+ NH schools.
- Conducted outreach and orientations for the Medical Reserve Corps to recruit volunteers to commit to using their skills to help in a natural disaster or any other national emergency.
- Encouraged behavior change for low income families through consumption of healthy, locally grown food through the GROW project.
- Educated students about proper oral health at local elementary schools to 10+ NH schools.
- Educated local high schools and non-profit organizations on substance misuse prevention and stigma reduction.
- Implemented prevention and stigma reduction strategies associated with suicide through education and trainings at local organizations and schools.
- Presented and exhibited how to reduce risk of sun exposure (i.e. Sun Safety) at high school health fairs.

ServiceLink Aging and Disability Resource Center **Dec. 2013 – March 2016**

ServiceLink, a program of New Hampshire's Department of Health & Human Services, is designated as New Hampshire's Aging and Disability Resource Center and the NHCarePath Full Service Access Partner providing programs and services for individuals of all ages, income levels and abilities.

Provider Outreach Specialist
Provided educational materials and in-services to local organizations in promotion of the "Ask the Question" initiative.

- Encouraged collaboration from all local sectors (fire, police, healthcare, religious groups, etc.) to be asking all persons at intake "Have you or a family member ever served in the military?"
- Coordinated trainings for local sectors to learn military culture and to encourage implementation of Ask the Question.

Certified Marketplace Assister
Provided one-on-one health insurance enrolment assistance in the Health Insurance Public Exchange marketplace.

COMMUNITY AND LEADERSHIP EXPERIENCE

- Community Emergency Response Team (CERT), *Laconia NH* — Jan. 2015-Present
- Management of all social media accounts for PPH, *Laconia NH* — June 2016-Sept. 2017
- Marketing & Planning, *Greater Tilton Area Family Resource Center* — June 2015-Sept. 2017
- Volunteer at Hundred Nights Cold-Weather Shelter, *Keene NH* — Winter, 2013
- Paraprofessional at Woodland Heights Elementary, *Laconia NH* — May and June 2012
- Internship at Department of Health and Human Services, *Concord NH* — Summer, 2012
  Led an ongoing project focused on New Hampshire citizens living with HIV/AIDS and are not receiving ritual care (i.e. not attending regular doctors' appointments, filling prescription medication). Partnered with a variety of state health departments where the patient potentially lived to ensure care was being received.

SOFTWARE AND SOFT SKILLS

- Excellent social Media skills through Facebook, Instagram, Twitter and Pinterest
- Proficient in Microsoft Office products: Excel, Word, Outlook PowerPoint, etc.
- CPR, First Aid and AED Certified
- Public speaking and community engagement experience
- Works well independently and with a team
- Quick thinking, creative and motivated to learn and excel

REFERENCES AVAILABLE

ELENA V. ENGLE, MPA

EDUCATION

Master of Public Administration **December, 2006**
Troy University, Troy Alabama: Florida Region

Bachelor of Arts in Sociology **December, 2000**
University of Central Florida: Orlando, Florida

SUMMARY OF QUALIFICATIONS

- Strong knowledge of the Head Start Performance Standards, Early Learning Outcomes Framework, Head Start Act, Uniform Guidance, Best Practice Standards for Healthy Families America.
- Experience with federal grant writing/grant management.
- Demonstrated experience writing successfully state funded proposals.
- Experience successfully overseeing multiple agencies through an accreditation; The Council on Accreditation (COA), Praesidium, Inc., and Healthy Families America (HFA).
- Experience developing, analyzing and managing budgets.
- Leadership experience in government and non-profit spanning across 16 years.
- Former member of Toastmasters International.
- Strong computer skills in Microsoft Office (Word, Excel, PowerPoint, Excel)
- Experience utilizing multiple databases for tracking and analyzing client data, financial data in government, non-profit and the banking field.

EMPLOYMENT

Community Action Partnership of Strafford County- Dover, NH **September, 2014 - Present**
Interim Head Start Manager *October, 2018 - Present*

- Responsible for the administration and oversight of the Head Start, Early Head Start and Early Head Start Child Care Partnership programs.
- Develops, analyzes, manages Head Start grants and budgets (approximately $3.4 million/annually)
- Direct supervision of all Head Start Program/Content Area Managers.

Contracts & Data Quality Manager *September, 2014-September, 2018*

- Managed grants, contracts, accreditations and data for state and federally funded programs.
- Oversaw the ongoing monitoring, self-assessments and annual program improvement plans.
- Developed, analyzed and managed program budgets and non-federal match requirements for Head Start and state funded Home Visiting programs (approximately $3.8 million/annually).

City of Rochester - Rochester, NH **November, 2012 – August, 2014**
Community Development Specialist

- Developed investments for the Community Development Block Grant Program (CDBG) across public services, housing, economic development and facilities/infrastructure projects.
- Monitored and reported on sub-grantee compliance with the U.S. Dept. of HUD regulations.
- Developed and managed the annual CDBG program budget.

The New York Foundling – New York, NY **February, 2008 - June, 2012**

Policy Coordinator (Remote Position) *August, 2011 – June, 2012*

- Developed policies and procedures based on criteria of oversight agencies/funders and accreditors.
- Analyzed outcome data reports to drive policy and procedure development.
- Created an agency resource guide encompassing all agency, city and state child welfare policies, procedures, resources and applicable forms.

Director of Continuous Quality Improvement *February, 2008-August, 2011*

- Oversaw the Continuous Quality Improvement Department and all agency QA/QI Initiatives.
- Analyzed program outcome data used to identify trends and develop program/system improvements.
- Coordinated ongoing re-accreditation efforts with the Council on Accreditation and Praesidium, Inc.

Orange County Government - Orlando, FL. **July, 2002 - January, 2008**
All positions were promotions within the Division of Youth and Family Services
Monitoring and Evaluation Coordinator *February, 2007-January, 2008*

- Established internal controls to monitor compliance with contracts, policies and standards.
- Analyzed program outcomes and outputs using the Balanced Quality Scorecard Report.
- Coordinated the Division's re-accreditation efforts with the Council on Accreditation.

Residential Youth Care Supervisor *August, 2006 – February2007*

- Coordinated all medical care for 84 foster care youth with local medical facilities and Medicaid.
- Provided oversight of the foster care medication clinics and psychotropic medication management.
- Trained all staff and monitored staff compliance with Medication Administration

Senior Children's Services Counselor/Supervisor *August, 2005 –July, 2006*

- Trained and supervised direct care staff and oversaw care of youth in an 84-bed foster care program.
- Coordinated with local schools on youth's educational goals and individual plans.
- Supervised family visitations with foster care youth and family members.

Lead Case Manager *July, 2002-July, 2005*

- Completed screenings, needs assessments and service plans for a 30-foster care youth caseload.
- Coordinated foster care services with the Florida Department of Children & Families, Orange County Family Court System, the Department of Juvenile Justice and the Orange County Schools.
- Attended treatment team meetings, educational conferences and court hearings for foster care youth.

Safehouse of Seminole - Sanford, FL **November, 2000-October, 2001**

Victim and Child Advocate

- Conducted screenings through the safety hotline for placement of women and children in the shelter.
- Conducted intake assessments and provided referrals to victims and their children.
- Facilitated the women's and children's support groups in the shelter.

Peyton A. Jorgensen

Objective:

To gain experience in the workforce in a post-undergrad environment, to fine tune my future career path, and to receive any further schooling required for said paths.

Work Experience:

Aug 2018 – Present Home Base Collaborative
Parent Educator
Providing supervised visits and resources to families involved with NH DCYF

Jan 2017 – Aug 2018 NFI Massachusetts
Amesbury Assessment (Jan 2017-Aug 2017)
Youth Counselor contracted by Mass DYS
Pathways (Aug 2017-Present)
Youth Counselor contracted by Mass DCF
Strong communication skills and patience
Basic knowledge of DCF and DYS function

June 2013 – July 2016 Atlantic Parking Services
Valet, great for customer service skills, often shift supervisor.
Varying hrs/week

Feb 2012 – Feb 2015 Edible Arrangements
Temporary support around holidays
6 hrs/week

Jun 2011 – Oct 2011 Canobie Lake Park
Parking lot attendant
20 hrs/week

Education:

Aug 2012 – May 2016 University of New Hampshire
Bachelor of Arts in Psychology
Many courses in Business taken as well

Aug 2008 – June 2012 Campbell High School
Litchfield NH

Volunteer Service:

Jan 2016 – July 2016 Dover NH Teen Center Intern
Provided fun activities and support to kids in grades 6 – 12. Most of these children

	coming from broken or unstable homes in the area. Worked through the Dover NH Police Department.
Feb 2012 – May 2012	Athletic Trainer Litchfield, NH Helping the athletic trainer in his duties while learning about the body, sports injuries, and working with people.
Apr 2012 – Aug 2012	Baseball Coach Litchfield, NH Head baseball coach for Cal Ripken league, major division.
Jul 2009	Baseball Camp Counselor Litchfield, NH Helping train younger kids develop the skills and attitude to be good baseball players and team mates.

Certifications and Skills:

First Aid Certification (Expires Jan 2019)

Computer Competency (Word, Excel, Powerpoint, Etc.)

MAP Trained Certification

References

Faith Williams	Current Supervisor	(603) 833-6967
Shannon Dropski	Former Supervisor	(978) 476-9287
Jonathon Campbell	Former Supervisor	(978) 918-9442

CONTRACTOR NAME

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Paula Gyurcsan	Home Visiting Manager	$43,680.00	55%	$24,024.00
Diane Henriquez	Lead Home Visitor	$38,355.20	100%	$38,355.20
Chelsey Dinwoodie	Home Visitor	$37,336.00	100%	$37,336.00
Stacey Newton	Home Visitor	$35,880.00	100%	$35,880.00
Vicki Senter	Program Nurse	$45,760.00	2.5%	$1144.00
Beth Clarke	Program Assistant	$32,656.00	5%	$1,632.80
Allison Hutchins	Outreach & Enrollment Coordinator	$35,360.00	2.5%	$884.00
Elena Engle	Child & Family Services Director	$64,480.00	30%	$19344.00
Peyton Jorgensen	Parent Educator	$33,592.00	5%	1679.60

14B mac

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

Jeffrey A. Meyers
Commissioner

Christine Tappan
Associate Commissioner

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

March 9, 2018

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division For Children, Youth and Families, to enter into **sole source** amendments with the vendors identified below, for the provision of Comprehensive Family Support Services by increasing the price limitation by $4,606,197 from $6,424,788 to $11,030,985 and by extending the contract completion date from June 30, 2018 to June 30, 2019 effective upon Governor and Executive Council approval. 97.59% Federal Funds, 2.41% General Funds.

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway NH	$585,228	$274,561	$859,789	O: 6/18/14 #80 A1: 6/10/15 #5D A2: 5/18/16 #9A
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$572,508	$461,375	$1,033,883	O: 6/18/14 #80 A1: 5/18/16 #9A
Greater Seacoast Community Health (f/k/a Families First)	TBD	100 Campus Drive, Suite 12 Portsmouth NH	$585,228	$464,555	$1,049,783	O: 6/18/14 #80 A1:6/10/15 #5C A2: 5/18/16 #9A

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
TLC Family Resource Center (formerly Good Beginnings of Sullivan County)	170625-B001	109 Pleasant Street Claremont NH	$585,228	$423,075	$1,008,303	O: 6/18/14 #80 A1: 5/18/16 #9A
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$585,228	$463,279	$1,048,507	O: 6/18/14 #80 A1: 5/18/16 #9A
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$585,228	$451,881	$1,037,109	O: 6/18/14 #80 A1: 5/18/16 #9A
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$585,228	$279,375	$864,603	O: 6/18/14 #80 A1: 6/10/15 AG A2: 5/18/16 #9A
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$585,228	$279,375	$864,603	O: 6/18/14 #80 A1: 6/10/15 AG A2: 5/18/16 #9A
		Total	**$6,424,788**	**$4,606,197**	**11,030,985**	

Funds to support this request are available in the following accounts in State Fiscal Year 2018 and in State Fiscal Year 2019, with the ability to adjust encumbrances between state fiscal years through the Budget Office without further approval from the Governor and Executive Council, if needed and justified.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

05-095-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, TEMPORARY ASSISTANCE FOR NEEDY FAMILES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

This request is **sole source** because the funding being added in State Fiscal Year 2018 exceeds 10% of the total contract value for each contract. The addional funding is being utilized by the vendors to increase staff capacity to provide services to families who had a an abuse/neglect assessment conducted by the Division for Children, Youth and Families that was closed unfounded or unfounded with conerns.

The purpose of these amendments is to increase capacity for programs and utilize one (1) of the two (2) years available for renewing services, as specified in Exhibit C-2 of the original agreements.

Comprehensive Family Support Services assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents and give families an opportunity to learn and grow.

Below is a breakdown of those served in 2016 through the original Comprehensive Family Support Services contracts:

- Families served, 1,027.
- Family members served, 2,979.
- Total children served 1,695
- 50% of families served had a single caregiver.
- 48% of families served have mental health issues.
- 33 % of families served have chronic health issues.
- 93% of children served have child Medicaid insurance.
- 12% of adults served are without any insurance

Considering those served and program outcomes from 2014 to 2016 there have been considerable success for those who have participated and successfully completed or graduated from the program. Success is measured by future avoidance of DCYF services. Families are tracked for 3 years following the completion of services. Below are the outcome measures for the period identified

- 2014, 91.8%
- 2015, 93.1%
- 2016, 93.6%

Over the last several years the State of New Hampshire has seen a significant increase in the volume of families with open abuse and neglect cases. This translates to many more children in out of home care and significant increase in cost to the State of New Hampshire. By providing the additional resources through these amendments, the vendors will be able to increase services offered to the State's most vulnerable population.

With the increased funding, the vendors will be able to increase their ability to expand their service array to clients within their community by being able to employ one (1) to two (2) full time employees in order to manage their current wait list and to support the Division for Children, Youth and Families with assessments where substance abuse is an identified concern. Vendors will work with their communities to increase referrals for TANF exempt clients with children under the age of one (1) year. Vendors will increase their capacity to offer and implement prevention services to those most in need.

The services offered by these vendors are available to any family in the State of New Hampshire with children under the age of 21 years, with priority given to those families referred by the Division for Children Youth and Families. The Division for Children, Youth and Families will refer families who have had an abuse/neglect assessments closed unfounded or unfounded with concerns to the appropriate vendor in the service area. Families would then receive prevention services to assist them with decreasing famly stressors.

Although, prevention services are offered through the original Comprehensive Family Support Services contracts, these amendments will increase the vendor's capacity to provide additional resources. The additional services will allow vendors to increase the number of families served and the services offered, which include, but are not limited to:

- Education.
- Parenting support.
- Case management.
- Assisted referrals.
- Home visiting resources.
- Budget management.
- Child development/

The Deppartment anticipates that by increasing the availability and quality of prevention services offered statewide there will be a reduction in incidents of child abuse and neglect, which would result in a reduction of open abuse/neglect cases with the Division for Children, Youth and Families.

The following performance measures/objectives will be used to measure the effectiveness of the agreement:

- 60% of families referred will enter and complete services. (Performance Measure)
- 95% of families who complete services will not be referred to DCYF within the following 3 years.(Performance Measure)

- Increase the number of families served with children under the age of 1. (Performance Measure)
- Increase the number of parents served under the age of 21. (Performance Measure)

Should Governor and Executive Council not authorize this request, the flexibility of community based family services may not be available to address the needs of children and families statewide, which could result in an increase in the Division for Children, Youth and Families involvement for out-of-home placement. Additionally families will not receive services that could assist with preventing the separation of children from their families by providing services that would result in parents providing a safe, stable and supportive family environment for their children.

Area served: Statewide

Source of Funds: 97.59% Federal Funds from Title IV-B Subpart I (CFDA#:93.645, FAIN: 1801NHCWSS), Promoting and Stable Families (CFDA#: 93.556, FAIN: 1801FPSS),Title XX Grants – SSBG (CFDA#: 93.667, FAIN: 1801NHSOSR), temporary Assistance to Needy Families (CFDA#: 93.558, FAIN: 17NHTANF), MCH Block Grant, 2.41% General Funds.

In the event that the Federal (or Other) Funds are no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

Christine Tappan
Associate Commissioner

Approved by:

Jeffrey A. Meyers
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$823.00		$823.00
2016	102-500734	Social Service Contract	42106802	$1,907.00		$1,907.00
2017	102-500734	Social Service Contract	42106802	$823.00		$823.00
2018	102-500734	Social Service Contract	42106802	$1,907.00		$1,907.00
2019	102-500734	Social Service Contract	42106802	$0.00	$1,365.00	$1,365.00
			Total:	**$5,460.00**	**$1,365.00**	**$6,825.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734'	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**
			Sub-Total:	**$187,260.00**	**$46,815.00**	**$234,075.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**
			Sub-Total:	**$919,996.00**	**$229,999.00**	**$1,149,995.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2016	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2017	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2018	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2019	102-500734	Social Service Contract	42106603	$0.00	$8,982.00	$8,982.00
			Total:	**$35,928.00**	**$8,982.00**	**$44,910.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**
			Sub-Total:	**$3,171,968.00**	**$792,992.00**	**$3,964,960.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$64,127.00	$64,127.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$64,127.00	$64,127.00
			Total:	**$0.00**	**$128,254.00**	**$128,254.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
			Total:	**$0.00**	**$318,248.00**	**$318,248.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
			Total:	**$0.00**	**$318,248.00**	**$318,248.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$138,384.00	$138,384.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$138,384.00	$138,384.00
			Total:	**$0.00**	**$276,768.00**	**$276,768.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$158,486.00	$158,486.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$158,486.00	$158,486.00
			Total:	**$0.00**	**$316,972.00**	**$316,972.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$152,787.00	$152,787.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$152,787.00	$152,787.00

Total:	**$0.00**	**$305,574.00**	**$305,574.00**

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
			Total:	**$0.00**	**$133,068.00**	**$133,068.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
			Total:	**$0.00**	**$133,068.00**	**$133,068.00**
			Sub-Total:	**$0.00**	**$3,000,000.00**	**$3,000,000.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, TEMPORARY ASSISTANCE FOR NEEDY FAMILES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2016	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2017	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2018	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2019	502-500891	Payments To Providers	45030206	$0.00	$31,290.00	$31,290.00
			Total:	**$125,160.00**	**$31,290.00**	**$156,450.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**
			Sub-Total:	**$1,600,000.00**	**$400,000.00**	**$2,000,000.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DICISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMINITY SERVICES, MATERIAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**
			Sub-Total:	**$245,564.00**	**$61,391.00**	**$306,955.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DICISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMINITY SERVICES, MATERIAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2016	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2017	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2018	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2019	102-500731	Contracts For Prog. Svc	90004015	$0.00	$75,000.00	$75,000.00
			Total:	**$300,000.00**	**$75,000.00**	**$375,000.00**
			Grand Total:	**$6,424,788.00**	**$4,606,197.00**	**$11,030,985.00**

State of New Hampshire
Department of Health and Human Services
Amendment #2 to the Comprehensive Family Support Services Contract

This second (2nd) Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #2") dated this 15th day of February, 2018, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Community Action Partnership of Strafford County, (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 642 Central Ave, Dover, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80), and as amended (Amendment #1) approved by the Governor and Executive Council on May 18, 2016 (Item #9A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to amend the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to Form P-37 General Provisions, Paragraph 18, the agreement may be amended and Exhibit C-2, Additional Special Provisions, Paragraph 1, the State may renew the agreement for up to four (4) additional years by written agreement of the parties and approval of the Governor and Executive Council; and

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

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

1. Form P-37, General Provisions, Block 1.7, Completion Date, to read:

   June 30, 2019.

2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:

   $1,033,883.

3. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:

   E. Maria Reinemann, Esq., Director.

4. Form P-37 General Provisions, Block 1.10, State Agency Telephone Number, to read:

   (603) 271-9330.

5. Add Exhibit A-2 Amendment #2 Additional Scope of Services.
6. Delete Exhibit B – 3, Amendment #1 and replace with Exhibit B – 3, Amendment #2.
7. Add Exhibit B-4, Amendment #2.

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

3/5/18
Date

Christine Tappan
Associate Commissioner

Community Action Partnership of Strafford County

2/21/18
Date

Name/Title Betsey Andrews Parker, CEO

Acknowledgement:
State of NH, County of Strafford on February 21st 2018 before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.
Signature of Notary Public or Justice of the Peace

Kathleen E Morrison

Name and Title of Notary or Justice of the Peace

KATHLEEN E. MORRISON
MY COMMISSION EXPIRES AUG. 5, 2020
NOTARY PUBLIC
NEW HAMPSHIRE

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

OFFICE OF THE ATTORNEY GENERAL

3/7/18
Date

Name: Megan A. Lopez
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

Additional Scope of Services

1. Provisions Applicable to All Services

1.1. The Contractor will submit a detailed description of the language assistance services 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.

1.2. 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.

2. Scope of Work

2.1. The Contractor shall work with their community to increase referrals for Temporary Assistance to Needy Families (TANF) exempt clients with children under the age of one (1) years old.

2.2. The Contractor shall follow the Home Visiting New Hampshire model when providing services to TANF clients with children under the age of one (1) in order to assist them with successfully overcoming barriers to employment.

2.3. The Contractor shall provide mandatory training to their staff that includes, but is not limited to:

2.3.1. Trauma Informed Care/Practices.

2.3.2. Two (2) Generation Approach to Working with Families.

2.3.3. Strengthening Families Model.

2.3.4. FRC-Q Standards Training.

2.3.5. How to Report Abuse and/or Neglect.

2.3.6. Completing and Utilizing the North Carolina Assessment.

2.3.7. Creating and Utilizing Individual Service Plans.

2.3.8. Home Visiting Worker Safety.

2.3.9. Individual Agency Trainings (Human Resources Requirements).

2.4. The Contractor shall provide weekly supervision of all Home Visiting staff.

3. Staffing

3.1. The Contractor shall increase their ability to expand their service array to clients within their community by employing an additional two (2) Full Time Employees (FTEs) whose duties shall include, but are not limited to:

3.1.1. Manage current wait list.

3.1.2. Support the Department with "unfounded reports" from the Department where substance abuse is an identified as a concern.

3.1.3. Address the needs of clients that are referred by the Department who have had an assessment that is closed as "Unfounded, but with reasonable concerns".

Exhibit B-3 Amendment #2

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

Bidder/Program Name: Community Action Partnership of Strafford County

Budget Request for: Comprehensive Family Support Services

Budget Period: 7/1/2017-6/30/2018

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Depreciation	Indirect Fixed	Total	Direct Depreciation	Indirect Fixed	Total	Direct Depreciation	Indirect Fixed	Total
1. Total Salary/Wages	$ 173,542.71	$ -	$ 173,542.71	$ -	$ -	$ -	$ 173,542.71	$ -	$ 173,542.71
2. Employee Benefits	$ 48,038.99	$ -	$ 48,038.99	$ -	$ -	$ -	$ 48,038.99	$ -	$ 48,038.99
3. Consultants	$ 4,084.57	$ -	$ 4,084.57	$ 2,080.00	$ -	$ 2,080.00	$ 2,014.57	$ -	$ 2,014.57
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ 300.00	$ -	$ 300.00	$ -	$ -	$ -	$ 300.00	$ -	$ 300.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 8,950.51	$ -	$ 8,950.51	$ -	$ -	$ -	$ 8,950.51	$ -	$ 8,950.51
6. Travel	$ 8,500.00	$ -	$ 8,500.00	$ -	$ -	$ -	$ 8,500.00	$ -	$ 8,500.00
7. Occupancy	$ 6,300.00	$ -	$ 6,300.00	$ 2,160.00	$ -	$ 2,160.00	$ 4,140.00	$ -	$ 4,140.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 11,125.00	$ -	$ 11,125.00	$ -	$ -	$ -	$ 11,125.00	$ -	$ 11,125.00
Postage	$ 100.00	$ -	$ 100.00	$ -	$ -	$ -	$ 100.00	$ -	$ 100.00
Subscriptions	$ 300.00	$ -	$ 300.00	$ -	$ -	$ -	$ 300.00	$ -	$ 300.00
Audit and Legal	$ 300.00	$ -	$ 300.00	$ -	$ -	$ -	$ 300.00	$ -	$ 300.00
Insurance	$ 520.00	$ -	$ 520.00	$ -	$ -	$ -	$ 520.00	$ -	$ 520.00
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 400.00	$ -	$ 400.00	$ -	$ -	$ -	$ 400.00	$ -	$ 400.00
11. Staff Education and Training	$ 2,095.00	$ -	$ 2,095.00	$ -	$ -	$ -	$ 2,095.00	$ -	$ 2,095.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other ( )	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
In-kind donations	$ 2,000.00	$ -	$ 2,000.00	$ 2,000.00	$ -	$ 2,000.00	$ -	$ -	$ -
Administration Overhead	$ -	$ 41,914.22	$ 41,914.22	$ -	$ -	$ -	$ -	$ 41,914.22	$ 41,914.22
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 266,578.78	$ 41,914.22	$ 308,491.00	$ 6,240.00	$ -	$ 6,240.00	$ 260,338.78	$ 41,914.22	$ 302,251.00
Indirect As A Percent of Direct		16.1%							

Contractor Initials EAP

Date 2/21/18

Exhibit B-4 Amendment #2

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

Bidder/Program Name: Community Action Partnership of Strafford County

Budget Request for: Comprehensive Family Support Services

Budget Period: 7/1/2018-6/30/2019

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 173,542.71	$ -	$ 173,542.71	$ -	$ -	$ -	$ 173,542.71	$ -	$ 173,542.71
2. Employee Benefits	$ 48,038.99	$ -	$ 48,038.99	$ -	$ -	$ -	$ 48,038.99	$ -	$ 48,038.99
3. Consultants	$ 4,084.57	$ -	$ 4,084.57	$ 2,080.00	$ -	$ 2,080.00	$ 2,014.57	$ -	$ 2,014.57
4. Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ 300.00	$ -	$ 300.00	$ -	$ -	$ -	$ 300.00	$ -	$ 300.00
5. Supplies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 8,980.51	$ -	$ 8,980.51	$ -	$ -	$ -	$ 8,980.51	$ -	$ 8,980.51
6. Travel	$ 8,500.00	$ -	$ 8,500.00	$ -	$ -	$ -	$ 8,500.00	$ -	$ 8,500.00
7. Occupancy	$ 6,300.00	$ -	$ 6,300.00	$ 2,160.00	$ -	$ 2,160.00	$ 4,140.00	$ -	$ 4,140.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 11,125.00	$ -	$ 11,125.00	$ -	$ -	$ -	$ 11,125.00	$ -	$ 11,125.00
Postage	$ 100.00	$ -	$ 100.00	$ -	$ -	$ -	$ 100.00	$ -	$ 100.00
Subscriptions	$ 300.00	$ -	$ 300.00	$ -	$ -	$ -	$ 300.00	$ -	$ 300.00
Audit and Legal	$ 300.00	$ -	$ 300.00	$ -	$ -	$ -	$ 300.00	$ -	$ 300.00
Insurance	$ 520.00	$ -	$ 520.00	$ -	$ -	$ -	$ 520.00	$ -	$ 520.00
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 400.00	$ -	$ 400.00	$ -	$ -	$ -	$ 400.00	$ -	$ 400.00
11. Staff Education and Training	$ 2,095.00	$ -	$ 2,095.00	$ -	$ -	$ -	$ 2,095.00	$ -	$ 2,095.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (:)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
In-kind donations	$ 2,000.00	$ -	$ 2,000.00	$ 2,000.00	$ -	$ 2,000.00	$ -	$ -	$ -
Administration Overhead	$ -	$ 41,914.22	$ 41,914.22	$ -	$ -	$ -	$ -	$ 41,914.22	$ 41,914.22
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 268,678.78	$ 41,914.22	$ 308,461.00	$ 6,240.00	$ -	$ 6,240.00	$ 260,338.78	$ 41,914.22	$ 302,251.00
Indirect As A Percent of Direct		18.1%							

Contractor Initials: EAP

Date: 2/21/18

9A mac

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

DIVISION FOR CHILDREN, YOUTH & FAMILIES

Jeffrey A. Meyers
Commissioner

Lorraine Bartlett
Director

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

March 21, 2016

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Children, Youth and Families to exercise a renewal option with the vendors identified below for the provision of Comprehensive Family Support Services by increasing the price limitation by $3,212,394 from $3,212,394 to $6,424,788 and extending the contract completion date from June 30, 2016 to June 30, 2018, effective July 1, 2016 or date of Governor and Executive Council approval, whichever is later. 95.34% Federal Funds, 4.66% General Funds

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 5/2215 AG
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 5/22/15 AG
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1 5/22/15 AG
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 #5D
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$ 286,254	$ 286,254	$ 572,508	O: 6/18/14 #80
Families First of the Greater Seacoast	166629-B001	100 Campus Drive, Suite 12 Portsmouth NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1:6/10/15 #5C
TLC Family Resource Center (formerly Good Beginnings of Sullivan County)	170625-B001	109 Pleasant Street Claremont NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 AG
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 AG
		Total	$3,212,394	$3,212,394	$6,424,788	

Funds to support this request are available in the following accounts in State Fiscal Year 2017 and anticipated to be available in State Fiscal Year 2018, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between state fiscal years through the Budget Office if needed and justified without further approval from the Governor and Executive Council.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, SOCIAL SERVICES BLOCK GRANT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

The purpose of this request is to renew contract services with these vendors for an additional two years. For a detailed summary of the changes please see attachment.

Comprehensive Family Support Services assist pregnant women and families with children up to the age of twenty-one (21) by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents to give families an opportunity to learn and grow.

The Division for Children, Youth and Families and the Division of Public Health Services have blended three family health and support related programs in to one program which is now represented as the Comprehensive Family Support Services.

Currently, there are twenty-five (25) community based family resource centers in operation across the State which provide a range of support services to families and children that focus on strengthening, supporting and building on the strengths and skills of individuals while also ensuring developmental screening for children six (6) and under. These centers are often key local stakeholders in groups that assess and advocate for the needs of local families.

The original contracts were competitively bid.

These contracts contain language which allows for the right to renew for up to four additional years based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

The Comprehensive Family Support Services program has served a total of 871 families and 1664 children in 2014. As a result, ninety-five percent (95%) of the families served achieved successful outcomes and remained uninvolved in a Division abuse or neglect case. The Division is satisfied with the services provided and is requesting approval to exercise two years of the renewal option reserving the Division's option to renew for the remaining two years based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

Should the Governor and Executive Council not authorize this request, the flexibility of community based family services may not be available to address the needs of children and families throughout the state which could cause an increase in the Division for Children, Youth and Families involvement for out of home placements. The services provided through these agreements help prevent separation of children from their families and afford them a safe, stable and supportive family environment.

Area Served: Statewide

Source of Funds: 95.34% Federal Funds
4.66% General Funds

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

Respectfully submitted,

Mary Ann Cooney
Associate Commissioner

Approved by:
Jeffrey A. Meyers
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$823	$0	$823
2016	102-500734	Social Service Contract	42106802	$1,907	$0	$1,907
2017	102-500734	Social Service Contract	42106802	$0	$823	$823
2018	102-500734	Social Service Contract	42106802	$0	$1,907	$1,907
			Total:	$2,730	$2,730	$5,460

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**
			Sub-Total	**$93,630**	**$93,630**	**$187,260**

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636
			Sub-Total	$459,998	$459,998	$919,996

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$8,982	$0	$8,982
2016	102-500734	Social Service Contract	42106603	$8,982	$0	$8,982
2017	102-500734	Social Service Contract	42106603	$0	$8,982	$8,982
2018	102-500734	Social Service Contract	42106603	$0	$8,982	$8,982
			Total:	$17,964	$17,964	$35,928

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	**$156,802**	**$156,802**	**$313,604**
			Sub-Total	**$1,585,984**	**$1,585,984**	**$3,171,968**

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$31,290	$0	$31,290
2016	502-500891	Social Service Contract	45030206	$31,290	$0	$31,290
2017	502-500891	Social Service Contract	45030206	$0	$31,290	$31,290
2018	502-500891	Social Service Contract	45030206	$0	$31,290	$31,290
			Total:	**$62,580**	**$62,580**	**$125,160**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**
			Sub-Total	**$800,000**	**$800,000**	**$1,600,000**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324
			Sub-Total	$122,782	$122,782	$245,564

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004105	$75,000	$0	$75,000
2016	102-500731	Contracts for Program Services	90004105	$75,000	$0	$75,000
2017	102-500731	Contracts for Program Services	90004105	$0	$75,000	$75,000
2018	102-500731	Contracts for Program Services	90004105	$0	$75,000	$75,000
			Total:	$150,000	$150,000	$300,000
			Sub-Total	$3,212,394	$3,212,394	$6,424,788

State of New Hampshire
Department of Health and Human Services
Amendment #1 to the Comprehensive Family Support Services Contract

This first (1st) Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #1") dated this 29th day of February, 2016, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Community Action Partnership of Strafford County, (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 642 Central Ave, Dover, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to amend the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18, "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 by Governor and Executive Council of the State of New Hampshire", and Exhibit C-2, Additional Special Provisions, Paragraph 1, the State may renew the agreement for up to four additional years by written agreement of the parties and approval of the Governor and Executive Council; and

WHEREAS the State and the Contractor have agreed to, amend the Scope of Services, Method, Schedule and Condition Precedent to payment, increase the price limitation and extend the Contract for two (2) additional years; and

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

To amend as follows:

1. Form P-37, General Provisions, Item 1.5, Contractor Phone, to read:

   (603) 435-2500 ext. 8135

2. Form P-37, General Provisions, Item 1.7, Completion Date, to read:

   June 30, 2018

3. Form P-37, General Provisions, Item 1.8, Price Limitation, to read:

   $572,508

4. Add Exhibit A, Scope of Services, Paragraph 1.34.1:

   1.34.1 Which includes entering all on-line data for the Watch Me Grow Program.

5. Add Exhibit B-2 – Amendment #1.
6. Add Exhibit B-3 – Amendment #1.
7. Exhibit B, Method and Conditions Precedent to Payment , Paragraph 2.2 to read:

   2.2 Expenditures shall be in accordance with the approved line item budget shown in Exhibits B-1, B-2 - Amendment #1, and B-3 - Amendment #1.

8. Add Exhibit B, Method, Schedule, and Conditions Precedent to Payment, Paragraph 2.7:

   2.7 Notwithstanding paragraph 18 of the P-37, an amendment limited to the adjustment of amounts between budget line items and/or State Fiscal Years, related items, and amendment of related budget exhibits, can be made by written agreement of both parties and does not require additional approval of the Governor and Executive Council.

9. Replace Exhibit C – Special Provisions with:

   Exhibit C – Amendment # 1

10. Add Exhibit C-2, Additional Special Provisions, Paragraph 2:

    2. Subparagraph 14.1.1 of the General Provisions of this contract, is deleted and the following subparagraph is added:

       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 $3,000,000 aggregate; and

11. Replace Standard Exhibit G, Certification Regarding the Americans with Disabilities Act Compliance with:

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

Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement, and the obligations of the parties there under, shall remain in full force and effect in accordance with the terms and conditions set forth herein.

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

4/3/16
Date

Mary Ann Cooney
Associate Commissioner

Community Action Partnership of Strafford County

3/7/16
Date

Ed Andrus Parker, CEO
Name/Title

Acknowledgement:
State of New Hampshire County of Strafford on 3/7/16, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.
Signature of Notary Public or Justice of the Peace

Kathleen E Morrison
Name and Title of Notary or Justice of the Peace
Executive Assistant

KATHLEEN E. MORRISON
MY COMMISSION EXPIRES AUG. 6, 2020
NOTARY PUBLIC
NEW HAMPSHIRE

BAP
3/7/16

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

OFFICE OF THE ATTORNEY GENERAL

4/27/16
Date

Name: Megan A. Yeh
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

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

Bidder/Program Name: Community Action Partnership of Strafford County

Budget Request for: Comprehensive Family Support Services

Budget Period: 7/1/2016-6/30/2017

1. Total Salary/Wages	$ 90,833.00	$ -	$ 90,833.00	$ -	$ -	$ -	$ 90,833.00	$ -	$ 90,833.00
2. Employee Benefits	$ 20,891.59	$ -	$ 20,891.59	$ -	$ -	$ -	$ 20,891.59	$ -	$ 20,891.59
3. Consultants	$ 2,340.00	$ -	$ 2,340.00	$ 2,340.00	$ -	$ 2,340.00	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ 150.00	$ -	$ 150.00		$ -	$ -	$ 150.00	$ -	$ 150.00
Repair and Maintenance	$ 200.00	$ -	$ 200.00		$ -	$ -	$ 200.00	$ -	$ 200.00
Purchase/Depreciation	$ 600.00	$ -	$ 600.00	$ -	$ -	$ -	$ 600.00	$ -	$ 600.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -
Medical	$ -	$ -	$ -		$ -	$ -		$ -	$ -
Office	$ 1,460.51	$ -	$ 1,460.51		$ -	$ -	$ 1,460.51	$ -	$ 1,460.51
6. Travel	$ 3,500.00	$ -	$ 3,500.00	$ -	$ -	$ -	$ 3,500.00	$ -	$ 3,500.00
7. Occupancy	$ 4,000.00	$ -	$ 4,000.00	$ 2,160.00	$ -	$ 2,160.00	$ 1,840.00	$ -	$ 1,840.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -
Telephone/Utilities	$ 2,800.00	$ -	$ 2,800.00		$ -	$ -	$ 2,800.00	$ -	$ 2,800.00
Postage	$ 50.00	$ -	$ 50.00	$ -	$ -	$ -	$ 50.00	$ -	$ 50.00
Subscriptions	$ 400.00	$ -	$ 400.00		$ -	$ -	$ 400.00	$ -	$ 400.00
Audit and Legal	$ 1,600.00	$ -	$ 1,600.00	$ -	$ -	$ -	$ 1,600.00	$ -	$ 1,600.00
Insurance	$ 400.00	$ -	$ 400.00		$ -	$ -	$ 400.00	$ -	$ 400.00
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -
9. Software	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 100.00	$ -	$ 100.00	$ -	$ -	$ -	$ 100.00	$ -	$ 100.00
11. Staff Education and Training	$ 505.00	$ -	$ 505.00	$ -	$ -	$ -	$ 505.00	$ -	$ 505.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -
13. Other (specific details mandatory)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
In-kind donations	$ 2,000.00	$ -	$ 2,000.00	$ 2,000.00	$ -	$ 2,000.00		$ -	$ -
Administration Overhead	$ -	$ 18,571.06	$ 18,571.06	$ -	$ 774.16	$ 774.16		$ 17,796.90	$ 17,796.90
			$ -						-
TOTAL	131,830.10	18,571.06	150,401.16	6,500.00	774.16	7,274.16	125,330.10	17,796.90	143,127.00
Indirect As A Percent of Direct		14.2%	$0.00			0.00			0.00

Minimum Match Amount $ 6,226.00

Contractor Initials BAP

Date 3/7/16

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

Bidder/Program Name: Community Action Partnership of Strafford County

Budget Request for: Comprehensive Family Support Services

Budget Period: 7/1/2017-6/30/2018

	[illegible]			[illegible]			[illegible]		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	$ 90,833.00	$ -	$ 90,833.00	$ -	$ -	$ -	$ 90,833.00	$ -	$ 90,833.00
2. Employee Benefits	$ 20,891.59	$ -	$ 20,891.59	$ -	$ -	$ -	$ 20,891.59	$ -	$ 20,891.59
3. Consultants	$ 2,340.00	$ -	$ 2,340.00	$ 2,340.00	$ -	$ 2,340.00	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ 150.00	$ -	$ 150.00		$ -	$ -	$ 150.00	$ -	$ 150.00
Repair and Maintenance	$ 200.00	$ -	$ 200.00		$ -	$ -	$ 200.00	$ -	$ 200.00
Purchase/Depreciation	$ 600.00	$ -	$ 600.00	$ -	$ -	$ -	$ 600.00	$ -	$ 600.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -
Medical	$ -	$ -	$ -		$ -	$ -		$ -	$ -
Office	$ 1,460.51	$ -	$ 1,460.51		$ -	$ -	$ 1,460.51	$ -	$ 1,460.51
6. Travel	$ 3,500.00	$ -	$ 3,500.00	$ -	$ -	$ -	$ 3,500.00	$ -	$ 3,500.00
7. Occupancy	$ 4,000.00	$ -	$ 4,000.00	$ 2,160.00	$ -	$ 2,160.00	$ 1,840.00	$ -	$ 1,840.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -
Telephone/Utilities	$ 2,800.00	$ -	$ 2,800.00		$ -	$ -	$ 2,800.00	$ -	$ 2,800.00
Postage	$ 50.00	$ -	$ 50.00	$ -	$ -	$ -	$ 50.00	$ -	$ 50.00
Subscriptions	$ 400.00	$ -	$ 400.00		$ -	$ -	$ 400.00	$ -	$ 400.00
Audit and Legal	$ 1,600.00	$ -	$ 1,600.00	$ -	$ -	$ -	$ 1,600.00	$ -	$ 1,600.00
Insurance	$ 400.00	$ -	$ 400.00		$ -	$ -	$ 400.00	$ -	$ 400.00
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -
9. Software	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 100.00	$ -	$ 100.00	$ -	$ -	$ -	$ 100.00	$ -	$ 100.00
11. Staff Education and Training	$ 505.00	$ -	$ 505.00	$ -	$ -	$ -	$ 505.00	$ -	$ 505.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -
13. Other (specific details mandatory)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
In-kind donations	$ 2,000.00	$ -	$ 2,000.00	$ 2,000.00	$ -	$ 2,000.00		$ -	$ -
Administration Overhead	$ -	$ 18,571.06	$ 18,571.06	$ -	$ 774.16	$ 774.16		$ 17,796.90	$ 17,796.90
			$ -						
TOTAL	131,830.10	18,571.06	150,401.16	6,500.00	774.16	7,274.16	126,330.10	17,796.90	143,127.00
Indirect As A Percent of Direct		14.2%	$0.00			0.00			0.00

Minimum Match Amount $ 6,226.00

Contractor Initials BAP
Date 3/7/16

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.ojp.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

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.

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.

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:

3/7/16
Date

Name: Betsey Andrews Parker
Title: CEO

Nicholas A. Toumpas
Commissioner

Mary Ann Cooney
Associate Commissioner

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

DIVISION FOR CHILDREN, YOUTH & FAMILIES

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

May 23, 2014

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

G&C Approved

Date 6-18-14

Item # 80

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to enter into agreements with the vendors identified below, for the provision of Comprehensive Family Support Services, in an amount not to exceed $3,212,394, effective July 1, 2014 or date of Governor and Council approval, whichever is later, through June 30, 2016.

Vendor	Vendor Number	Location	Amount
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway, NH	$292,614
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$286,254
Families First of the Greater Seacoast	166629-B001	100 Campus Drive, Suite 12 Portsmouth NH	$292,614
Good Beginnings of Sullivan County	170625-B001	109 Pleasant Street Claremont NH	$292,614
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$292,614
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$292,614
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$292,614
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$292,614
		Total	$3,212,394

Funds to support this request are available in the following accounts in State Fiscal Year 2015 and are anticipated to be available in State Fiscal Year 2016, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified without further approval from the Governor and Executive Council.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, SOCIAL SERVICES BLOCK GRANT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

Comprehensive Family Support Services assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents and give families an opportunity to learn and grow.

The Division for Children, Youth and Families and Division of Public Health Services /Maternal Child Health Services blended three family health and support related programs, into one program. This Comprehensive Family Support Services represents such efforts.

New Hampshire DHHS Comprehensive Family Support Services:

In 2002, The Division for Children, Youth and Families, launched a family support partnership, entitled Comprehensive Family Support Services. Support and prevention-based services and programs were provided to thousands families and individuals throughout the state. Due to the success of these prevention-oriented programs, the Division for Children, Youth and Families has recognized the benefit of provider services to families as an effort to keep them from becoming involved in other systems of care.

Currently, there are 25 community-based family resource centers in operation across the State of New Hampshire, which provide a range of support services to families and children that focus on strengthening, supporting and building on the strengths and skills of individuals while also ensuring developmental screening for children six and under. These centers are often key local stakeholders in groups that assess and advocate for the needs of local families.

New Hampshire DHHS Home Visiting NH:

In 2001, the Division of Public Health Services Maternal and Child Health Section began Home Visiting New Hampshire, a statewide, family focused and child centered, preventive program that provides, health, education, support and linkages to community services to eligible, pregnant women and their families in their home until her child is twelve (12) months old. Contractors provide these services in nine (9) of the Division for Children, Youth and Families service areas. The goals of Home Visiting New Hampshire are to promote healthy pregnancy and birth outcomes, promote a safe and nurturing environment for children, and enhance families' life course and development.

Child and Family Health Support Services:

Child and Family Health Support Services have been available through local community health and home visiting agencies for approximately twenty years with funds that had previously supported the state's network of "well baby clinics". These services provide assistance with health care enrollment, referrals, case management, care coordination, education and counseling relative to the child and family and can be conducted by home, office visit or by telephone when appropriate. The goal of Child and Family Health Support Services is to promote the health and well-being of children from birth through age eighteen, with priority given to children birth through age ten.

This contract was competitively bid. On January 21, 2014 the Department issued a Request for Proposals to solicit proposals for the provision of Comprehensive Family Support Services to assist expectant women along with children and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. The request for proposals was available on the Department of Health and Human Services website from January 21, 2014 through March 10, 2014. There were 12 proposals submitted.

The proposals were evaluated by a team of Department of Health and Human Services employees with knowledge of the program requirements, the Division for Children, Youth and Families' Comprehensive Family Support Services program and the Division of Public Health Services, Maternal and Child Health Section. The team also included staff with significant business and management expertise.

The proposals were evaluated based on the criteria published in the Request for Proposals. Eleven of the twelve proposals were selected. The bid summary is attached.

The attached contract calls for the provision of these services for two years and reserves the Division's right to renew the agreement for up to four additional years, based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

Should Governor and Council not authorize this request, the flexibility of community–based family services may not be available to address the needs of children and families throughout the state which could cause an increase in the Division for Children, Youth and Families involvement for out-of-home placement, as these services help to prevent the separation of children from their families and afford them a safe, stable and supportive family environment.

Area Served: Statewide.

Source of Funds: 95.34% Federal Funds
4.66% General Funds

In the event that Federal Funds are no longer available, no additional General Funds will be requested to support this program.

Respectfully submitted,

Mary Ann Cooney
Associate Commissioner

Approved By:

Nicholas A. Toumpas
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$823
2016	102-500734	Social Service Contract	42106802	$1,907
			Total:	$2,730

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090
			Sub-total	93,630.00

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FISCAL DETAILS
(IPREHENSIVE FAMILY SUPPORT SEF ;ES

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818
			Sub-total	459,998.00

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$8,982
2016	102-500734	Social Service Contract	42106603	$8,982
			Total:	$17,964

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802
			Sub-total	1,585,984.00

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$31,290
2016	502-500891	Social Service Contract	45030206	$31,290
			Total:	$62,580

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45130206	$36,871
2016	502-500891	Social Service Contract	45130206	$36,871
			Total:	$73,742

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

FISCAL DETAILS
C MPREHENSIVE FAMILY SUPPORT SER CES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742
			Sub-total	800,000.00

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170825-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162
			Sub-total	122,782.00

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004105	$75,000
2016	102-500731	Contracts for Program Services	90004105	$75,000
			Sub-total:	**$150,000**
			Grand total:	**3,212,394.00**

New Hampshire Department of Health and Human Services
Office of Business Operations
Contracts & Procurement Unit
Summary Scoring Sheet

Comprehensive Family Support Services	15-DHHS-OHS-DCYF-01
RFP Name	RFP Number

Reviewer Names

1. John Harrington, Community and Family Support Specialist
2. Michael Donati, Administrator I
3. Deirdre Dunn, Program Specialist IV
4. Dague Clark, Fiscal Administrator

Bidder Name	Pass/Fail	[redacted]
1. Children Unlimited Inc. (Conway District)		
2. Families First (Seacoast District)		
3. The Family Resource Center (Berlin District)		
4. The Family Resource Center (Littleton District)		
5. Community Action Partnership of Strafford County (Rochester District)		
6. Lakes Region Community Services (Laconia District)		
7. Child and Family Services (Manchester District)		
8. Child and Family Services (Concord District)		
9. Child and Family Services (Southern District)		
10. Home Healthcare Hospice & Community Services (Keene District)		
11. Good Beginnings of Sullivan County (Claremont District)		
12. Monadnock Family Services (Keene District)		

FORM NUMBER P-37 (version 1/09)

Subject: Comprehensive Family Support Services

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Health and Human Services	1.2 State Agency Address 129 Pleasant Street Concord NH 03301
1.3 Contractor Name Community Action Partnership of Strafford County	1.4 Contractor Address 642 Central Ave. P.O. Box 160 Dover NH 03821

1.5 Contractor Phone Number	1.6 Account Number	1.7 Completion Date	1.8 Price Limitation
(603) 516-8130	05-095-042-421010-29680000-102-5000734-40130215 05-095-042-421010-29730000-102-500734-40130007 05-095-042-421010-29660000-102-500734-40130302 05-095-045-450010-61460000-502-500891-45030206 05-095-090-902010-51900000-102-500731-90004009	June 30, 2016	$286,254

1.9 Contracting Officer for State Agency Eric D. Borrin	1.10 State Agency Telephone Number 603-271-9558
1.11 Contractor Signature [signature]	1.12 Name and Title of Contractor Signatory Betsey Andrews Parker Executive Director

1.13 Acknowledgement: State of NH, County of Strafford

On 5/1/14 before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.

1.13.1 Signature of Notary Public or Justice of the Peace

[Seal] [signature]

JENNIFER L. LETSON MY COMMISSION EXPIRES SEPT. 9, 2014 NOTARY PUBLIC NEW HAMPSHIRE

1.13.2 Name and Title of Notary or Justice of the Peace

Jennifer L. Letson, Executive Assistant

1.14 State Agency Signature [signature]	1.15 Name and Title of State Agency Signatory Mary Ann Cooney Associate Commissioner

1.16	Approval by the N.H. Department of Administration, Division of Personnel *(if applicable)*
By:	Director, On:
1.17	Approval by the Attorney General (Form, Substance and Execution)
By:	On: 6-3-14
1.18	Approval by the Governor and Executive Council
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, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("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. 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.

EAP
5/1/14

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 consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written 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

Contractor Initials: EPP
Date: 5/1/14

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 $250,000 per claim and $2,000,000 per occurrence; and
14.1.2 fire and extended coverage insurance 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 fifteen (15) 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 endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) 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.

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: EAP
Date: 5/1/14

Scope of Services

1. Scope of Services

The Contractor will provide Comprehensive Family Support Services, through a variety of methods including home visiting, to assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. The Contractor will perform duties, which include but are not limited to:

1.1 Providing the following services, at minimum, during the business hours of 8:00 a.m.-4:30 p.m., five (5) days per week:

1.1.1 Age appropriate health education, as well as safety and injury prevention information according to the American Academy of Pediatrics' "Bright Futures – Guidelines for Health Supervision of Infants, Children and Adolescents", Third Edition or most recent edition;

1.1.2 Assistance with enrollment in Medicaid, the Contractor will provide staff to:;

1.1.2.1 Work with clients to review the application process;

1.1.2.2 Assist clients with the paperwork if needed;

1.1.2.3 Help clients to understand the documentation needed to apply;

1.1.2.4 Help clients access NHEasy.

1.1.3 Child care resource and referral in partnership with the local Child Care Aware NH agency;

1.1.3.1 The Contractor will refer families in need of assistance in finding quality childcare and/or education regarding what quality child care looks like to Southern New Hampshire Service Child Care Resource & Referral program – Rochester/Strafford County catchment area.

1.1.4 Developmental and social-emotional screening using ASQ & ASQ-SE Questionnaire through the Watch Me Grow Program ; The Contractor will:

1.1.4.1 Screen participants in Healthy Families & Home Visiting New Hampshire, the Contractor will ensure:

1.1.4.1.1 ASQ Questionnaire is completed with families, at a minimum, of the following intervals at 2, 4, 6, 8, 12, 1, 24, 30 and 36 months.

1.1.4.1.2 ASQ-SE Questionnaire is completed with families at a minimum of the following intervals at 6, 12, 18, 24, 30 and 36 months.

1.1.4.2 Screen participants in Head Start, the Contractor will ensure:

1.1.4.2.1 ASQ-SE Questionnaire is completed on every child within 45 days of their enrollment, then on a yearly basis.

1.1.4.2.2 Early Screening Inventory for developmental screening of children ages 3-5 will be used.

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1.1.4.3 Screen participants in Early Head Start, the Contractor will ensure:

1.1.4.3.1 ASQ Questionnaire is completed within the first 45 days of enrollment and then at the following intervals at 4, 6, 8, 10, 12, 14, 16, 20, 22, 24, 27, 30, 33, 36, and at 42 months of age.

1.1.4.3.2 ASQ-SE Questionnaire is completed within the first 45 days of enrollment and then at the following intervals at 6, 12, 18, 24, 30, and 36 months of age.

1.1.4.4 Screen participants in Comprehensive Family Support Program, the Contractor will ensure:

1.1.4.4.1 ASQ and ASQ-SE Questionnaires are completed at minimum every 4-6 months on children from birth to 24 months of age;

1.1.4.4.2 ASQ and ASQ-SE Questionnaires are completed at minimum every 6 months for children 3-6 years of age;

1.1.4.4.3 ASQ and ASQ-SE Questionnaires are completed at minimum once per year for children 4-5 years of age.

1.1.4.5 Offer developmental screening to all families receiving services through the Community Action Partnership of Strafford County and through the Watch Me Grow Program.

1.1.5 Domestic violence prevention and intervention services; the Contractor will:

1.1.5.1 Screen families for the presence of domestic violence Utilizing the Relationship Assessment Tool from Futures Without Violence; If a presence of domestic violence is found, the Contractor will:

1.1.5.1.1 Make a referral to A Safe Place and the Family Justice Center;

1.1.5.1.2 Provide the client with the phone number to the 24 hour crisis line;

1.1.5.1.3 Provide the client with a list of programs and an explanation of the service/assistance that each program provides. Such as:

1.1.5.1.3.1 A Safe Place;

1.1.5.1.3.2 Sexual Assault Support Services;

1.1.5.1.3.3 NH Legal Assistance.

1.1.5.2 Share information on the power and control dynamics of domestic violence;

1.1.5.3 Ensure staff receives training when necessary.

1.1.6 Family centered early childhood programs; the Contractor will:

1.1.6.1 Refer children served from birth to 5 years of age to Early Head Start or Head Start depending on the needs of the family and their income.

1.1.6.2 Link families to Head Start or other high quality child care centers.

1.1.6.3 Access preventative child care funds to insure placement in the most at-risk situations.

1.1.7 Child development-education; the Contractor will:

1.1.7.1 Provide families with information on their child's developmental stage ranging from birth to adolescence.

1.1.7.2 Provide families activities and suggestion for promoting child development and show them how to utilize the resources available to them in their homes during home visits.

1.1.7.3 Mentor families during home visits to demonstrate ways to promote child development and parent/child bonding.

1.1.7.4 Encourage parents to use the ASQ-3 and ASQ-SE to self-report and share their observations of their child.

1.1.8 Family Centered Early Supports and Services Program; the Contractor will:

1.1.8.1 Complete routine screenings using Ages and Stages Questionnaires

1.1.8.2 Refer children to Early Supports and Services when a child is found eligible for services or a concern is indicated from the screening.

1.1.8.3 Conduct joint home visits with Early Supports and Services to integrate the activities used into their home visits.

1.1.9 Assistance with enrollment of child in Medical Home (Primary Care Provider); the Contractor will:

1.1.9.1 Gather information on the child's primary care physician including the family's satisfaction level:

1.1.9.1.1 If not satisfied with their current primary care physician, help the family to find one that best meets their needs.

1.1.9.2 Help prenatal participants develop a plan to assist in choosing a primary care physician so that when the baby arrives he/she is in place.

1.1.9.3 Assist families with transportation or other barriers in getting the child established with a primary care physician.

1.1.10 Family mentoring and advocacy programs; the Contractor will:

1.1.10.1 Engage parents in interaction with their child to help them better understand their child's development;

1.1.10.2 Motivate parents by affirming what they are doing well;

1.1.10.3 Encourage and coach parents to practice the skill they have learned;

1.1.10.4 Build communication skills to effectively participate in:

1.1.10.4.1 Appointments for social services;

1.1.10.4.2 Medical appointments;

1.1.10.4.3 School meetings; and

1.1.10.4.4 Healthy recreational and social activities.

1.1.11 Home visiting services in accordance with Home Visiting NH 2012; the Contractor will ensure all Home Visiting NH staff are:

1.1.11.1 Certified in the Parents as Teachers curriculum;

1.1.11.2 Trained in the following areas of expertise:

1.1.11.2.1 Smoking cessation;

1.1.11.2.2 Domestic violence;

1.1.11.2.3 Substance abuse prevention;

1.1.11.2.4 Family planning;

1.1.11.2.5 Depression screening; and

1.1.11.2.6 Assessing the overall needs of participants and their environment.

1.1.11.3 Utilizing Prenatal and Infant Cue Sheets, Parents As Teachers curriculum and the Partners for a Healthy Baby curriculum.

1.1.12 Independent Living skills training; the Contractor will:

1.1.12.1 Help families understand that success in school is connected to later job attainment and economic security;

1.1.12.2 Support youth in connecting with area agencies to gain skills and resources needed to become successful productive adults;

1.1.12.3 Present opportunities to families for:

1.1.12.3.1 Continuing education;

1.1.12.3.2 Volunteering;

1.1.12.3.3 Money management; and

1.1.12.3.4 Establishing a supportive social network.

1.1.12.4 Refer families to Project Pride and Dover Adult Learning to assist them in learning the skills they need.

1.1.13 Life course planning; the Contractor will:

1.1.13.1 Address literacy and educational needs of the family;

Contractor Initials: EAP
Date: 5/1/14

1.1.13.2 Coordinate with New Hampshire Employment Program to support families receiving TANF in meeting requirements of their employability plan;

1.1.13.3 Support and assist families in balancing their physical, emotional and financial needs;

1.1.13.4 Provide information for family planning;

1.1.13.5 Connect family to other community resources throughout their involvement to ensure families continue to be well connected and meet their ongoing parenting and social needs.

1.1.14 Life skills training; the Contractor will:

1.1.14.1 Work with other agencies such as:

1.1.14.1.1 New Hampshire Employment Program to provide knowledge, experience and support to obtain employment;

1.1.14.1.2 New Hampshire Works for a no cost subsidized training in one of many career paths in growing industries;

1.1.14.1.3 Dover Adult Learning Center to enhance life coping skills and improve their education, job training, high school completion and enrichment classes;

1.1.14.1.4 UNH Cooperative Extension to help families enroll for classes in financial management and budgeting (determining the difference between an need and a want);

1.1.14.1.5 Southeastern services and Goodwin Community Health to assist families with people recovering from the illness of alcohol and drug addiction.

1.1.14.2 Support families in all of the areas above by providing information, direction and assist them in applying the skill they have learned.

1.1.15 Literacy education and support; the Contractor will:

1.1.15.1 Encourage parents to share books with their child as part of their daily routine.

1.1.15.1.1 Books will be provided to families every couple of months.

1.1.15.2 Connect parents with the Dover Adult Learning Center, Great Bay Community College, Workplace Success or other educational programs to further their educational needs.

1.1.15.3 Ensure materials provided to families are written at a fifth grade reading level as much as possible.

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1.1.16 Medical and health education including adherence of child to the American Academy of Pediatrics' "Recommendations for Preventive Pediatric Health Care" schedule;

1.1.17 Mental health services; the Contractor will:

1.1.17.1 Screen women for depression both prenatally and at 6-8 weeks postpartum using the Edinburgh Depression Scale;

1.1.17.2 Use the Patient Health Questionnaire for fathers participating in the program when there may be a concern.

1.1.17.3 Provide referrals to their medical provider or a mental health professional;

1.1.17.4 Provide informational handouts;

1.1.17.5 Provide an on staff Mental Health Consultant for short-term intermediate mental health consultations.

1.1.18 Oral health services; the Contractor will:

1.1.18.1 Use the Bright Futures Oral Health Toolbox to promote and improve the oral health of infants, children and adolescents;

1.1.18.2 Discuss the importance of Oral health and preventative oral care.

1.1.18.3 Refer families to the two community dental centers:

1.1.18.3.1 Wentworth Douglass Hospital

1.1.18.3.2 Goodwin Community Health

1.1.19 Other health and social services (such as: family planning, fuel assistance, transportation etc.); the Contractor will:

1.1.19.1 Provide families with a Community Resources Guidebook;

1.1.19.1.1 Show families how to use the guidebook.

1.1.19.2 Refer families to COAST to help them understand how they can best access transportation;

1.1.19.3 Promote self-sufficiency and independence in accessing the community resources.

1.1.20 Parent education and support; the Contractor will:

1.1.20.1 Work one-on-one with parents on home visits to reinforce the educational component and role model effective parenting strategies;

1.1.20.2 Promote well-being and strong families by assisting parents to acquire skills that will improve their parenting and communication with their child;

1.1.20.3 Provide information, resources and support to assist families in making informed decisions that meet their needs.

1.1.21 Parents As Teachers home visiting curriculum and Partners for a Healthy Baby curriculum;

1.1.22 Smoking cessation assistance; the Contractor will:

1.1.22.1 Explain to women how harmful smoking is to her and her baby during pregnancy

1.1.22.2 Utilize the Ask Advise Refer Intervention;

1.1.22.3 Provide information on the effects of second and third hand smoke;

1.1.22.4 Provide the QuitWorks-Fact Sheet and brochure;

1.1.22.5 Use the Motivating Smokers to Change Chart for reference;

1.1.22.6 Encourage the importance only allowing smokers to smoke outside; and

1.1.22.7 Refer people ready to quit smoking to Quit Works NH.

1.1.23 Substance abuse services; the Contractor will:

1.1.23.1 Screen for substance abuse by use utilizing the TWEAK careening tool;

1.1.23.2 Encourage people to speak to their primary care physician;

1.1.23.3 Refer families to local resources that specialize in substance abuse intervention such as:

1.1.23.3.1 Hamel Substance Abuse Services,

1.1.23.3.2 Community Partners,

1.1.23.3.3 Goodwin Community Health,

1.1.23.3.4 One Voice for Southeastern New Hampshire, and

1.1.23.3.5 Southeastern New Hampshire Alcohol and Drug Services.

1.1.24 Trauma informed services; the Contractor will:

1.1.24.1 Utilize the Parent Survey;

1.1.24.2 Provide information on the effects of childhood trauma and how it may impact their family;

1.1.24.3 Support families and help them access services to mitigate the impact of childhood trauma.

1.1.25 WIC program services. The Contractor will:

1.1.25.1 Encourage all families (prenatal or with children under the age of 5) upon intake to apply for WIC if not currently receiving it.

1.2 Coordinating outreach to the communities and families regarding the availability of the program and services. The Contractor will:

1.2.1 Maintain relationships with a variety of community groups which provide networking and education on programs and services within the community as well as time to brainstorm on emerging community concerns;

1.2.2 Work with home visiting programs to assist in providing outreach by the following:

1.2.2.1 Written materials (flyers, brochures, etc.);

1.2.2.2 Media (radio and newspaper);

1.2.2.3 Website (straffordcap.org);

1.2.2.4 Internet (Facebook and twitter accounts).

1.2.3 Invite staff from other community organizations to Contractor staff meetings and trainings.

1.3 Offering home visitation and other services at times that allow for the utmost amount of family member/caregiver participation. The Contractor will:

1.3.1 Provide late afternoon and early evening visits for families that work or go to school and have no other option in meeting earlier;

1.3.2 Offer classes and groups at varying times to meet the needs of the family's schedules;

1.3.3 Schedule appointments for families via text message.

1.4 Establishing and maintaining contact with local community groups and organizations that promote effective supports and services that result in safety, permanency and well-being of children and their families. The Contractor will:

1.4.1 Have a representative on every community group as possible;

1.4.4.1. Information regarding the community group will be shared with other staff members.

1.4.2 Attend community events;

1.4.3 Request staff from other community agencies to come to staff meetings to provide information about the services they provide;

1.4.4 Attend state level meeting with similar programs that hold the same grants.

1.5 Identifying additional resources and funding opportunities and reporting the results to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program.

1.6 Ensuring service delivery is flexible and support services are provided to families across a continuum of the three (3) preventive stages (Prevention, Early Intervention, and Crisis).

1.7 Facilitating identification and evaluation of programs/services, using the North Carolina Family assessment Scale, Referral Process and the Parent Survey, for families experiencing conditions that include, but are not limited to:

1.7.1 Current founded or unfounded child protective services report;

1.7.2 Previous founded child protective services report;

1.7.3 Closed DCYF case;

1.7.4 Child's low birth weight and neuro developmental delays;

1.7.5 History of, or current, parental or caregiver substance abuse;

1.7.6 Low socioeconomic status of the family (defined as <300% percent of the Federal Poverty Level);

1.7.7 Problematic marital relationship;

1.7.8 Family history, including history of domestic violence;

1.7.9 Child's insecure attachment in early years;

1.7.10 Pregnancy;

1.7.11 Recent birth of a child (within 6-12 months);

1.7.12 Expected birth of an additional child (within 6 months);

1.7.13 Birth of a child or expected birth of a child with special health care needs;

1.7.14 More than 1 child under the age of 3 years;

1.7.15 Families, teen parent, or single parent experiencing multiple stressors;

1.7.16 Physical or social isolation;

1.7.17 Home conditions present a health and safety risk to family members;

1.7.18 Chronic health problems, which interfere with care giving; and

1.7.19 Child or family with chronic health, behavioral or developmental issues that impact on parenting;

1.7.20 ASQ & ASQ-SE results that indicate possible delay;

1.7.21 Families impacted by traumatic events;

1.7.22 Receiving TANF cash assistance or any of the Medicaid options;

1.7.23 Any other factors that may contribute to unhealthy social and emotional outcomes.

1.8 Authorizing and managing the preventive child care award in accordance with Exhibit A-1, in an amount not to exceed the yearly-authorized amount for preventive child care dollars in paragraph 1 of Exhibit A-1.

1.9 Evaluating the progress of both parents/caregivers (if applicable) as well as the performance of the programs and services provided. The Contractor will:

1.9.1 Use family assessment tools when initiating services and when services are completed with a family to access the progress shown;

1.9.2 Complete and Individualized Family Support Plan in partnership with the families early once services have started to identify the goals the family wants and needs to work on;

1.9.2.1 Individualized Family Support Plan will review ongoing progress and identify timelines and what resources or needed to assist the family in accomplishing their goals.

1.9.3 Use the Protective Factors Survey which is designated for caregivers for measuring protective factors and providing feedback for evaluation and continuous improvement purposes.

1.9.4 Provide families with Satisfaction Surveys upon completion of the program and if involved with the family for over a year, at the 6 month period in the program.

1.10 Maintaining a family service record on each family in compliance with all Health Insurance Portability and Accountability Act (HIPPA) Privacy Rules. The family service record will include but not be limited to:

1.10.1 Referral information;

1.10.2 Release of information form;

1.10.3 Family assessment;

1.10.4 Child/Family services plan;

1.10.5 Case contact log;

1.10.6 Identification of primary care physician (PCP);

1.10.7 Linkages with prenatal/primary care and visit schedule as outlined in American Academy Pediatrics "Recommendations for Preventive Pediatric Health Care" schedule;

1.10.8 Progress notes;

1.10.9 Child care utilization and billing information; and

1.10.10 Case closure report.

1.11 Completing criminal background and central registry checks on all staff, sub-contractors, and volunteers working on this contract, who come in contact with children.

1.12 Ensuring all staff, sub-contractors, and volunteers, at minimum, possess:

1.12.1 An understanding of the principles of family support;

1.12.2 Skills to address the ethnic and cultural needs, resources and assets of their community;

1.12.3 Experience working with community groups;

1.12.4 Empathy for parents and families, and an understanding of family stressors;

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1.12.5 A working knowledge of the array of services in the community;

1.12.6 Experience working directly with families;

1.12.7 Experience in the area of child welfare services;

1.12.8 Experience in the area of maternal and child health,

1.12.9 Experience in working in coordination with a multidisciplinary team, including but not limited to Registered Nurses, Advance Practice Registered Nurses, licensed clinical social workers, and/or other licensed health professionals.

1.12.10 Good organizational skills;

1.12.11 Good problem solving skills;

1.12.12 Clear and effective oral and written communication skills;

1.12.13 A valid driver's license and reliable automobile transportation;

1.12.14 The ability to work hours that are flexible and convenient for families; and

1.12.15 An understanding of how to access the range of services in the delivery system.

1.13 Ensuring all allied health professionals have the appropriate New Hampshire licenses whether directly employed, contracted or subcontracted.

1.14 Providing consultation services from a clinician or prescribing practitioner who is licensed, by the New Hampshire Board of Psychological Examiners, as a health care professional.

1.15 Submitting a Communication and Marketing Plan that ensures and describes involvement with DCYF District Office staff to promote Comprehensive Family Support Services. The Contractor will:

1.15.1 Work collaboratively with the District Office in your catchment area and make the request to attend no fewer than two DO staff meetings a year, preferably quarterly.

1.16 Ensuring that staff attend meetings and trainings as required by the Division of Public Health Services, Maternal and Child Health Section, including but not limited to:

1.16.1 MCH Agency Directors' Meetings

1.16.2 MCH Coordinators Meetings

1.17 Ensuring that programs are staffed by a Program Director and an appropriate number of Home Visitors and/or paraprofessional home visitors, in accordance with "Parents As Teachers Guidance for determining caseload size for your affiliate", that is necessary to implement the program. The Contractor will ensure staff qualifications, as listed below:

1.17.1 The Program Director will:

1.17.1.1 Work a minimum of .5 FTE;

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1.17.1.2 Supervise each Professional Home Visitors preferably on a weekly (at minimum bi-weekly) basis; and

1.17.1.3 Possess either:

1.17.1.3.1 A Master's degree in social work, counseling, nursing, public health or a related field, and two years of experience working with families and children in a social service, home health or other early childhood program setting; or

1.17.1.3.2 A Bachelor's degree in social work, counseling, nursing, public health or a related field, and five years of experience working with families and children in a social service, home health or other early childhood program setting, some of which must have been in a supervisory capacity.

1.17.2 Professional Home Visitors will:

1.17.2.1 Have knowledge of the eligibility requirements for Medicaid reimbursement;

1.17.2.2 Have access to clinical case consultation;

1.17.2.3 Have a minimum of two (2) years of supervised experience working with families; and

1.17.2.4 Possess a Bachelor's Degree in one of the following disciplines:

1.17.2.4.1 Social work

1.17.2.4.2 Counseling

1.17.2.4.3 Early childhood education

1.17.2.4.4 Nursing or a related field.

1.17.3 Paraprofessional home visitors shall have at minimum:

1.17.3.1 A high school diploma or general equivalency diploma; and

1.17.3.2 Two years' experience working with families in an early childhood program or health care support capacity.

1.18 Ensuring that one home visitor and supervisor have and/or maintain Parents as Teachers "approved user" status, unless a waiver has been obtained from the Division for Children, Youth and Families.

1.19 Designating a liaison for all programmatic correspondence between the Department and the agency for matters including but not limited to:

1.19.1 Program announcements;

1.19.2 Clinical updates;

1.19.3 Reporting changes, errors and requests.

1.20 Notifying the Division for Children, Youth and Families (DCYF) in writing when hiring a new administrator or any staff person essential to carrying out this scope of services to work in the program. Notification must be provided to DCYF within 30 days of the hire date and will include:

1.20.1 A resume of the employee;

1.20.2 Date of hire; and

1.20.3 Job description for the position.

1.21 Requesting a waiver of the applicable staffing requirements before an agency hires new program personnel that do not meet the required staff qualifications. Waiver requests must be sent to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program and include:

1.21.1 Reason for request;

1.21.2 Name and job description of the position; and

1.21.3 Proposed qualifications for the position.

1.22 Notifying the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program in writing of the need for a budget revision if any critical position is vacant for more than one month or if at any time funded under this contract does not have adequate staffing to perform all required services for more than one month.

1.23 Reporting all cases of communicable diseases according to New Hampshire RSA 141-C and He-P 301, adopted June 03, 2008.

1.24 Coordinating and participating in public health activities as requested by the Division of Public Health Services during any disease outbreak and/or emergency, natural or man-made affecting the public's health.

1.25 Ensuring that all staff complies with the reporting requirements of New Hampshire RSA 169: C, Child Protection Act; RSA 161:F46, Protective Services to Adults; RSA 631:6, Assault and Related Offenses; and RSA 130: A, Lead Paint Poisoning and Control.

1.26 Promoting immunizations in accordance with RSA 141-C and the Immunization Rules promulgated there under.

1.27 Ensuring that services meet the requirements of Sec. 401 (a) (3) of the 42 USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF. One of the purposes of this requirement is to increase State flexibility to "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies" to the State/Federal regulation.

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1.28 Complying with the confidentiality provisions of RSA 170-G: 8-a. All information regarding the Division's clients, client families, foster families, and other involved individuals that the Contractor may learn is strictly confidential and shall not be discussed with anyone except the Division's personnel in the performance of contracted services.

1.29 Maintaining the confidentiality of all clients and using client information only for the purpose of program administration, evaluation and quality improvement.

1.30 Ensuring that all staff understands that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.

1.31 Ensuring that all staff adheres to the Division of Family Assistance confidentiality policy in the General Manual and sign a statement saying that they agree to uphold the confidentiality standards. Failure to maintain confidentiality shall result in disciplinary actions.

1.32 Reporting personally identifiable health data to DHHS as requested, for all clients served under this contract for purposes of program evaluation and/or continuous quality improvement. Contractors are responsible for obtaining any authorizations for release of information from the clients that is necessary to comply with federal and state laws and regulations.

1.32.1 All forms developed for authorization for release of information must be approved by the Division for Children, Youth and Families prior to their use.

1.33 Informing the Division for Children, Youth and Families prior to initiating any research relating to this contract that uses clients as subjects and adhering to the legal requirements governing human subjects' research, if considering clinical or sociological research using clients as subjects.

1.34 Complying with all of the provisions of the Home Visiting NH 2012 and Watch Me Grow.

1.35 Using the MCH portion of these funds to provide or arrange for preventative health care for children in the service delivery area, in the event that the Community Health Center in the Contractor's service delivery area is defunded.

1.36 Providing culturally and linguistically appropriate services as well as providing clients of limited English Proficiency with interpretation services to ensure equal access to quality health services in compliance with Title VI, language efficiency and Proficiency citation 45 CFR 80.3 (b) (2).

1.37 Complying with all of the requirements of the Health Insurance Portability and Accountability Act (HIPPA) Privacy Rules, Public Law 104-191.

1.38 Agreeing that the Department of Health and Human Services and/or its funders will retain COPYRIGHT ownership for any and all original materials produced with the Department of Health and Human Services' contract funding, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports.

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1.39 Agreeing that all media (written, video, audio, and electronic etc.) produced, reproduced or purchased under the contract shall have prior approval from the Department before publication, production, distribution, or use.

1.40 Crediting the New Hampshire Department of Health and Human Services on all materials produced under this contract.

2. Reporting Requirements

2.1 The Contractor shall submit monthly reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program by the last day of the month, which will include, but not be limited to:

2.1.1 Statistical reports that must detail:

2.1.1.1 Number of families enrolled at the beginning and end of the month;

2.1.1.2 Number of referrals;

2.1.1.3 Number of families receiving TANF,

2.1.1.4 Early and Periodic Screening and Diagnosis services,

2.1.1.5 Number of terminations;

2.1.1.6 Total number of units of services delivered, (Unit = 15 minutes)

2.1.1.7 Number of childcare cases and utilization data;

2.1.1.8 Year-To-Date unduplicated childcare count;

2.1.1.9 Narrative regarding impact of the services provided for families; and

2.1.1.10 Community impact of the services provided;

2.1.1.11 Family income, composed of earned income and child support receipts;

2.1.1.12 Number of families employed or in training;

2.1.1.13 Number of families reporting housing destabilization;

2.1.1.14 Number of expectant women and children receiving WIC services.

2.1.2 A narrative summary of the family services records.

2.2 The Contractor shall submit quarterly reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program no later than the 15th day of the month following the reporting period of each contract year, with the first report due on October 15, 2014. Quarterly reports shall include, but not be limited to:

2.2.1 A report highlighting the program activities for each quarter, which includes;

2.2.2 Describing the progress in achieving the stated outcomes;

2.2.3 Feedback from families, as to the effectiveness and satisfaction of the contracted services.

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2.2.4 Submitting a Work Plan Outcome Report with S.M.A.R.T. Goals that are Specific, Measurable Attainable Realistic and Timely, and that, at minimum, includes:

2.2.4.1 Input/resources;

2.2.4.2 Activities/action plan;

2.2.4.3 Performance measures for outcomes;

2.2.4.4 Evaluation activities; and

2.2.4.5 Brief narrative describing strategies for Quality Improvement.

2.3 The Contractor shall submit Annual reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program by July 31st of each contract year, with the first report due on July 31, 2015. Annual reports shall include, but not be limited to:

2.3.1 Information regarding accomplishments and activities for the program;

2.3.2 Recommendations for service development and outcomes;

2.3.3 Systemic barriers; and

2.3.4 Family satisfaction survey results.

3. Requirements of Delivery of Services

3.1 In addition to the reporting requirements set forth in Section 2 Reporting Requirements, the Contract will:

3.1.1 Achieve a minimum 80% favorable rating on parent/family satisfaction surveys conducted annually;

3.1.2 Achieve each target set in the approved Work Plan.

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New Hampshire Department of Health and Human Services
Comprehensive Family Support Services
Exhibit A-1

Vendor: Community Action Partnership of Strafford County

PREVENTIVE CHILD CARE AUTHORIZATION AND BILLING INSTRUCTIONS, SFY16

1. The Contractor's maximum yearly-authorized amount for preventive child care dollars is $20,000. Preventive child care shall not be authorized in excess of the standard rate. (see page 2 of this Exhibit).

   1.1 Out of this maximum yearly amount, for those families that the Contractor determines should receive preventive child care, the Contractor shall authorize no more than twelve weeks of child care services at a time.

   1.2 The Contractor shall maintain utilization data that includes the family's name and authorized amounts; this information shall accompany the Contractor's billing invoice submitted to DCYF on a monthly basis.

2. To access the preventive child care service, the Contractor shall identify an appropriate provider.

   2.1 The Contractor shall contact the designated DCYF preventive child care Provider Relations Specialist to authorize the family's enrollment into this service and provide the Specialist with the required family and provider contact information necessary to complete the authorization process through NH Bridges, by utilizing form 2096 (See Exhibit A-2).

   2.2 The Provider Relations Specialist shall complete the authorization process to generate child care billing forms that will automatically be sent to the designated provider on a weekly basis.

   2.3 If the Contractor identifies a new child care provider that is willing to be certified by DCYF to provide preventive child care, the Contractor shall contact the Provider Relations Specialist and provide the name and address of the provider. Preventive child care services cannot be authorized until the provider has been certified by DCYF.

3. If the Contractor determines that child care services are required beyond the initial twelve-week authorization, the Contractor shall follow steps 2.1 and 2.2 above.

4. If the Contractor determines that authorized child care is no longer needed or appropriate, the Contractor shall contact the Provider Relations Specialist to request that this service be terminated for the applicable family.

5. The Contractor shall routinely track the amount of child care that it authorizes through DCYF. Upon reaching the yearly allotment, the Contractor shall notify DCYF in writing (e-mail is acceptable), to ensure that no further authorizations are processed.

6. DCYF shall monitor preventive child care usage based on the utilization data provided by the Contractor. Should monitoring reveal that authorized child care services are not being utilized (the child care provider does not submit invoices for payments); DCYF shall notify the Contractor to determine whether the authorization should remain active in the NH Bridges system.

   6.1 The Contractor shall contact the family and child care provider to determine the status of child care usage and notify them of the decision whether to continue or rescind authorization for child care resources not yet utilized.

7. If within the contract year, DCYF monitoring indicates that the Contractor's maximum yearly-authorized amount for preventive child care has been reached or is about to be reached, DCYF will alert the Contractor.

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New Hampshire Department of Health and Human Services
Comprehensive Family Support Services
Exhibit A-1

CHILD CARE SCHOLARSHIP PROGRAM MAXIMUM WEEKLY STANDARD RATES EFFECTIVE JULY 1, 2013

Licensed Child Care Center

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$201.75
Full Time	18-35	$191.00
Full Time	36-78	$170.00
Full Time	79-155	$135.96
Half Time	1-17	$156.24
Half Time	18-35	$147.84
Half Time	36-78	$131.52
Half Time	79-155	$85.00
Part Time	1-17	$78.12
Part Time	18-35	$73.92
Part Time	36-78	$65.76
Part Time	79-155	$42.49

Licensed Family Home

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$155.00
Full Time	18-35	$152.50
Full Time	36-78	$147.50
Full Time	79-155	$65.18
Half Time	1-17	$120.00
Half Time	18-35	$118.08
Half Time	36-78	$114.24
Half Time	79-155	$50.00
Part Time	1-17	$60.00
Part Time	18-35	$59.04
Part Time	36-78	$57.12
Part Time	79-155	$25.00

License-Exempt Center

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	
Full Time	18-35	
Full Time	36-71	
Full Time	72-78	$85.00
Full Time	79-155	$67.98
Half Time	1-17	
Half Time	18-35	
Half Time	36-71	
Half Time	72-78	$65.76
Half Time	79-155	$42.50
Part Time	1-17	
Part Time	18-35	
Part Time	36-71	
Part Time	72-78	$32.88
Part Time	79-155	$21.24

License Exempt Family Home

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$108.50
Full Time	18-35	$106.75
Full Time	36-78	$103.25
Full Time	79-155	$45.63
Half Time	1-17	$84.00
Half Time	18-35	$82.66
Half Time	36-78	$79.97
Half Time	79-155	$35.00
Part Time	1-17	$42.00
Part Time	18-35	$41.33
Part Time	36-78	$39.98
Part Time	79-155	$17.50

Full Time Level = 31 or more hours per week
Half Time Level = 16 to 30 hours per week
Part Time Level = 1 to 15 hours per week

Providers caring for children with disabilities can be reimbursed an additional amount per week.
Full time = $50.00 per week, Half time = $30.00 per week, and Part time = $15.00 per week. Call (603) 271-7313 for information regarding Form 2628, Verification for a Child with a Disability.

Contractor Initials EAP
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Method and Conditions Precedent to Payment

1. Subject to the availability of Federal funds, and in consideration for the Contractor's compliance with the terms and conditions of this agreement, and for the services provided by the Contractor pursuant to Exhibit A, Scope of Services, and expenses incurred, the Department shall pay the Contractor an amount not to exceed, Form P-37, block 1.8, Price Limitation.

   1.1. This contract is funded with funds from the following Catalog of Federal Domestic Assistance (CFDA) #'s, for the provision of services pursuant to Exhibit A, Scope of Services.

   - # 93.667, Federal Agency Department of Health and Human Services, Administration for Children and Families, Social Services Block Grant;
   - # 93.645, Federal Agency Department of Health and Human Services, Administration for Children and Families, Stephanie Tubbs Jones Child Welfare Services Program;
   - # 93.556, Federal Agency Department of Health and Human Services, Administration for Children and Families, Promoting Safe and Stable Families;
   - # 93.558, Federal Agency Department of Health and Human Services, Administration for Children and Families, Temporary Assistance for Needy Families; and
   - # 93.994, Federal Agency Department of Health and Human Services, Administration for Children and Families, Maternal and Child Health Services Block Grant to the States,

   1.2. The contractor agrees to provide the services in Exhibit A, Scope of Services in compliance with funding requirements.

2. Payment for said services shall be made monthly, but not less than quarterly:

   2.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this agreement. The invoice, provided by the Department, must be completed, signed, and returned to the Department in order to initiate payment. In lieu of hard copies, invoices may be assigned an electronic signature and emailed. Hard copies shall be mailed to:

Fiscal Administrator
Division for Children, Youth and Families
Department of Health and Human Services
129 Pleasant Street
Concord, NH 03301

Email: dbclark@dhhs.state.nh.us

   2.2 Expenditures shall be in accordance with the approved line item budget shown in exhibit B-1.

   2.3 Payments may be withheld pending receipt of required reports, plans, and updates as defined in Exhibit A.

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2.4 A final payment request shall be submitted no later than sixty days after the contact ends.

2.5 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; and

2.6 When the contract price limitation is reached, the program shall continue to operate at full capacity at no charge to the State of New Hampshire for the duration of the contract period.

Contractor Initials EAP
Date 5/1/14

EXHIBIT B-1

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

Bidder/Program Name: Community Action Partnership of Strafford County

Budget Request for: RFP #15-DHHS-OHS-DCYF-01 Comprehensive Support Services
(Name of RFP)

Budget Period: July 1, 2014 - June 30, 2015

1. Total Salary/Wages	$ 92,127.86	$ 3,545.36	$ 95,673.02	$ -		$ -	$ 92,127.86	$ 3,545.36	$ 95,673.02	
2. Employee Benefits	$ 21,189.36	$ 815.43	$ 22,004.79	$ -		$ -	$ 21,189.36	$ 815.43	$ 22,004.79	
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Rental	$ 600.00	$ -	$ 600.00	$ 600.00	$ -	$ 600.00	$ -	$ -	$ -	
Repair and Maintenance	$ 1,000.00	$ -	$ 1,000.00	$ 500.00	$ -	$ 500.00	$ 500.00	$ -	$ 500.00	
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Educational	$ 3,750.00	$ -	$ 3,750.00	$ 3,500.00	$ -	$ 3,500.00	$ 250.00	$ -	$ 250.00	
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Medical	$ 200.00	$ -	$ 200.00	$ 200.00	$ -	$ 200.00	$ -	$ -	$ -	
Office	$ 2,000.00	$ -	$ 2,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	
6. Travel	$ 4,000.00	$ -	$ 4,000.00	$ -	$ -	$ -	$ 4,000.00	$ -	$ 4,000.00	
7. Occupancy	$ 17,100.00	$ 450.00	$ 17,550.00	$ 8,100.00	$ -	$ 8,100.00	$ 9,000.00	$ 450.00	$ 9,450.00	
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Telephone	$ 2,075.00	$ -	$ 2,075.00	$ 275.00	$ -	$ 275.00	$ 1,800.00	$ -	$ 1,800.00	
Postage	$ 385.00	$ -	$ 385.00	$ -	$ -	$ -	$ 385.00	$ -	$ 385.00	
Subscriptions	$ 850.00	$ -	$ 850.00	$ 300.00	$ -	$ 300.00	$ 550.00	$ -	$ 550.00	
Audit and Legal	$ -	$ 1,200.00	$ 1,200.00		$ 600.00	$ 600.00		$ 600.00	$ 600.00	
Insurance	$ -	$ 1,200.00	$ 1,200.00	$ -	$ 600.00	$ 600.00	$ -	$ 600.00	$ 600.00	
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
9. Software	$ 500.00	$ -	$ 500.00	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -	
10. Marketing/Communications	$ 1,500.00	$ -	$ 1,500.00	$ 1,500.00	$ -	$ 1,500.00	$ -	$ -	$ -	
11. Staff Education and Training	$ 2,500.00	$ -	$ 2,500.00	$ 2,000.00	$ -	$ 2,000.00	$ 500.00	$ -	$ 500.00	
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Purchase of Assessment Tool (NCFAS) one-time cost	$ 1,250.00		$ 1,250.00	$ -	$ -	$ -	$ 1,250.00	$ -	$ 1,250.00	
In-kind donations of goods for families	$ 9,000.00	$ -	$ 9,000.00	$ 9,000.00	$ -	$ 9,000.00	$ -	$ -	$ -	
Administration Overhead	$ 2,450.00	$ 8,572.55	$ 11,022.55	$ 600.00	$ 6,500.00	$ 7,000.00	$ 1,850.00	$ 2,072.55	$ 4,022.55	
TOTAL	$ 162,477.82	$ 15,783.34	$ 178,260.36	$ 27,875.00	$ 7,700.00	$ 35,575.00	$ 134,602.82	$ 8,083.34	$ 142,685	

Indirect As A Percent of Direct 8.7%

Contractor Initials EAP
Date 5/1/14

EXHIBIT B-1

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

Bidder/Program Name: Community Action Partnership of Strafford County

Budget Request for: RFP #15-DHHS-OHS-DCYF-01 Comprehensive Support Services
(Name of RFP)

Budget Period: July 1, 2015 - June 30, 2016

1. Total Salary/Wages	$ 93,928.81	$ 3,616.27	$ 97,544.88	$ -	$ -	$ -	$ 93,928.81	$ 3,616.27	$ 97,544.88	
2. Employee Benefits	$ 21,603.58	$ 831.74	$ 22,435.32	$ -	$ -	$ -	$ 21,603.58	$ 831.74	$ 22,435.32	
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Rental	$ 800.00	$ -	$ 800.00	$ 800.00	$ -	$ 800.00	$ -	$ -	$ -	
Repair and Maintenance	$ 1,000.00	$ -	$ 1,000.00	$ 500.00	$ -	$ 500.00	$ 500.00	$ -	$ 500.00	
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Educational	$ 3,750.00	$ -	$ 3,750.00	$ 3,500.00	$ -	$ 3,500.00	$ 250.00	$ -	$ 250.00	
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Medical	$ 200.00	$ -	$ 200.00	$ 200.00	$ -	$ 200.00	$ -	$ -	$ -	
Office	$ 2,000.00	$ -	$ 2,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	
6. Travel	$ 4,000.00	$ -	$ 4,000.00	$ -	$ -	$ -	$ 4,000.00	$ -	$ 4,000.00	
7. Occupancy	$ 17,100.00	$ 450.00	$ 17,550.00	$ 8,100.00	$ -	$ 8,100.00	$ 9,000.00	$ 450.00	$ 9,450.00	
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Telephone	$ 2,050.00	$ -	$ 2,050.00	$ 250.00	$ -	$ 250.00	$ 1,800.00	$ -	$ 1,800.00	
Postage	$ 385.00	$ -	$ 385.00	$ -	$ -	$ -	$ 385.00	$ -	$ 385.00	
Subscriptions	$ 600.00	$ -	$ 600.00	$ 250.00	$ -	$ 250.00	$ 550.00	$ -	$ 550.00	
Audit and Legal	$ -	$ 1,200.00	$ 1,200.00		$ 600.00	$ 600.00		$ 600.00	$ 600.00	
Insurance	$ -	$ 1,200.00	$ 1,200.00	$ -	$ 600.00	$ 600.00	$ -	$ 600.00	$ 600.00	
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
9. Software	$ 500.00	$ -	$ 500.00	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -	
10. Marketing/Communications	$ 1,500.00	$ -	$ 1,500.00	$ 1,500.00	$ -	$ 1,500.00	$ -	$ -	$ -	
11. Staff Education and Training	$ 2,500.00	$ -	$ 2,500.00	$ 2,000.00	$ -	$ 2,000.00	$ 500.00	$ -	$ 500.00	
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
In-kind donations of goods for families	$ 9,000.00	$ -	$ 9,000.00	$ 9,000.00	$ -	$ 9,000.00	$ -	$ -	$ -	
Administration Overhead	$ 2,450.00	$ 8,928.84	$ 11,378.84	$ 500.00	$ 6,825.00	$ 7,325.00	$ 1,950.00	$ 2,103.84	$ 4,053.84	
TOTAL	$ 143,367.19	$ 16,226.85	$ 159,594.04	$ 27,900.00	$ 8,025.00	$ 35,925.00	$ 135,467.19	$ 8,291.85	$ 143,759	
Indirect As A Percent of Direct		9.9%								

Contractor Initials EAP
Date 5/1/14

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 fundors 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 fundors, 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. **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:

16.1. Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function

16.2. 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

16.3. Monitor the subcontractor's performance on an ongoing basis

16.4. Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed

16.5. 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.

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.

ADDITIONAL SPECIAL PROVISIONS

1. The Division reserves the right to renew the Agreement for up to four additional years, subject to continued availability of funds, satisfactory performance of services, and approval by the Governor and Executive Council.

Contractor Initials: GAP
Date: 5/1/14

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 GRANTEES 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

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: CAPSC

5/1/14
Date

Name: Betsey Andrews Parker
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: CAPSC

5/1/14
Date

Name: Betsey Andrews Parker
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 (I)(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: CAPSC

5/1/14
Date

Name: Betsey Andrews Parker
Title: Executive Director

CERTIFICATION REGARDING THE AMERICANS WITH DISABILITIES ACT COMPLIANCE

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

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

Contractor Name: CAPSC

5/1/14
Date

Name: Betsey Andrews Parker
Title: Executive Director

New Hampshire Department of Health and Human Services
Exhibit H

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: CAPSC

5/1/14
Date

Name: Betsey Andrews Parker
Title: Executive Director

HEALTH INSURANCE PORTABLITY 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, TitleXIII, 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.

l. "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.

(3) 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

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:

- The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
- The unauthorized person used the protected health information or to whom the disclosure was made;
- Whether the protected health information was actually acquired or viewed
- 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

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

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.

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) l, 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.

NH DHHS	Community Action Partnership Of Strafford County (CAPSC)
The State	Name of the Contractor
Signature of Authorized Representative	Signature of Authorized Representative
Mary Ann Carey	Betsey Andrews Parker
Name of Authorized Representative	Name of Authorized Representative
Associate Commissioner	Executive Director
Title of Authorized Representative	Title of Authorized Representative
5/28/14	5/1/14
Date	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: CAPSC

5/1/14
Date

Name: Betsey Andrews Parker
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: 099356586

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?

   X 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: _____

State of New Hampshire
Department of Health and Human Services
Amendment #4 to the Comprehensive Family Support Services

This 4th Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #4") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Greater Seacoast Community Health (hereinafter referred to as "the Contractor"), a nonprofit with a place of business at 100 Campus Drive, Suite 12, Portsmouth, NH, 03801.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80), and as amended on June 10, 2015 (Item #5C), May 18, 2016 (Item #9A), and March 21, 2018 (Item #14B), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules or terms and conditions of the contract; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-2 Additional Special Provisions, Paragraph #1, the State may modify the scope of work and the payment schedule of the contract upon written agreement of the parties and approval from the Governor and Executive Council; and

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

WHEREAS, all terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #4 remain in full force and effect; and

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

1. Form P-37 General Provisions, Block 1.6, Account Number to add:

   05-095-045-450010-61270000-102-500731
   05-095-042-421010-29580000-644-504187

2. Form P-37 General Provisions, Block 1.7, Completion Date, to read:

   June 30, 2020.

3. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:

   $1,355,214.

4. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:

   Nathan D. White, Director.

5. Form P-37, General Provisions, Block 1.10, State Agency Telephone Number, to read:

   603-271-9631.

6. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 2.2, to read:

   2.2 Expenditures shall be in accordance with the approved line item budget shown in Exhibit B-1 – Amendment #1, B-2, B-3 - Amendment #2, B-4 – Amendment #3, Exhibit B-5 Amendment #3, and Exhibit B-6, Budget Amendment #4.

7. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 1.2 to read:

    1.2 The Contractor agrees to provide the services in Exhibit A, Scope of Service in compliance with funding requirements, which includes an in-kind match of an amount equal to a minimum of 25% of the federal Title IV-B grant identified in Subsection 1.1, above and 25% of the federal Promoting Safe and Stable Families grant identified in Subsection 2.2, above.

8. Add Exhibit B, Methods and Conditions Precedent to Payment, Section 1.3 to read:

    1.3 The Contractor shall ensure the annual 25% required match in Section 1.2 above, is in non-federal contributions either in cash or in-kind related to directly providing Title IV-B and Promoting Safe and Stable Families project activities and goals related to Comprehensive Family Support Services as approved by the Department.

9. Add Exhibit B-6, Budget Amendment #4

10. Add Exhibit K, DHHS Information Security Requirements

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

5/29/19
Date

Name: Christine Santaniello
Title: Director

Greater Seacoast Community Health

5-28-2019
Date

Name: Jane Lantsch
Title: CEO

Acknowledgement of Contractor's signature:

State of NH, County of Strafford on May 28th, before the undersigned officer, personally appeared the person identified directly above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

Signature of Notary Public or Justice of the Peace

Simone Talbot, Exec. Asst.
Name and Title of Notary or Justice of the Peace

My Commission Expires: SIMONE R. TALBOT, Notary Public
State of New Hampshire
My Commission Expires September 13, 2022

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

OFFICE OF THE ATTORNEY GENERAL

6/4/19
Date

Name: Anne M. Edwards
Title: Associate Attorney General

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

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

Contractor name Greater Seacoast Community Health

Budget Request for: Comprehensive Family Support Services

Budget Period: July 1, 2019 through June 30, 2020

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	$ 263,721.00	$ 10,816.00	$ 274,537.00	$ 20,592.00	$ 10,816.00	$ 31,408.00	$ 243,129.00	$ -	$ 243,129.00
2. Employee Benefits	$ 50,214.48	$ 2,055.04	$ 52,269.52	$ 3,912.48	$ 2,055.04	$ 5,967.52	$ 46,302.00	$ -	$ 46,302.00
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 3,800.00	$ -	$ 3,800.00	$ -	$ -	$ -	$ 3,800.00	$ -	$ 3,800.00
6. Travel	$ 11,400.00	$ -	$ 11,400.00	$ -	$ -	$ -	$ 11,400.00	$ -	$ 11,400.00
7. Occupancy	$ -	$ 26,400.00	$ 26,400.00	$ -	$ 26,400.00	$ 26,400.00	$ -	$ -	$ -
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 329,935.48	$ 39,271.04	$ 369,206.52	$ 24,504.48	$ 39,271.04	$ 63,775.52	$ 305,431.00	$ -	$ 305,431.00

Indirect As A Percent of Direct 11.9%

Contractor Initials JL
Date 5/28/19

A. Definitions

The following terms may be reflected and have the described meaning in this document:

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, " Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.

2. "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.

3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

   Confidential Information also 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 Protected Health Information (PHI), Personal Information (PI), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.

5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.

6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss or misplacement of hardcopy documents, and misrouting of physical or electronic

mail, all of which may have the potential to put the data at risk of unauthorized access, use, disclosure, modification or destruction.

7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.

8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.

9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.

10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.

11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.

12. "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.

I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR

A. Business Use and Disclosure of Confidential Information.

1. The Contractor must not use, disclose, maintain or transmit Confidential Information except as reasonably necessary as outlined under this Contract. Further, Contractor, including but not limited to all its directors, officers, employees and agents, must not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
2. The Contractor must not disclose any Confidential Information in response to a

request for disclosure on the basis that it is required by law, in response to a subpoena, etc., without first notifying DHHS so that DHHS has an opportunity to consent or object to the disclosure.

3. If DHHS notifies the Contractor that DHHS 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 Contractor must be bound by such additional restrictions and must not disclose PHI in violation of such additional restrictions and must abide by any additional security safeguards.
4. The Contractor agrees that DHHS Data or derivative there from disclosed to an End User must only be used pursuant to the terms of this Contract.
5. The Contractor agrees DHHS Data obtained under this Contract may not be used for any other purposes that are not indicated in this Contract.
6. The Contractor agrees to grant access to the data to the authorized representatives of DHHS for the purpose of inspecting to confirm compliance with the terms of this Contract.

II. METHODS OF SECURE TRANSMISSION OF DATA

1. Application Encryption. If End User is transmitting DHHS data containing Confidential Data between applications, the Contractor attests the applications have been evaluated by an expert knowledgeable in cyber security and that said application's encryption capabilities ensure secure transmission via the internet.
2. Computer Disks and Portable Storage Devices. End User may not use computer disks or portable storage devices, such as a thumb drive, as a method of transmitting DHHS data.
3. Encrypted Email. End User may only employ email to transmit Confidential Data if email is encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
4. Encrypted Web Site. If End User is employing the Web to transmit Confidential Data, the secure socket layers (SSL) must be used and the web site must be secure. SSL encrypts data transmitted via a Web site.
5. File Hosting Services, also known as File Sharing Sites. End User may not use file hosting services, such as Dropbox or Google Cloud Storage, to transmit Confidential Data.
6. Ground Mail Service. End User may only transmit Confidential Data via *certified* ground mail within the continental U.S. and when sent to a named individual.
7. Laptops and PDA. If End User is employing portable devices to transmit Confidential Data said devices must be encrypted and password-protected.
8. Open Wireless Networks. End User may not transmit Confidential Data via an open

wireless network. End User must employ a virtual private network (VPN) when remotely transmitting via an open wireless network.

9. Remote User Communication. If End User is employing remote communication to access or transmit Confidential Data, a virtual private network (VPN) must be installed on the End User's mobile device(s) or laptop from which information will be transmitted or accessed.
10. SSH File Transfer Protocol (SFTP), also known as Secure File Transfer Protocol. If End User is employing an SFTP to transmit Confidential Data, End User will structure the Folder and access privileges to prevent inappropriate disclosure of information. SFTP folders and sub-folders used for transmitting Confidential Data will be coded for 24-hour auto-deletion cycle (i.e. Confidential Data will be deleted every 24 hours).
11. Wireless Devices. If End User is transmitting Confidential Data via wireless devices, all data must be encrypted to prevent inappropriate disclosure of information.

III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS

The Contractor will only retain the data and any derivative of the data for the duration of this Contract. After such time, the Contractor will have 30 days to destroy the data and any derivative in whatever form it may exist, unless, otherwise required by law or permitted under this Contract. To this end, the parties must:

A. Retention

1. The Contractor agrees it will not store, transfer or process data collected in connection with the services rendered under this Contract outside of the United States. This physical location requirement shall also apply in the implementation of cloud computing, cloud service or cloud storage capabilities, and includes backup data and Disaster Recovery locations.
2. The Contractor agrees to 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.
3. The Contractor agrees to provide security awareness and education for its End Users in support of protecting Department confidential information.
4. The Contractor agrees to retain all electronic and hard copies of Confidential Data in a secure location and identified in section IV. A.2
5. The Contractor agrees Confidential Data stored in a Cloud must be in a FedRAMP/HITECH compliant solution and comply with all applicable statutes and regulations regarding the privacy and security. All servers and devices must have currently-supported and hardened operating systems, the latest anti-viral, anti-hacker, anti-spam, anti-spyware, and anti-malware utilities. The environment, as a

whole, must have aggressive intrusion-detection and firewall protection.

6. The Contractor agrees to and ensures its complete cooperation with the State's Chief Information Officer in the detection of any security vulnerability of the hosting infrastructure.

B. Disposition

1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor 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 by the Contractor 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 and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute of Standards and Technology, U. S. Department of Commerce. The Contractor 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 Contractor prior to destruction.
2. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.
3. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

IV. PROCEDURES FOR SECURITY

A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:

1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.

2. The Contractor will 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.).

3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.

4. The Contractor will 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.

5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.

6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor 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 Contractor, including breach notification requirements.

7. The Contractor 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 Contractor and any applicable sub-contractors prior to system access being authorized.

8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.

9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.

10. The Contractor 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 Information Security Office leadership member within the Department.

11. 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.

12. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.

13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at https://www.nh.gov/doit/vendor/index.htm for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.

14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer and the State's Security Officer of any security breach immediately, at the email addresses provided in Section VI. This includes 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.

15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.

16. The Contractor must ensure that all End Users:
    a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.
    b. safeguard this information at all times.
    c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.
    d. send emails containing Confidential Information only if encrypted and being sent to and being received by email addresses of persons authorized to receive such information.

e. limit disclosure of the Confidential Information to the extent permitted by law.

f. Confidential Information received under this Contract and individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).

g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.

h. in all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.

i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.

Contractor is responsible for oversight and compliance of their End Users. DHHS reserves the right to conduct onsite inspections to monitor compliance with this Contract, including the privacy and security requirements provided in herein, HIPAA, and other applicable laws and Federal regulations until such time the Confidential Data is disposed of in accordance with this Contract.

V. LOSS REPORTING

The Contractor must notify the State's Privacy Officer and Security Officer of any Security Incidents and Breaches immediately, at the email addresses provided in Section VI.

The Contractor must further handle and report Incidents and Breaches involving PHI in accordance with the agency's documented Incident Handling and Breach Notification procedures and in accordance with 42 C.F.R. §§ 431.300 - 306. In addition to, and notwithstanding, Contractor's compliance with all applicable obligations and procedures, Contractor's procedures must also address how the Contractor will:

1. Identify Incidents;
2. Determine if personally identifiable information is involved in Incidents;
3. Report suspected or confirmed Incidents as required in this Exhibit or P-37;
4. Identify and convene a core response group to determine the risk level of Incidents and determine risk-based responses to Incidents; and

5. Determine whether Breach notification is required, and, if so, identify appropriate Breach notification methods, timing, source, and contents from among different options, and bear costs associated with the Breach notice as well as any mitigation measures.

Incidents and/or Breaches that implicate PI must be addressed and reported, as applicable, in accordance with NH RSA 359-C:20.

VI. PERSONS TO CONTACT

A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov

B. DHHS Security Officer:

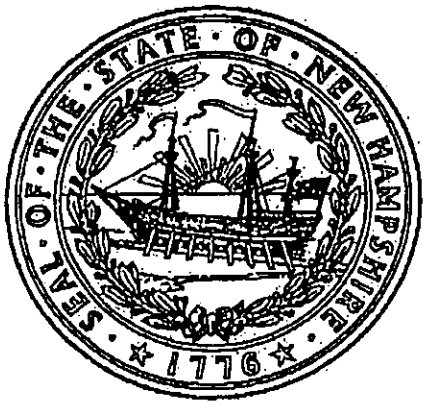
DHHSInformationSecurityOffice@dhhs.nh.gov

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 GREATER SEACOAST COMMUNITY HEALTH is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on August 18, 1971. 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: 65587
Certificate Number: 0004482408



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 1st day of April A.D. 2019.

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

I, Barbara Henry, of Greater Seacoast Community Health, do hereby certify that:

1. I am the duly elected Board Chair of Greater Seacoast Community Health;

2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of Greater Seacoast Community Health, duly held on January 21, 2019;

   Resolved: That this corporation enter into a contract with the State of New Hampshire, acting through its Department of Health and Human Services for the provision of Public Health Services.

   Resolved: That the Chief Executive Officer, Janet Laatsch, is hereby authorized on behalf of this Corporation to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

3. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of May 28, 2019.

IN WITNESS WHEREOF, I have hereunto set my hand as the Board Chair of Greater Seacoast Community Health this 30th day of May, 2019.

Barbara Henry, Board Chair

STATE OF NH
COUNTY OF Rockingham
The foregoing instrument was acknowledged before me this 30th day of May, 2019 by Barbara Henry.

Notary Public/Justice of the Peace

My Commission Expires:

NOREEN HODGDON
STATE OF
MY
COMMISSION
EXPIRES
January 23
2024
NEW HAMPSHIRE
NOTARY PUBLIC

GOODCOM-01 AMORSE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/28/2019

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

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

PRODUCER License # AGR8150
Clark Insurance
One Sundial Ave Suite 302N
Manchester, NH 03103

CONTACT NAME: Ann Morse, CIC
PHONE (A/C, No, Ext): (603) 716-2367 FAX (A/C, No): (603) 622-2854
E-MAIL ADDRESS: amorse@clarkinsurance.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Tri-State Insurance Company of Minnesota	31003
INSURER B : Acadia	31325
INSURER C : Technology Insurance Company	42376
INSURER D : AIX Specialty Insurance Co	12833
INSURER E :	
INSURER F :	

INSURED
Greater Seacoast Community Health, Inc.
dba Goodwin Community Health, Families First
SOS Community Organization, Lilac City Pediatrics
311 Route 108
Somersworth, NH 03878

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:			ADV5212020-15	1/1/2019	1/1/2020	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
B	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY X SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY			CAA5331599-11	1/1/2019	1/1/2020	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $			CUA5214125-14	1/1/2019	1/1/2020	EACH OCCURRENCE	$ 1,000,000
							AGGREGATE	$ 1,000,000
								$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		TWC3756626	1/1/2019	1/1/2020	X PER STATUTE OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
D	FTCA GAP Liability			LIV-A671986-04	1/1/2019	1/1/2020	Each Occurrence	1,000,000
D	FTCA GAP Liability			LIV-A671986-04	1/1/2019	1/1/2020	Aggregate	3,000,000

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

CERTIFICATE HOLDER

Department of Health and Human Services
Contracts and Procurement Unit
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

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Greater Seacoast Community Health

Mission

"To deliver innovative, compassionate, integrated health services and support that are accessible to all in our community, regardless of ability to pay."

Board Approved on 6-25-2018

BerryDunn

Goodwin
Community Health

FINANCIAL STATEMENTS

December 31, 2017

With Independent Auditor's Report

BerryDunn

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Greater Seacoast Community Health

We have audited the accompanying financial statements of Goodwin Community Health (the Organization), which comprise the balance sheet as of December 31, 2017, and the related statements of operations and changes in net assets and cash flows for the period July 1, 2017 through December 31, 2017, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with U.S. generally accepted accounting principles; 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.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with U.S. generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the 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 auditor's 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 Goodwin Community Health as of December 31, 2017, and the results of its operations, changes in its net assets and its cash flows for the period July 1, 2017 through December 31, 2017, in accordance with U.S. generally accepted accounting principles.

Emphasis-of-Matter

As discussed in Note 1 to the financial statements under the sub-heading "Subsequent Events", Goodwin Community Health merged with Families First of the Greater Seacoast effective January 1, 2018.

Berry Dunn McNeil & Parker, LLC

Portland, Maine
August 27, 2018

GOODWIN COMMUNITY HEALTH

Balance Sheet

December 31, 2017

ASSETS

Current assets	
Cash and cash equivalents	$ 3,379,361
Patient accounts receivable, less allowance for uncollectible accounts of $210,826	906,747
Grants receivable	571,752
Inventory	244,854
Other current assets	33,159
Total current assets	5,135,873
Investments	1,085,684
Investment in limited liability company	20,298
Property and equipment, net	5,883,017
Total assets	$12,124,872

LIABILITIES AND NET ASSETS

Current liabilities	
Accounts payable and accrued expenses	$ 125,513
Accrued payroll and related expenses	626,521
Patient deposits	87,632
Deferred revenue	7,386
Total current liabilities	847,052
Net assets	
Unrestricted	11,277,820
Total liabilities and net assets	$ 12,124,872

The accompanying notes are an integral part of these financial statements.

GOODWIN COMMUNITY HEALTH

Statement of Operations and Changes in Net Assets

Period July 1, 2017 through December 31, 2017

Operating revenue and support	
Patient service revenue	$ 4,390,308
Provision for bad debts	(221,076)
Net patient service revenue	4,169,232
Grants, contracts, and contributions	2,168,775
Other operating revenue	45,118
Total operating revenue and support	6,383,125
Operating expenses	
Salaries and benefits	4,399,919
Other operating expenses	1,230,744
Depreciation	131,549
Total operating expenses	5,762,212
Operating surplus	620,913
Other revenue and gains	
Investment income	26,733
Change in fair value of investments	32,437
Total other revenue and gains	59,170
Excess of revenue over expenses and increase in unrestricted net assets	680,083
Net assets, beginning of period	10,597,737
Net assets, end of period	$11,277,820

The accompanying notes are an integral part of these financial statements.

GOODWIN COMMUNITY HEALTH

Statement of Cash Flows

Period July 1, 2017 through December 31, 2017

Cash flows from operating activities	
Change in net assets	$ 680,083
Adjustments to reconcile change in net assets to net cash provided by operating activities	
Provision for bad debts	221,076
Depreciation	131,549
Change in fair value of investments	(32,437)
(Increase) decrease in	
Patient accounts receivable	(44,716)
Grants receivable	330,528
Inventory	(96,754)
Other current assets	(18,318)
Increase (decrease) in	
Accounts payable and accrued expenses	(36,141)
Accrued salaries and related amounts	53,863
Deferred revenue	(39,761)
Patient deposits	(29,600)
Net cash provided by operating activities	1,119,372
Cash flows from investing activities	
Capital acquisitions	(9,979)
Proceeds from sale of investments	213,358
Purchase of investments	(130,313)
Net cash provided by investing activities	73,066
Net increase in cash and cash equivalents	1,192,438
Cash and cash equivalents, beginning of period	2,186,923
Cash and cash equivalents, end of period	$ 3,379,361

The accompanying notes are an integral part of these financial statements.

GOODWIN COMMUNITY HEALTH

Notes to Financial Statements

December 31, 2017

1. Summary of Significant Accounting Policies

Organization

Goodwin Community Health (the Organization) is a non-stock, not-for-profit corporation organized in New Hampshire. The Organization is a Federally Qualified Health Center (FQHC) that provides fully integrated medical, behavioral, oral health, recovery services and social support for the low income population.

Income Taxes

The Organization is a public charity under Section 501(c)(3) of the Internal Revenue Code. As a public charity, the Organization is exempt from state and federal income taxes on income earned in accordance with its tax-exempt purpose. Unrelated business income is subject to state and federal income tax. Management has evaluated the Organization's tax positions and concluded that the Organization has no unrelated business income or uncertain tax positions that require adjustment to the financial statements.

Use of Estimates

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

Cash and Cash Equivalents

Cash and cash equivalents consist of demand deposits and petty cash funds.

Allowance for Uncollectible Accounts

Patient accounts receivable are stated at the amount management expects to collect from outstanding balances. Patient accounts receivable are reduced by an allowance for uncollectible accounts. In evaluating the collectability of patient accounts receivable, the Organization analyzes its past history and identifies trends for each funding source. In addition, patient balances receivable in excess of 90 days old are 100% reserved. Management regularly reviews data about revenue in evaluating the sufficiency of the allowance for uncollectible accounts. Amounts not collected after all reasonable collection efforts have been exhausted are applied against the allowance for uncollectible accounts.

A reconciliation of the allowance for uncollectible accounts at December 31, 2017 follows:

Balance, beginning of year	$ 203,232
Provision	221,076
Write-offs	(213,482)
Balance, end of year	$ 210,826

Grants Receivable

Grants receivable are stated at the amount management expects to collect from outstanding balances. All such amounts are considered collectible.

Inventory

Inventory consisting of pharmaceutical drugs is valued first-in, first-out method and is measured at the lower of cost or retail.

Investments

The Organization reports investments at fair value. Investments include assets held for long-term purposes. Accordingly, investments have been classified as non-current assets on the accompanying balance sheet regardless of maturity or liquidity. The Organization has established policies governing long-term investments.

The Organization has elected the fair value option for valuing its investments, which consolidates all investment performance activity within the other revenue and gains section of the statements of operations. The election was made because the Organization believes reporting the activity as a single amount provides a clearer measure of the investment performance.

Investment income and the change in fair value are included in the excess of revenue over expenses, unless otherwise stipulated by the donor or State Law.

Investments, in general, are exposed to various risks, such as interest rate, credit, and overall market volatility risks. As such, it is reasonably possible that changes in the values of investments will occur in the near term and that such changes could materially affect the amounts reported in the balance sheets.

Investment in Limited Liability Company

The Organization is one of eight members who have each made a capital contribution of $500 to Primary Health Care Partners, LLC (PHCP) during 2015. The Organization's investment in PHCP is reported using the equity method and the investment amounted to $20,298 at December 31, 2017.

Property and Equipment

Property and equipment acquisitions are recorded at cost. Depreciation is provided over the estimated useful life of each class of depreciable asset and is computed on the straight-line method.

Gifts of long-lived assets, such as land, buildings, or equipment, are reported as unrestricted net assets and excluded from the deficiency of revenue over expenses unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as temporarily restricted net assets. Absent explicit donor stipulations about how long those long-lived assets must be maintained, expirations of donor restrictions are reported when the donated or acquired long-lived assets are placed in service.

Patient Deposits

Patient deposits consist of payments made by patients in advance of significant dental work based on quotes for the work to be performed.

Patient Service Revenue

Patient service revenue is reported at the estimated net realizable amounts from patients, third-party payers, and others for services rendered, including estimated retroactive adjustments under reimbursement agreements with third-party payers. Retroactive adjustments are accrued on an estimated basis in the period the related services are rendered and adjusted in future periods as final settlements are determined.

Charity Care

The Organization provides care to patients who meet certain criteria under its sliding fee discount policy without charge or at amounts less than its established rates. Because the Organization does not pursue collection of amounts determined to qualify as charity care, they are not reported as net patient service revenue.

340B Drug Pricing Program

The Organization, as an FQHC, is eligible to participate in the 340B Drug Pricing Program. The program requires drug manufacturers to provide outpatient drugs to FQHC's and other identified entities at a reduced price. The Organization operates a pharmacy and also contracts with local pharmacies under this program. The local pharmacies dispense drugs to eligible patients of the Organization and bill Medicare and commercial insurances on behalf of the Organization. Reimbursement received by the contracted pharmacies is remitted to the Organization, less dispensing and administrative fees. Gross revenue generated from the program is included in patient service revenue. Contracted expenses and drug costs incurred related to the program are included in other operating expenses. Expenses related to the operation of the Organization's pharmacy are categorized in the applicable operating expense classifications.

Donor-Restricted Gifts

Unconditional promises to give cash and other assets are reported at fair value at the date the promise is received. Conditional promises to give and indications of intentions to give are reported at fair value at the date the gift is received. The gifts are reported as either temporarily or permanently restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statements of operations as "net assets released from restrictions."

Functional Expenses

The Organization provides various services to residents within its geographic location. Expenses related to providing these services for the period July 1, 2017 through December 31, 2017 are as follows:

Program services	$ 4,764,063
Administrative and general	835,153
Fundraising	162,996
Total	$ 5,762,212

Excess of Revenue Over Expenses

The statement of operations and changes in net assets reflects the excess of revenue over expenses. Changes in unrestricted net assets which are excluded from the excess of revenue over expenses, consistent with industry practice, include contributions of long-lived assets (including assets acquired using contributions which, by donor restriction, were to be used for the purposes of acquiring such assets).

Subsequent Events

For purposes of the preparation of these financial statements, management has considered transactions or events occurring through August 27, 2018, the date that the financial statements were available to be issued. Management has not evaluated subsequent events after that date for inclusion in the financial statements.

Effective January 1, 2018, the Organization merged with Families First of the Greater Seacoast (FFGS). FFGS is a not-for-profit corporation organized in New Hampshire. FFGS is also an FQHC providing similar services in service areas overlapping with the Organization. All services previously performed by both organizations will continue in a new not-for-profit corporation known as Greater Seacoast Community Health with a calendar fiscal year.

2. Investments and Fair Value Measurement

Financial Accounting Standards Board Accounting Standards Codification (FASB ASC) Topic 820, *Fair Value Measurement*, defines fair value as the price that would be received to sell an asset or paid to transfer a liability (an exit price) in an orderly transaction between market participants and also establishes a fair value hierarchy which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value.

The fair value hierarchy within FASB ASC Topic 820 distinguishes three levels of inputs that may be utilized when measuring fair value:

Level 1: Quoted prices (unadjusted) for identical assets or liabilities in active markets that the entity has the ability to access as of the measurement date.

Level 2: Significant observable inputs other than Level 1 prices, such as quoted prices for similar assets or liabilities, quoted prices in markets that are not active, and other inputs that are observable or can be corroborated by observable market data.

Level 3: Significant unobservable inputs that reflect an entity's own assumptions about the assumptions that market participants would use in pricing an asset or liability.

The following table sets forth by level, within the fair value hierarchy, the Organization's investments at fair value measured on a recurring basis:

	Investments at Fair Value as of December 31, 2017			
	Level 1	Level 2	Level 3	Total
Cash and cash equivalents	$ 30,591	$ -	$ -	$ 30,591
Municipal bonds	-	296,753	-	296,753
Exchange traded funds	345,120	-	-	345,120
Mutual funds	413,220	-	-	413,220
Total investments	$ 788,931	$ 296,753	$ -	$ 1,085,684

Municipal bonds are valued based on quoted market prices of similar assets.

3. Property and Equipment

Property and equipment consisted of the following at December 31, 2017:

Land	$ 718,427
Building and improvements	5,898,298
Furniture, fixtures, and equipment	1,552,983
Total cost	8,169,708
Less accumulated depreciation	2,286,691
Property and equipment, net	$ 5,883,017

The Organization's facility was built and renovated with federal grant funding under the ARRA - Capital Improvement Program and ACA - Capital Development Program. In accordance with the grant agreements, a Notice of Federal Interest (NFI) was required to be filed in the appropriate official records of the jurisdiction in which the property is located. The NFI is designed to notify any prospective buyer or creditor that the Federal Government has a financial interest in the real property acquired under the aforementioned grant; that the property may not be used for any purpose inconsistent with that authorized by the grant program statute and applicable regulations; that the property may not be mortgaged or otherwise used as collateral without the written permission of the Associate Administrator of the Office of Federal Assistance Management (OFAM) and the Health Resources and Services Administration (HRSA); and that the property may not be sold or transferred to another party without the written permission of the Associate Administrator of OFAM and HRSA.

4. Patient Service Revenue

Patient service revenue for the period July 1, 2017 through December 31, 2017 is as follows:

Medicare	$ 383,956
Medicaid	1,581,270
Third-party payers and self pay	1,733,520
Total patient service revenue	3,698,746
Contracted pharmacy revenue	691,562
Total	$ 4,390,308

Laws and regulations governing the Medicare and Medicaid programs are complex and subject to interpretation. The Organization believes that it is in compliance with all laws and regulations. Compliance with such laws and regulations can be subject to future government review and interpretation, as well as significant regulatory action including fines, penalties and exclusion from the Medicare and Medicaid programs. Differences between amounts previously estimated and amounts subsequently determined to be recoverable or payable are included in patient service revenue in the year that such amounts become known.

A summary of the payment arrangements with major third-party payers follows:

Medicare

The Organization is reimbursed for the medical care of qualified patients on a prospective basis, with retroactive settlements related to vaccine costs only. The prospective payment is based on a geographically-adjusted rate determined by Federal guidelines. Overall, reimbursement is subject to a maximum allowable rate per visit. The Organization's Medicare cost reports have been audited by the Medicare administrative contractor through June 30, 2016.

Medicaid and Other Payers

The Organization also has entered into payment agreements with Medicaid and certain commercial insurance carriers, health maintenance organizations and preferred provider organizations. The basis for payment to the Organization under these agreements includes prospectively-determined rates per visit, discounts from established charges and capitated arrangements for primary care services on a per-member, per-month basis.

The Organization provides care to patients who meet certain criteria under its sliding fee discount policy without charge or at amounts less than its established rates. The Organization estimates the costs associated with providing charity care by calculating the ratio of total cost to total charges, and then multiplying that ratio by the gross uncompensated charges associated with providing care to patients eligible for the sliding fee discount. The estimated cost of providing services to patients under the Organization this policy amounted to approximately $217,000 for the period July 1, 2017 through December 31, 2017.

The Organization is able to provide these services with a component of funds received through local community support and federal and state grants.

5. Retirement Plan

The Organization has a defined contribution plan under Internal Revenue Code Section 401(k) that covers substantially all employees. For the period July 1, 2017 through December 31, 2017, contributions amounted to $61,412.

6. Food Vouchers

The Organization acts as a conduit for the State of New Hampshire's Special Supplemental Food Program for Women, Infants and Children (WIC). The value of food vouchers distributed by the Organization was $578,496 for the period July 1, 2017 through December 31, 2017. These amounts are not included in the accompanying financial statements as they are not part of the contract the Organization has with the State of New Hampshire for the WIC program.

7. Concentration of Risk

The Organization has cash deposits in major financial institutions which exceed federal depository insurance limits. The Organization has not experienced losses in such accounts and management believes the credit risk related to these deposits is minimal.

The Organization grants credit without collateral to its patients, most of whom are local residents and are insured under third-party payer agreements. At December 31, 2017, Medicare represented 20% and Medicaid represented 13% of gross accounts receivable. No other individual payer source exceeded 10% of the gross accounts receivable balance.

The Organization receives a significant amount of grants from the U.S. Department of Health and Human Services (DHHS). As with all government funding, these grants are subject to reduction or termination in future years. For the year ended December 31, 2017, grants from DHHS (including both direct awards and awards passed through other organizations) represented approximately 70% of grants, contracts, and contributions.

8. Malpractice Insurance

The Organization is protected from medical malpractice risk as an FQHC under the Federal Tort Claims Act (FTCA). The Organization has additional medical malpractice insurance, on a claims-made basis, for coverage outside the scope of the protection of the FTCA. As of December 31, 2017, there were no known malpractice claims outstanding which, in the opinion of management, will be settled for amounts in excess of both FTCA and insurance coverage, nor are there any unasserted claims or incidents which require loss accrual. The Organization intends to renew the additional medical malpractice insurance coverage on a claims-made basis and anticipates that such coverage will be available.

GREATER SEACOAST COMMUNITY HEALTH

Goodwin Community Health | Families First — support for families...health care for all

Board of Directors
Calendar Year 2019

Name/Address	Phone/Email	Occupation
Chair Barbara Henry [redacted]	[redacted]	Retired Newspaper Publisher
Vice Chair Valerie Goodwin [redacted]	[redacted]	Retired Business **Consumer**
Board Treasurer Dennis Veilleux [redacted]	[redacted]	Accounting Manager
Board Secretary Jennifer Glidden [redacted]	[redacted]	DHHS Admin. Supervisor **Consumer**
Karin Barndollar [redacted]	[redacted]	Export Manager **Consumer**
Mark Boulanger Raiche & Company [redacted]	[redacted]	CPA
Don Chick [redacted]	[redacted]	Photographer **Consumer**
Lisa Hall [redacted]	[redacted]	Retired Accountant
Jo Jordon [redacted]	[redacted]	Emergency Management
Abigail Sykas Karoutas [redacted]	[redacted]	Attorney **Consumer**
Allison Neal [redacted]	[redacted]	Education Consultant **Consumer**
John Pelletier [redacted]	[redacted]	Retired Truck Driver/Veteran **Consumer**
Yulia Rothenberg [redacted]	[redacted]	Education Consultant **Consumer**

Rev. 1/2019

Name/Address	Phone/Email	Occupation
Stuart Scharff [redacted]	[redacted]	Business/Legal
Kathy Scheu [redacted]	[redacted]	Medical/Laboratory Product Sales
Dan Schwarz [redacted]	[redacted]	Attorney **Consumer**
Jeffrey Segil, MD [redacted]	[redacted]	Physician-OB/GYN
James Sepanski [redacted]	[redacted]	Financial Executive
David B. Staples, DDS [redacted]	[redacted]	Dentist **Consumer**

JANET M. LAATSCH

Jlaatsch@GoodwinCH.org

Objective: To utilize my leadership skills to create a dynamic, sustainable non-profit organization.

WORK EXPERIENCE:

Goodwin Community Health (GCH)

Somersworth, NH **2001-Present**

Chief Executive Officer **2005-Present**

Accomplishments:

- Successfully retained all Directors and Physicians
- Built relationships with donors, foundations, local and state representatives and other non-profit and for-profit organizations
- Retention of an active Board of Directors
- Improvement of patient outcomes
- Successfully implemented mental health integration program
- Successfully acquired a for-profit mental health organization
- Developed a new partnership with Noble High School
- Developed a new partnership with Southeastern NH Services
- Obtained new grant funding of over $7.0 million
- Expansion of donor base
- Development of a corporate compliance program
- Merged the public health and safety council under AGCHC

Responsibilities:

- Oversight of operations, finance, personnel and fund development
- Grant writing and donor development
- New business development
- Compliance with all federal and state regulations
- Build relationships and partnerships locally and statewide
- Strategic planning
- Report directly to the Board of Directors

Finance Director **2002-2005**

Accomplishments:

- Brought in over $3.0 million in grant funds for the organization
- Obtained Federally Qualified Health Center status in 2004
- Designed and implemented a successful new dental program
- Achieved a financial surplus annually

Responsibilities:

- Responsible for all financial transactions, billing, collections, patient accounts
- Strategic planning as it relates to capital funding
- Budget development, cost/benefit analysis of existing programs and potential new programs
- Development and implementation of an annual development plan
- Research, write, submit and provide follow-up reports for grant funds

- Oversee human resource functions of the organization

Grant Writer/Per Diem Nurse **2001-2002**

Grant Writing Services,
N. Hampton, NH
Sole Proprietor **1999-2001**

Accomplishments:

- Successfully researched and submitted grants for health and educational organizations totaling over $150k

Responsibilities:

- Research private, industry, state and federal funds for non-profit organizations

North Shore Medical Center (Partners Health Care) **1991-1999**
Salem, MA
Acting Chief Operations Officer for the
North Shore Community Health Center **1997-1999**

Accomplishments:

- Successfully submitted their competitive Federal grant and other state grants
- Recruited a medical director and re-negotiated existing provider contracts to include productivity standards
- Re-designed operations to improve productivity
- Incorporated the hospital's medical residency program into the Health Center
- Achieved a financial surplus for the first time in five years
- Developed a quality improvement program and framework

Responsibilities:

- Placed at the Health Center by the North Shore Medical Center to revamp operations and improve the cash flow for the organization
- Reported directly to the Board of Directors

EDUCATION:

University of New Hampshire:	M.B.A.	
Durham, N.H.	Concentration in Finance	**1991**
Northern Michigan University:	B.S.N.	
Marquette, M.I.	Minor in Biology	**1981**

LICENSES/CERTIFICATES:
Real Estate Broker
N.H. Nursing License

PROFESIONAL:
Member of the National Association of Community Health Centers
Previous Board member of the United Way of the Greater Seacoast
Treasurer for the Health and Safety Council of Strafford County
Board member of the Community Health Network Access (CHAN)
Board member of the Rochester Rotary, slotted for President in 2011

Erin E. Ross

Objective

Obtain a position in Health Care, which will continue to build knowledge and skills from both education and experiences gained.

Qualifications

Mature, energetic individual possessing management experience, organizational skills, multi-tasking abilities, good work initiative and communicates well with internal and external contacts. Proficient in computer skills with a strong background using all applications within Microsoft Office programs.

Education

September 1998 – May 2002 **Bachelor of Science in Health Management & Policy**
University of New Hampshire
Durham, New Hampshire 03824

Related Experience

August 2006 – Present **Service Expansion Director**
Avis Goodwin Community Health Center

- Responsible for the overall function of the Winter St location of Avis Goodwin Community Health Center.
- Maintain all clinical equipment and order all necessary supplies.
- Coordinate the scheduling of all clinical and administrative staff in the office.
- Assist with the continued integration of dental services and now mental health services to existing primary care services.
- Assist with the integration of private OB/GYN practice into Avis Goodwin Community Health Center.
- Organize patient outcome data collection and quality improvement measures to monitor multiple aspects and assure sustainability for Avis Goodwin Community Health Center.

May 2005 – August 2006 **Site Manager, Dover Location**
Avis Goodwin Community Health Center

- Responsible for the overall function of the Dover location of Avis Goodwin Community Health Center.
- Maintain all clinical equipment and order all necessary supplies.
- Assist with the continued integration of dental services and now mental health services to existing primary care services.
- Coordinate the scheduling of all clinical and administrative staff in the office.
- Organize patient outcome data collection and quality improvement measures to monitor multiple aspects and assure sustainability for Avis Goodwin Community Health Center.

January 2005 – November 2005 **Front Office Manager**
Avis Goodwin Community Health Center

- Supervise, hire and evaluate front office staff of both Avis Goodwin Community Health Center locations.
- Develop and implement policies and procedures for the smooth functioning of the front office.

May 2004 – Present **Dental Coordinator**
Avis Goodwin Community Health Center

- Supervise, hire and evaluate dental staff, including Dental Assistant and Hygienists.
- Acted as general contractor during construction and renovation of existing facility for 4 dental exam rooms.
- Responsible for the operations of the dental center, development of educational programs for providers and staff and supervision of the school-based dental program.
- Developed policy and procedure manual, including OSHA and Infection Control protocols.
- Organize patient outcome data collection and quality improvement measures to monitor dental program and assure sustainability.
- Maintain all dental equipment and order all dental supplies.
- Coordinate grant fund requirements to multiple agencies on a quarterly basis.

- Oversee all aspects of billing for dental services, including training existing billing department staff.

July 2003 – May 2004 **Administrative Assistant to Medical Director**
Avis Goodwin Community Health Center

- Assist with Quality Improvement program by attending all meetings, generating monthly minutes documenting all aspects of the agenda and reporting quarterly data followed by the agency.
- Generate a monthly report reflecting provider productivity including number patients seen by each provider and no show and cancellation rates of appointments.
- Served as a liaison between patients and Chief Financial Officer to effectively handle all patient concerns and compliments.
- Established and re-created various forms and worksheets used by many departments.

December 2002 – May 2004 **Billing Associate**
Avis Goodwin Community Health Center

- Organize and respond to correspondence, rejections and payments from multiple insurance companies.
- Created an Insurance Manual for Front Office Staff and Intake Specialists as an aide to educate patients on their insurance.
- Responsible for credentialing and Re-credentialing of providers, including physicians, nurse practitioners and physician assistants, within the agency and to multiple insurance companies.
- Apply knowledge of computer skills, including Microsoft Office, Logician, PCN and Centricity.
- Designed a statement to generate from an existing Microsoft Access database for patients on payment plans to receive monthly statements.
- Assist Front Office Staff during times of planned and unexpected staffing shortages.

June 2002 - December 2002 **Billing Associate**
Automated Medical Systems
Salem, New Hampshire 03079

- Communicate insurance benefits and explain payments and rejections to patients about their accounts.
- Responsible for organizing and responding to correspondence received for multiple doctor offices.
- Determine effective ways for rejected insurance claims to get paid through communicating with insurance companies and patients.
- Apply knowledge of computer skills, including Microsoft Office, Accuterm and Docstar.

Work Experience

October 1998 – May 2002 **Building Manager**
Memorial Union Building – UNH
Durham, New Hampshire 03824

- Recognized as a Supervisor, May 2001-May 2002.
- Supervised Building Manager and Information Center staff.
- Responsible for managing and documenting department monetary transactions.
- Organized and led employee meetings on a weekly basis.
- Established policies and procedures for smooth functioning of daily events.
- Oversaw daily operations of student union building, including meetings and campus events.
- Served as a liaison between the University of New Hampshire, students, faculty and community.
- Organized and maintained a weekly list of rental properties available for students.
- Developed and administered new ideas for increased customer service efficiency.

References

Available upon request

Georgina T. Clark

Education: Bachelor of Arts in Sociology, Regis College, Weston, MA

Work History:

5/00-Present

Project Director, Parent Information Center, Concord, NH
Oversee NH State Improvement Grant focusing on building family/school partnerships
Provide technical assistance to parents and professionals on disability awareness and special education law

4/99-7/99

Scorer, National Computer Systems, Inc., Tucson, AZ
Scored educational assessments

2/98-11/98

Resource Specialist, Parent Information Center, Concord, NH
Facilitated six week parenting series
Developed and presented workshops on parenting topics
Provided community resources and referrals to parents

1/94-11/98

Family Service Worker/Juvenile Services Assistant, Area HomeCare and Family Services, Inc., Portsmouth, NH
Developed and monitored family service plans
Educated parents on health, nutrition and discipline issues
Prepared and presented written and oral court reports
Recommended, coordinated and implemented support services for families
Represented court-involved juveniles at school and mental health assessments

4/93-9/94

Sales Clerk, Country Tweed, Portsmouth, NH

1/91-2/93

Office Supervisor, Atlantic Cardiology Associates, Exeter, NH
Developed filing, billing, and scheduling systems
Trained staff in office systems
Supervised medical records

3/87-1/91

Paralegal, Mulvey, Noucas & Cornell, P. A., Portsmouth, NH
Investigated insurance claims
Researched medical and product liability
Prepared witness statements, status reports and research memoranda

Accomplishments:

Workshop Presenter, Seacoast "Art of Parenting" Conference
Certified Mediator, Rockingham County Family Mediation Program
Certified Volunteer, "A Safe Place" - shelter for battered women
Parent Representative, Clipper Health Center Board of Directors

CONTRACTOR NAME
Greater Seacoast Community Health

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Janet Laatsch	Chief Executive Officer	$213,574	0%	$0
Erin Ross	Chief Financial Officer	$146,973	0%	$0
Georgie Clark	Family Services Director	$68,640	90%	$61,776

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

Jeffrey A. Meyers
Commissioner

Christine Tappan
Associate Commissioner

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

March 9, 2018

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division For Children, Youth and Families, to enter into **sole source** amendments with the vendors identified below, for the provision of Comprehensive Family Support Services by increasing the price limitation by $4,606,197 from $6,424,788 to $11,030,985 and by extending the contract completion date from June 30, 2018 to June 30, 2019 effective upon Governor and Executive Council approval. 97.59% Federal Funds, 2.41% General Funds.

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway NH	$585,228	$274,561	$859,789	O: 6/18/14 #80 A1: 6/10/15 #5D A2: 5/18/16 #9A
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$572,508	$461,375	$1,033,883	O: 6/18/14 #80 A1: 5/18/16 #9A
Greater Seacoast Community Health (f/k/a Families First)	TBD	100 Campus Drive, Suite 12 Portsmouth NH	$585,228	$464,555	$1,049,783	O: 6/18/14 #80 A1:6/10/15 #5C A2: 5/18/16 #9A

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
TLC Family Resource Center (formerly Good Beginnings of Sullivan County)	170625-B001	109 Pleasant Street Claremont NH	$585,228	$423,075	$1,008,303	O: 6/18/14 #80 A1: 5/18/16 #9A
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$585,228	$463,279	$1,048,507	O: 6/18/14 #80 A1: 5/18/16 #9A
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$585,228	$451,881	$1,037,109	O: 6/18/14 #80 A1: 5/18/16 #9A
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$585,228	$279,375	$864,603	O: 6/18/14 #80 A1: 6/10/15 AG A2: 5/18/16 #9A
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$585,228	$279,375	$864,603	O: 6/18/14 #80 A1: 6/10/15 AG A2: 5/18/16 #9A
		Total	**$6,424,788**	**$4,606,197**	**11,030,985**	

Funds to support this request are available in the following accounts in State Fiscal Year 2018 and in State Fiscal Year 2019, with the ability to adjust encumbrances between state fiscal years through the Budget Office without further approval from the Governor and Executive Council, if needed and justified.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

05-095-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, TEMPORARY ASSISTANCE FOR NEEDY FAMILES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

This request is **sole source** because the funding being added in State Fiscal Year 2018 exceeds 10% of the total contract value for each contract. The addional funding is being utilized by the vendors to increase staff capacity to provide services to families who had a an abuse/neglect assessment conducted by the Division for Children, Youth and Families that was closed unfounded or unfounded with conerns.

The purpose of these amendments is to increase capacity for programs and utilize one (1) of the two (2) years available for renewing services, as specified in Exhibit C-2 of the original agreements.

Comprehensive Family Support Services assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents and give families an opportunity to learn and grow.

Below is a breakdown of those served in 2016 through the original Comprehensive Family Support Services contracts:

- Families served, 1,027.
- Family members served, 2,979.
- Total children served 1,695
- 50% of families served had a single caregiver.
- 48% of families served have mental health issues.
- 33 % of families served have chronic health issues.
- 93% of children served have child Medicaid insurance.
- 12% of adults served are without any insurance

Considering those served and program outcomes from 2014 to 2016 there have been considerable success for those who have participated and successfully completed or graduated from the program. Success is measured by future avoidance of DCYF services. Families are tracked for 3 years following the completion of services. Below are the outcome measures for the period identified

- 2014, 91.8%
- 2015, 93.1%
- 2016, 93.6%

Over the last several years the State of New Hampshire has seen a significant increase in the volume of families with open abuse and neglect cases. This translates to many more children in out of home care and significant increase in cost to the State of New Hampshire. By providing the additional resources through these amendments, the vendors will be able to increase services offered to the State's most vulnerable population.

With the increased funding, the vendors will be able to increase their ability to expand their service array to clients within their community by being able to employ one (1) to two (2) full time employees in order to manage their current wait list and to support the Division for Children, Youth and Families with assessments where substance abuse is an identified concern. Vendors will work with their communities to increase referrals for TANF exempt clients with children under the age of one (1) year. Vendors will increase their capacity to offer and implement prevention services to those most in need.

The services offered by these vendors are available to any family in the State of New Hampshire with children under the age of 21 years, with priority given to those families referred by the Division for Children Youth and Families. The Division for Children, Youth and Families will refer families who have had an abuse/neglect assessments closed unfounded or unfounded with concerns to the appropriate vendor in the service area. Families would then receive prevention services to assist them with decreasing famly stressors.

Although, prevention services are offered through the original Comprehensive Family Support Services contracts, these amendments will increase the vendor's capacity to provide additional resources. The additional services will allow vendors to increase the number of families served and the services offered, which include but are not limited to:

- Education.
- Parenting support.
- Case management.
- Assisted referrals.
- Home visiting resources.
- Budget management.
- Child development/

The Deppartment anticipates that by increasing the availability and quality of prevention services offered statewide there will be a reduction in incidents of child abuse and neglect, which would result in a reduction of open abuse/neglect cases with the Division for Children, Youth and Families.

The following performance measures/objectives will be used to measure the effectiveness of the agreement:

- 60% of families referred will enter and complete services. (Performance Measure)
- 95% of families who complete services will not be referred to DCYF within the following 3 years.(Performance Measure)

- Increase the number of families served with children under the age of 1. (Performance Measure)
- Increase the number of parents served under the age of 21. (Performance Measure)

Should Governor and Executive Council not authorize this request, the flexibility of community based family services may not be available to address the needs of children and families statewide, which could result in an increase in the Division for Children, Youth and Families involvement for out-of-home placement. Additionally families will not receive services that could assist with preventing the separation of children from their families by providing services that would result in parents providing a safe, stable and supportive family environment for their children.

Area served: Statewide

Source of Funds: 97.59% Federal Funds from Title IV-B Subpart I (CFDA#:93.645, FAIN: 1801NHCWSS), Promoting and Stable Families (CFDA#: 93.556, FAIN: 1801FPSS),Title XX Grants – SSBG (CFDA#: 93.667, FAIN: 1801NHSOSR), temporary Assistance to Needy Families (CFDA#: 93.558, FAIN: 17NHTANF), MCH Block Grant, 2.41% General Funds.

In the event that the Federal (or Other) Funds are no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

Christine Tappan
Associate Commissioner

Approved by:

Jeffrey A. Meyers
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$823.00		$823.00
2016	102-500734	Social Service Contract	42106802	$1,907.00		$1,907.00
2017	102-500734	Social Service Contract	42106802	$823.00		$823.00
2018	102-500734	Social Service Contract	42106802	$1,907.00		$1,907.00
2019	102-500734	Social Service Contract	42106802	$0.00	$1,365.00	$1,365.00
			Total:	**$5,460.00**	**$1,365.00**	**$6,825.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**
			Sub-Total:	**$187,260.00**	**$46,815.00**	**$234,075.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**
			Sub-Total:	**$919,996.00**	**$229,999.00**	**$1,149,995.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2016	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2017	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2018	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2019	102-500734	Social Service Contract	42106603	$0.00	$8,982.00	$8,982.00
			Total:	**$35,928.00**	**$8,982.00**	**$44,910.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**
			Sub-Total:	**$3,171,968.00**	**$792,992.00**	**$3,964,960.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$64,127.00	$64,127.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$64,127.00	$64,127.00
			Total:	**$0.00**	**$128,254.00**	**$128,254.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
			Total:	**$0.00**	**$318,248.00**	**$318,248.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
			Total:	**$0.00**	**$318,248.00**	**$318,248.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$138,384.00	$138,384.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$138,384.00	$138,384.00
			Total:	**$0.00**	**$276,768.00**	**$276,768.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$158,486.00	$158,486.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$158,486.00	$158,486.00
			Total:	**$0.00**	**$316,972.00**	**$316,972.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$152,787.00	$152,787.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$152,787.00	$152,787.00

Total:	**$0.00**	**$305,574.00**	**$305,574.00**

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
			Total:	**$0.00**	**$133,068.00**	**$133,068.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
			Total:	**$0.00**	**$133,068.00**	**$133,068.00**
			Sub-Total:	**$0.00**	**$3,000,000.00**	**$3,000,000.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, TEMPORARY ASSISTANCE FOR NEEDY FAMILES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2016	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2017	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2018	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2019	502-500891	Payments To Providers	45030206	$0.00	$31,290.00	$31,290.00
			Total:	**$125,160.00**	**$31,290.00**	**$156,450.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**
			Sub-Total:	**$1,600,000.00**	**$400,000.00**	**$2,000,000.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DICISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMINITY SERVICES, MATERIAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**
			Sub-Total:	**$245,564.00**	**$61,391.00**	**$306,955.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DICISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMINITY SERVICES, MATERIAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2016	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2017	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2018	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2019	102-500731	Contracts For Prog. Svc	90004015	$0.00	$75,000.00	$75,000.00
			Total:	**$300,000.00**	**$75,000.00**	**$375,000.00**
			Grand Total:	**$6,424,788.00**	**$4,606,197.00**	**$11,030,985.00**

State of New Hampshire
Department of Health and Human Services
Amendment #3 to the Comprehensive Family Support Services Contract

This third (3rd) Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #3") dated this 15th day of February, 2018, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Greater Seacoast Community Health (f/k/a Families First of the Greater Seacoast). (hereinafter referred to as the "Contractor"), a nonprofit corporation with a place of business at 100 Campus Drive, Suite 12, Portsmouth, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80), as amended (Amendment #1) approved by the Governor and Executive Council on June 10, 2015 (item #5C), and as amended (Amendment #2) approved by the Governor and Executive Council on May 18, 2016 (Item #9A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to Form P-37 General Provisions, Paragraph 18, the agreement may be amended and Exhibit C-2, Additional Special Provisions, Paragraph 1, the State may renew the agreement for up to four additional years by written agreement of the parties and approval of the Governor and Executive Council; and

WHEREAS the parties agree to increase the price limitation; and

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

1. Form P-37, General Provisions, Block 1.7, Completion Date, to read:

   June 30, 2019.

1. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:

   $1,049,783.

2. Form P-37 General Provisions, Block 1.9, Contracting Officer for State Agency, to read:

   E. Maria Reinemann, Esq., Director.

3. Form P-37, General Provisions, Block 1.10 State Agency Telephone Number, to read:

   (603) 271-9330.

4. Add Exhibit A-2, Amendment #3 Additional Scope of Services.
5. Delete Exhibit B-4 – Amendment #2 and replace with Exhibit B – 4, Amendment #3.
6. Add Exhibit B – 5, Amendment #3.

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

3/5/18
Date

Christine Tappan
Associate Commissioner

Greater Seacoast Community Health
(f/k/a Families First of the Greater Seacoast)

3/1/2018
Date

Name/Title

Acknowledgement:
State of New Hampshire, County of Strafford on 3/1/2018, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.
Signature of Notary Public or Justice of the Peace

Simone R. Talbot
Name and Title of Notary or Justice of the Peace

SIMONE R. TALBOT, Notary Public
State of New Hampshire
My Commission Expires September 13, 2022

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

OFFICE OF THE ATTORNEY GENERAL

3/9/18
Date

Name: Megan A. Yeo
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

Additional Scope of Services

1. Provisions Applicable to All Services

1.1. The Contractor will submit a detailed description of the language assistance services 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.

1.2. 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.

2. Scope of Work

2.1. The Contractor shall work with their community to increase referrals for Temporary Assistance to Needy Families (TANF) exempt clients with children under the age of one (1) years old.

2.2. The Contractor shall follow the Home Visiting New Hampshire model when providing services to TANF clients with children under the age of one (1) in order to assist them with successfully overcoming barriers to employment.

2.3. The Contractor shall provide mandatory training to their staff that includes, but is not limited to:

2.3.1. Trauma Informed Care/Practices.

2.3.2. Two (2) Generation Approach to Working with Families.

2.3.3. Strengthening Families Model.

2.3.4. FRC-Q Standards Training.

2.3.5. How to Report Abuse and/or Neglect.

2.3.6. Completing and Utilizing the North Carolina Assessment.

2.3.7. Creating and Utilizing Individual Service Plans.

2.3.8. Home Visiting Worker Safety.

2.3.9. Individual Agency Trainings (Human Resources Requirements).

2.4. The Contractor shall provide weekly supervision of all Home Visiting staff.

3. Staffing

3.1. The Contractor shall increase their ability to expand their service array to clients within their community by employing an additional two (2) Full Time Employees (FTEs) whose duties shall include, but are not limited to:

3.1.1. Manage current wait list.

3.1.2. Support the Department with "unfounded reports" from the Department where substance abuse is an identified as a concern.

3.1.3. Address the needs of clients that are referred by the Department who have had an assessment that is closed as "Unfounded, but with reasonable concerns".

Exhibit B-4 Amendment #3

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

Bidder/Program Name: Greater Seacoast Community Health

Budget Request for: Comprehensive Family Support Contract

Budget Period: July 1, 2017 through June 30, 2018

1/00/2018

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 257,729.00	$ -	$ 257,729.00	$ 5,690.00	$ -	$ 5,690.00	$ 252,039.00	$ -	$ 252,039.00
2. Employee Benefits	$ 46,392.00	$ -	$ 46,392.00	$ 1,021.00	$ -	$ 1,021.00	$ 45,371.00	$ -	$ 45,371.00
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase Expense (Minor)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ 2,225.00	$ -	$ 2,225.00	$ 1,350.00	$ -	$ 1,350.00	$ 875.00	$ -	$ 875.00
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 2,150.00	$ -	$ 2,150.00	$ 1,650.00	$ -	$ 1,650.00	$ 500.00	$ -	$ 500.00
6. Travel	$ 1,701.00	$ -	$ 1,701.00	$ 1,076.00	$ -	$ 1,076.00	$ 625.00	$ -	$ 625.00
7. Occupancy	$ 3,648.00	$ 4,500.00	$ 8,148.00	$ 3,648.00	$ 4,500.00	$ 8,148.00	$ -	$ -	$ -
8. Current Expenses:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ 1,500.00	$ -	$ 1,500.00	$ 1,500.00	$ -	$ 1,500.00	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 1,500.00	$ -	$ 1,500.00	$ 500.00	$ -	$ 500.00	$ 1,000.00	$ -	$ 1,000.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other: Administration Overhead	$ -	$ 8,000.00	$ 8,000.00	$ -	$ 8,000.00	$ 8,000.00	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 321,845.00	$ 12,500.00	$ 334,345.00	$ 16,434.00	$ 12,500.00	$ 28,934.00	$ 305,411.00	$ -	$ 305,411.00
Indirect As A Percent of Direct		3.9%							

Contractor Initials JL

Date 3/1/2018

Exhibit B-5 Amendment #3

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

Bidder/Program Name: Greater Seacoast Community Health

Budget Request for: Comprehensive Family Support Contract

Budget Period: July 1, 2018 through June 30, 2019

1/03/2018

Line Item	Total Program Cost: Direct Incremental	Total Program Cost: Indirect Fixed	Total Program Cost: Total	Contractor Share / Match: Direct Incremental	Contractor Share / Match: Indirect Fixed	Contractor Share / Match: Total	Funded by DHHS contract shares: Direct Incremental	Funded by DHHS contract shares: Indirect Fixed	Funded by DHHS contract shares: Total
1. Total Salary/Wages	$ 257,729.00	$ -	$ 257,729.00	$ 5,676.00	$ -	$ 5,676.00	$ 252,053.00	$ -	$ 252,053.00
2. Employee Benefits	$ 46,392.00	$ -	$ 46,392.00	$ 1,021.00	$ -	$ 1,021.00	$ 45,371.00	$ -	$ 45,371.00
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Expense (Minor)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ 2,225.00	$ -	$ 2,225.00	$ 1,350.00	$ -	$ 1,350.00	$ 875.00	$ -	$ 875.00
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 2,150.00	$ -	$ 2,150.00	$ 1,650.00	$ -	$ 1,650.00	$ 500.00	$ -	$ 500.00
6. Travel	$ 6,701.00	$ -	$ 6,701.00	$ 1,075.00	$ -	$ 1,075.00	$ 5,626.00	$ -	$ 5,626.00
7. Occupancy	$ 3,646.00	$ 4,500.00	$ 8,146.00	$ 3,646.00	$ 4,500.00	$ 8,146.00	$ -	$ -	$ -
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ 1,500.00	$ -	$ 1,500.00	$ 1,500.00	$ -	$ 1,500.00	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 1,500.00	$ -	$ 1,500.00	$ 500.00	$ -	$ 500.00	$ 1,000.00	$ -	$ 1,000.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other: Administrative Overhead	$ -	$ 8,000.00	$ 8,000.00	$ -	$ 5,000.00	$ 5,000.00	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 321,843.00	$ 8,500.00	$ 330,343.00	$ 16,414.00	$ 9,500.00	$ 25,914.00	$ 305,429.00	$ -	$ 305,429.00
Indirect As A Percent of Direct		3.0%							

Contractor Initials JL

Date 3/1/2018

9A mac

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

DIVISION FOR CHILDREN, YOUTH & FAMILIES

Jeffrey A. Meyers
Commissioner

Lorraine Bartlett
Director

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

March 21, 2016

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Children, Youth and Families to exercise a renewal option with the vendors identified below for the provision of Comprehensive Family Support Services by increasing the price limitation by $3,212,394 from $3,212,394 to $6,424,788 and extending the contract completion date from June 30, 2016 to June 30, 2018, effective July 1, 2016 or date of Governor and Executive Council approval, whichever is later. 95.34% Federal Funds, 4.66% General Funds

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 5/2215 AG
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 5/22/15 AG
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1 5/22/15 AG
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 #5D
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$ 286,254	$ 286,254	$ 572,508	O: 6/18/14 #80
Families First of the Greater Seacoast	166629-B001	100 Campus Drive, Suite 12 Portsmouth NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1:6/10/15 #5C
TLC Family Resource Center (formerly Good Beginnings of Sullivan County)	170625-B001	109 Pleasant Street Claremont NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 AG
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 AG
		Total	$3,212,394	$3,212,394	$6,424,788	

Funds to support this request are available in the following accounts in State Fiscal Year 2017 and anticipated to be available in State Fiscal Year 2018, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between state fiscal years through the Budget Office if needed and justified without further approval from the Governor and Executive Council.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, SOCIAL SERVICES BLOCK GRANT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHLD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHLD HEALTH

Please see attachment for fiscal details.

EXPLANATION

The purpose of this request is to renew contract services with these vendors for an additional two years. For a detailed summary of the changes please see attachment.

Comprehensive Family Support Services assist pregnant women and families with children up to the age of twenty-one (21) by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents to give families an opportunity to learn and grow.

The Division for Children, Youth and Families and the Division of Public Health Services have blended three family health and support related programs in to one program which is now represented as the Comprehensive Family Support Services.

Currently, there are twenty-five (25) community based family resource centers in operation across the State which provide a range of support services to families and children that focus on strengthening, supporting and building on the strengths and skills of individuals while also ensuring developmental screening for children six (6) and under. These centers are often key local stakeholders in groups that assess and advocate for the needs of local families.

The original contracts were competitively bid.

These contracts contain language which allows for the right to renew for up to four additional years based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

The Comprehensive Family Support Services program has served a total of 871 families and 1664 children in 2014. As a result, ninety-five percent (95%) of the families served achieved successful outcomes and remained uninvolved in a Division abuse or neglect case. The Division is satisfied with the services provided and is requesting approval to exercise two years of the renewal option reserving the Division's option to renew for the remaining two years based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

Should the Governor and Executive Council not authorize this request, the flexibility of community based family services may not be available to address the needs of children and families throughout the state which could cause an increase in the Division for Children, Youth and Families involvement for out of home placements. The services provided through these agreements help prevent separation of children from their families and afford them a safe, stable and supportive family environment.

Area Served: Statewide

Source of Funds: 95.34% Federal Funds
4.66% General Funds

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

Respectfully submitted,

Mary Ann Cooney
Associate Commissioner

Approved by:

Jeffrey A. Meyers
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$823	$0	$823
2016	102-500734	Social Service Contract	42106802	$1,907	$0	$1,907
2017	102-500734	Social Service Contract	42106802	$0	$823	$823
2018	102-500734	Social Service Contract	42106802	$0	$1,907	$1,907
			Total:	$2,730	$2,730	$5,460

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**
			Sub-Total	**$93,630**	**$93,630**	**$187,260**

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**
			Sub-Total	**$459,998**	**$459,998**	**$919,996**

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	**$156,802**	**$156,802**	**$313,604**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$8,982	$0	$8,982
2016	102-500734	Social Service Contract	42106603	$8,982	$0	$8,982
2017	102-500734	Social Service Contract	42106603	$0	$8,982	$8,982
2018	102-500734	Social Service Contract	42106603	$0	$8,982	$8,982
			Total:	**$17,964**	**$17,964**	**$35,928**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	**$156,802**	**$156,802**	**$313,604**
			Sub-Total	**$1,585,984**	**$1,585,984**	**$3,171,968**

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$31,290	$0	$31,290
2016	502-500891	Social Service Contract	45030206	$31,290	$0	$31,290
2017	502-500891	Social Service Contract	45030206	$0	$31,290	$31,290
2018	502-500891	Social Service Contract	45030206	$0	$31,290	$31,290
			Total:	**$62,580**	**$62,580**	**$125,160**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484
			Sub-Total	$800,000	$800,000	$1,600,000

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324
			Sub-Total	$122,782	$122,782	$245,564

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004105	$75,000	$0	$75,000
2016	102-500731	Contracts for Program Services	90004105	$75,000	$0	$75,000
2017	102-500731	Contracts for Program Services	90004105	$0	$75,000	$75,000
2018	102-500731	Contracts for Program Services	90004105	$0	$75,000	$75,000
			Total:	$150,000	$150,000	$300,000
			Sub-Total	$3,212,394	$3,212,394	$6,424,788

State of New Hampshire
Department of Health and Human Services
Amendment #2 to the Comprehensive Family Support Services Contract

This second (2nd) Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #2") dated this 25th day of February, 2016, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Families First of the Greater Seacoast. (hereinafter referred to as the "Contractor"), a nonprofit corporation with a place of business at 100 Campus Drive, Suite 12, Portsmouth, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80) and Amendment #1 approved by the Governor and Executive Council on June 10, 2015 (item #5C), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18, "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 by Governor and Executive Council of the State of New Hampshire", and Exhibit C-2, Additional Special Provisions, Paragraph 1, the State may renew the agreement for up to four additional years by written agreement of the parties and approval of the Governor and Executive Council; and

WHEREAS the parties agree to amend the Scope of Services, Method and Conditions Precedent to Payment, increase the price limitation and extend the Contract for two (2) additional years; and

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

To amend as follows:

1. Form P-37, General Provisions, Item 1.7, Completion Date, to read:

   June 30, 2018

2. Form P-37, General Provisions, Item 1.8, Price Limitation, to read:

   $585,228

3. Add Exhibit A, Scope of Services, Paragraph 1.34.1:

   1.34.1 Which includes entering all on-line data for the Watch Me Grow Program.

4. Add Exhibit B-3 – Amendment #2.
5. Add Exhibit B-4 – Amendment #2.
6. Exhibit B, Method and Conditions Precedent to Payment , Paragraph 2.2 to read:

   Expenditures shall be in accordance with the approved line item budget shown in Exhibits B-1 – Amendment #1, B-2, B-3 - Amendment #2 and B-4 – Amendment #2.

Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement, and the obligations of the parties there under, shall remain in full force and effect in accordance with the terms and conditions set forth herein.

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

4/3/16
Date

Mary Ann Cooney
Associate Commissioner

Families First of the Greater Seacoast

3/4/16
Date

Helen B. Taft
Name/Title Helen B. Taft / Executive Director

Acknowledgement:
State of NH, County of Rockingham on 3/4/16, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.
Signature of Notary Public or ~~Justice of the Peace~~

Suzanne Coombs, Notary Public
Name and Title of Notary or Justice of the Peace

Exp. 12/19/18

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

OFFICE OF THE ATTORNEY GENERAL

4/27/14
Date

Name: Megan A. Yan
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

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

Bidder/Program Name: Families First of the Greater Seacoast

Budget Request for: Comprehensive Support Services RFP #15-DHHS-OHS-DCYF-01
(Name of RFP)

Budget Period: July 1, 2016 - June 30, 2017

2/9/2016

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct (Incremental)	Indirect (Fixed)	Total	Direct (Incremental)	Indirect (Fixed)	Total	Direct (Incremental)	Indirect (Fixed)	Total
1. Total Salary/Wages	$ 79,732.00	$ -	$ 79,732.00	$ 5,410.00	$ -	$ 5,410.00	$ 74,322.00	$ -	$ 74,322.00
2. Employee Benefits	$ 12,315.00	$ -	$ 12,315.00	840.00	$ -	$ 840.00	11,475.00	$ -	$ 11,475.00
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ 1,275.00	$ -	$ 1,275.00	$ -	$ -	$ -	$ 1,275.00	$ -	$ 1,275.00
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 1,530.00	$ -	$ 1,530.00	$ 1,530.00	$ -	$ 1,530.00	$ -	$ -	$ -
6. Travel	$ 3,888.00	$ -	$ 3,888.00	$ -	$ -	$ -	$ 3,888.00	$ -	$ 3,888.00
7. Occupancy	$ 6,864.00	$ -	$ 6,864.00	$ 6,864.00	$ -	$ 6,864.00	$ -	$ -	$ -
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -	$ 500.00	$ -	$ 500.00
12. Subcontracts/Agreements (see attached Child & Family Services and CAP budgets)	$ 61,116.00	$ 3,637.00	$ 64,753.00	$ 7,550.00	$ 2,356.00	$ 9,906.00	$ 53,566.00	$ 1,281.00	$ 54,847.00
13. Other - Administration Overhead	$ 5,200.00	$ -	$ 5,200.00	$ 5,200.00	$ -	$ 5,200.00	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 173,429.00	$ 3,637.00	$ 177,067.00	$ 28,394.00	$ 2,356.00	$ 30,750.00	$ 145,026.00	$ 1,281.00	$ 146,307.00
Indirect as a percentage of direct		2.1%				$ 0.174			

Contractor Initials 1 KS
Date 3/4/16

COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Bidder/Program Name: Families First of the Greater Seacoast

Budget Request for: Comprehensive Support Services RFP #15-DHHS-OHS-DCYF-01
(Name of RFP)

Budget Period: July 1, 2017 - June 30, 2018

2/9/2016

Line Item	Total Program Cost: Direct Incremental	Total Program Cost: Indirect Fixed	Total Program Cost: Total	Contractor Share / Match: Direct Incremental	Contractor Share / Match: Indirect Fixed	Contractor Share / Match: Total	Funded by DHHS contract share: Direct Incremental	Funded by DHHS contract share: Indirect Fixed	Funded by DHHS contract share: Total
1. Total Salary/Wages	$ 81,326.00	$ -	$ 81,326.00	$ 5,518.00	$ -	$ 5,518.00	$ 75,808.00	$ -	$ 75,808.00
2. Employee Benefits	$ 13,857.00	$ -	$ 13,857.00	916.00	$ -	$ 916.00	12,736.00	$ -	$ 12,736.00
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ 1,301.00	$ -	$ 1,301.00	$ 1,301.00	$ -	$ 1,301.00	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 1,561.00	$ -	$ 1,561.00	$ 1,561.00	$ -	$ 1,561.00	$ -	$ -	$ -
6. Travel	$ 3,966.00	$ -	$ 3,966.00	$ 1,050.00	$ -	$ 1,050.00	$ 2,916.00	$ -	$ 2,916.00
7. Occupancy	$ 7,687.00	$ -	$ 7,687.00	$ 7,687.00	$ -	$ 7,687.00	$ -	$ -	$ -
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 500.00	$ -	$ 500.00	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -
12. Subcontracts/Agreements (see attached Child & Family Services and CAP budgets)	$ 81,346.00	$ 3,537.00	$ 84,883.00	$ 7,692.00	$ 2,356.00	$ 10,058.00	$ 53,654.00	$ 1,181.00	$ 54,847.00
13. Other - Administration Overhead	$ 1,250.00	$ -	$ 1,250.00	$ 1,250.00	$ -	$ 1,250.00	$ -	$ -	$ -
	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 173,694.00	$ 3,537.00	$ 177,124.00	$ 34,444.00	$ 2,356.00	$ 36,821.00	$ 146,820.00	$ 1,181.00	$ 146,367.00
Indirect as a percentage of direct		2.1%				17.4%			

Contractor Initials LRJ
Date 3/4/16

5

N 5C

Nicholas A. Toumpas
Commissioner

Lorraine Bartlett
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION FOR CHILDREN, YOUTH & FAMILIES

129 PLEASANT STREET, CONCORD, NH 03301
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-626-2983 TDD Access: 1-800-735-2964

May 7, 2015

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to amend an existing agreement with Families First of the Greater Seacoast. (Vendor # 166629-B001), 100 Campus Drive, Suite 12, Portsmouth NH 03801, for the provision of Comprehensive Family Support Services in the Rockingham county area, by adjusting certain budget line items in State Fiscal Year 2015 in order to meet specified needs, effective upon Governor and Executive Council approval. The Governor and Executive Council approved the original agreement on June 18, 2014, (Item # 80). This is a zero cost amendment with no change to the contract end date of June 30, 2016. 100% Federal Funds.

Funds to support this request are available in the following accounts in State Fiscal Year 2015 and are anticipated to be available in State Fiscal Year 2016, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified without further approval from the Governor and Executive Council.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Contracts for Program Services	42106802	$4,545
2016	102-500734	Contracts for Program Services	42106802	$4,545
			Total:	$9,090

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Contracts for Program Services	42107306	$20,909
2016	102-500734	Contracts for Program Services	42107306	$20,909
			Total:	$41,818

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Contracts for Program Services	42106603	$78,401
2016	102-500734	Contracts for Program Services	42106603	$78,401
			Total:	$156,802

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Payments to Providers	45030206	$36,871
2016	502-500891	Payments to Providers	45030206	$36,871
			Total:	$73,742

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162
			Grand Total	**$292,614**

EXPLANATION

The purpose of this amendment is to allow the vendor to adjust certain budget lines in order to meet contractual needs; and update the standard contract language in Exhibit C and Exhibit G. Families First of the Greater Seacoast underestimated the travel amount necessary for staff to fulfill the service requirement of this contract. The change has resulted in a request from the vendor to adjust the budget line items of Employee Benefits, Program Assess Tool and Travel. The Department supports the requested adjustments.

There are no additional funds being requested in this amendment. Other than the changes outlined in the paragraph above, all other terms and conditions remain unchanged from the original agreement approved by the Governor and Executive Council on June 18, 2014, (Item # 80).

Comprehensive Family Support Services assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents and give families an opportunity to learn and grow.

This contract was awarded as the result of a competitive bid process. On January 21, 2014, the Division issued a Request for Proposal for Comprehensive Family Support Services to serve the eleven (11) catchment areas in the State of New Hampshire. Twelve proposals were received.

Families First of the Greater Seacoast was one (1) of the eleven (11) agencies selected in the competitive bid process.

Should the Governor and Executive Council not approve this request, the vendor would not be able to meet their contractual needs which could reduce the availability, accessibility, and quality of Comprehensive Family Support Services in the Carroll County area.

Area Served: Rockingham County area

Source of Funds: 100% Federal Funds

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

Respectfully submitted,

Mary Ann Cooney
Associate Commissioner

Approved by:

Nicholas A. Toumpas
Commissioner

State of New Hampshire
Department of Health and Human Services
Amendment #1 to the Comprehensive Family Support Services Contract

This first Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #1") dated this 24th day of April, 2015, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Families First of the Greater Seacoast. (hereinafter referred to as the "Contractor"), a nonprofit corporation with a place of business at 100 Campus Drive, Suite 12, Portsmouth, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18 this agreement may be amended only by an instrument in writing signed by the parties hereto and only after approval of such amendment by the Governor and Executive Council of the State of New Hampshire;

WHEREAS the State and the Contractor have agreed to amend Exhibit B and Exhibit B-1, Budget Period 7/1/2014 – 6/30/2015 of the contract;

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

To amend as follows:

1. Exhibit B, Method, Schedule, and Conditions Precedent to payment, to add:

   2.7 Notwithstanding paragraph 18 of the P-37, an amendment limited to the adjustment of amounts between budget line items and/or State Fiscal Years, related items, and amendment of related budget exhibits, can be made by written agreement of both parties and does not require additional approval of the Governor and Executive Council.

2. Replace Exhibit B-1, Budget Period 7/1/2014 – 6/30/2015 with:

   Exhibit B-1 – Amendment #1, Budget Period 7/1/2014 – 6/30/2015

3. Replace Exhibit C – Special Provisions with:

   Exhibit C – Amendment # 1

4. Replace Standard Exhibit G, Certification Regarding the Americans with Disabilities Act Compliance with:

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

Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement, and the obligations of the parties there under, shall remain in full force and effect in accordance with the terms and conditions set forth herein.

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

5/12/15
Date

Mary Ann Cooney
Associate Commissioner

Families First of the Greater Seacoast

5/5/15
Date

Name/Title

Acknowledgement:
State of NH, County of Rockingham on 5/5/15, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.
Signature of Notary Public or Justice of the Peace

Suzanne Coombs
Name and Title of Notary or ~~Justice of the Peace~~

Expires 12/19/18

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

OFFICE OF THE ATTORNEY GENERAL

5/15/15
Date

Name: Megan Lyon
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

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

Bidder/Program Name: Families First of the Greater Seacoast

Budget Request for: Comprehensive Support Services RFP #15-DHHS-OHS-DCYF-01
(name of RFP)

Budget Period: July 1, 2014 - June 30, 2015

4/21/2014

Line Item	Total Program Cost: Direct Incremental	Total Program Cost: Indirect Fixed	Total Program Cost: Total	Contractor Share / Match: Direct Incremental	Contractor Share / Match: Indirect Fixed	Contractor Share / Match: Total	Funded by DHHS contract share: Direct Incremental	Funded by DHHS contract share: Indirect Fixed	Funded by DHHS contract share: Total
1. Total Salary/Wages	$ 61,066.00	$ -	$ 61,066.00	$ 8,580.00	$ -	$ 8,580.00	$ 72,486.00	$ -	$ 72,486.00
2. Employee Benefits	$ 10,080.00	$ -	$ 10,080.00	$ 1,890.00	$ -	$ 1,890.00	$ 8,390.00	$ -	$ 8,390.00
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ 600.00	$ -	$ 600.00	$ 600.00	$ -	$ 600.00	$ -	$ -	$ -
5. Supplies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ 1,250.00	$ -	$ 1,250.00	$ 1,250.00	$ -	$ 1,250.00	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 1,500.00	$ -	$ 1,500.00	$ 1,500.00	$ -	$ 1,500.00	$ -	$ -	$ -
6. Travel	$ 10,129.00	$ -	$ 10,129.00	$ 1,513.00	$ -	$ 1,513.00	$ 8,616.00	$ -	$ 8,616.00
7. Occupancy	$ 6,700.00	$ -	$ 6,700.00	$ 6,700.00	$ -	$ 6,700.00	$ -	$ -	$ -
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ 500.00	$ -	$ 500.00	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 500.00	$ -	$ 500.00	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -
12. Subcontracts/Agreements (see attached Child & Family Services and CAP budgets)	$ 60,080.00	$ 3,800.00	$ 63,880.00	$ 3,620.00	$ 3,800.00	$ 7,620.00	$ 56,270.00	$ -	$ 56,270.00
13. Other - Purchase Program Assessment Tool	$ 545.00	$ -	$ 545.00	$ -	$ -	$ -	$ 545.00	$ -	$ 545.00
Administration Overhead	$ -	$ 5,746.00	$ 5,746.00	$ -	$ 5,746.00	$ 5,746.00	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 172,960.00	$ 9,546.00	$ 182,506.00	$ 26,853.00	$ 9,546.00	$ 36,196.00	$ 146,307.00	$ -	$ 146,307.00
Indirect as a percentage of direct		5.5%				20%			

Families First of the Greater Seacoast
Exhibit B-1 - Amendment # 1 Budget Period 7/1/2014 - 6/30/2015
Comprehensive Family Support Services
Page 1 of 1

Contractor Initials [illegible]
Date 1-13-15

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.ojp.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

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.

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.

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: Helen Taft
Families First of the Greater Seacoast

5/5/15
Date

Helen B. Taft
Name:
Title: Executive Director

SDM

IV 80

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

DIVISION FOR CHILDREN, YOUTH & FAMILIES

Nicholas A. Toumpas
Commissioner

Mary Ann Cooney
Associate Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

May 23, 2014

95.34 % Federal Funds
4.66 % General Funds

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to enter into agreements with the vendors identified below, for the provision of Comprehensive Family Support Services, in an amount not to exceed $3,212,394, effective July 1, 2014 or date of Governor and Council approval, whichever is later, through June 30, 2016.

Vendor	Vendor Number	Location	Amount
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway, NH	$292,614
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$286,254
Families First of the Greater Seacoast	166629-B001	100 Campus Drive, Suite 12 Portsmouth NH	$292,614
Good Beginnings of Sullivan County	170625-B001	109 Pleasant Street Claremont NH	$292,614
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$292,614
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$292,614
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$292,614
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$292,614
		Total	$3,212,394

Funds to support this request are available in the following accounts in State Fiscal Year 2015 and are anticipated to be available in State Fiscal Year 2016, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified without further approval from the Governor and Executive Council.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, SOCIAL SERVICES BLOCK GRANT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

Comprehensive Family Support Services assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents and give families an opportunity to learn and grow.

The Division for Children, Youth and Families and Division of Public Health Services /Maternal Child Health Services blended three family health and support related programs, into one program. This Comprehensive Family Support Services represents such efforts.

New Hampshire DHHS Comprehensive Family Support Services:

In 2002, The Division for Children, Youth and Families, launched a family support partnership, entitled Comprehensive Family Support Services. Support and prevention-based services and programs were provided to thousands families and individuals throughout the state. Due to the success of these prevention-oriented programs, the Division for Children, Youth and Families has recognized the benefit of provider services to families as an effort to keep them from becoming involved in other systems of care.

Currently, there are 25 community-based family resource centers in operation across the State of New Hampshire, which provide a range of support services to families and children that focus on strengthening, supporting and building on the strengths and skills of individuals while also ensuring developmental screening for children six and under. These centers are often key local stakeholders in groups that assess and advocate for the needs of local families.

New Hampshire DHHS Home Visiting NH:

In 2001, the Division of Public Health Services Maternal and Child Health Section began Home Visiting New Hampshire, a statewide, family focused and child centered, preventive program that provides, health, education, support and linkages to community services to eligible, pregnant women and their families in their home until her child is twelve (12) months old. Contractors provide these services in nine (9) of the Division for Children, Youth and Families service areas. The goals of Home Visiting New Hampshire are to promote healthy pregnancy and birth outcomes, promote a safe and nurturing environment for children, and enhance families' life course and development.

Child and Family Health Support Services:

Child and Family Health Support Services have been available through local community health and home visiting agencies for approximately twenty years with funds that had previously supported the state's network of "well baby clinics". These services provide assistance with health care enrollment, referrals, case management, care coordination, education and counseling relative to the child and family and can be conducted by home, office visit or by telephone when appropriate. .The goal of Child and Family Health Support Services is to promote the health and well-being of children from birth through age eighteen, with priority given to children birth through age ten.

This contract was competitively bid. On January 21, 2014 the Department issued a Request for Proposals to solicit proposals for the provision of Comprehensive Family Support Services to assist expectant women along with children and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. The request for proposals was available on the Department of Health and Human Services website from January 21, 2014 through March 10, 2014. There were 12 proposals submitted.

The proposals were evaluated by a team of Department of Health and Human Services employees with knowledge of the program requirements, the Division for Children, Youth and Families' Comprehensive Family Support Services program and the Division of Public Health Services, Maternal and Child Health Section. The team also included staff with significant business and management expertise.

The proposals were evaluated based on the criteria published in the Request for Proposals. Eleven of the twelve proposals were selected. The bid summary is attached.

The attached contract calls for the provision of these services for two years and reserves the Division's right to renew the agreement for up to four additional years, based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

Should Governor and Council not authorize this request, the flexibility of community-based family services may not be available to address the needs of children and families throughout the state which could cause an increase in the Division for Children, Youth and Families involvement for out-of-home placement, as these services help to prevent the separation of children from their families and afford them a safe, stable and supportive family environment.

Area Served: Statewide.

Source of Funds: 95.34% Federal Funds
4.66% General Funds

In the event that Federal Funds are no longer available, no additional General Funds will be requested to support this program.

Respectfully submitted,

Mary Ann Cooney
Associate Commissioner

Approved By:
Nicholas A. Toumpas
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$823
2016	102-500734	Social Service Contract	42106802	$1,907
			Total:	$2,730

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090
			Sub-total	93,630.00

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818
			Sub-total	459,998.00

05-095-042-421010-29680000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$8,982
2016	102-500734	Social Service Contract	42106603	$8,982
			Total:	$17,964

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802
			Sub-total	1,585,984.00

05-095-045-450010-61460000-502-500891-45030206, HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$31,290
2016	502-500891	Social Service Contract	45030206	$31,290
			Total:	$62,580

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45130206	$36,871
2016	502-500891	Social Service Contract	45130206	$36,871
			Total:	$73,742

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742
			Sub-total	800,000.00

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162
			Sub-total	122,782.00

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004105	$75,000
2016	102-500731	Contracts for Program Services	90004105	$75,000
			Sub-total:	**$150,000**
			Grand total:	**3,212,394.00**

New Hampshire Department of Health and Human Services
Office of Business Operations
Contracts & Procurement Unit
Summary Scoring Sheet

Comprehensive Family Support Services
RFP Name

15-DHHS-OHS-DCYF-01
RFP Number

Bidder Name	Pass/Fail	Maximum Points
1. Children Unlimited Inc. (Conway District)		200
2. Families First (Seacoast District)		200
3. The Family Resource Center (Berlin District)		200
4. The Family Resource Center (Littleton District)		200
5. Community Action Partnership of Strafford County (Rochester District)		200
6. Lakes Region Community Services (Laconia District)		200
7. Child and Family Services (Manchester District)		200
8. Child and Family Services (Concord District)		200
9. Child and Family Services (Southern District)		200
10. Home Healthcare Hospice & Community Services (Keene District)		200
11. Good Beginnings of Sullivan County (Claremont District)		200
12. Monadnock Family Services (Keene District)		200

Reviewer Names

1. John Harrington, Community and Family Support Specialist
2. Michael Donati, Administrator I
3. Deirdre Dunn, Program Specialist IV
4. Dague Clark, Fiscal Administrator

FORM NUMBER P-37 (version 1/09)

Subject: Comprehensive Family Support Services

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Health and Human Services		1.2 State Agency Address 129 Pleasant Street Concord NH 03301	
1.3 Contractor Name Families First of the Greater Seacoast		1.4 Contractor Address 100 Campus Drive Suite 12 Portsmouth NH 03801	
1.5 Contractor Phone Number (603) 422-8208	1.6 Account Number 05-095-042-421010-29680000-102-5000734-40130215 05-095-042-421010-29730000-102-500734-40130007 05-095-042-421010-29660000-102-500734-40130302 05-095-045-450010-61460000-502-500891-45030206 05-095-090-902010-51900000-102-500731-90004009	1.7 Completion Date June 30, 2016	1.8 Price Limitation $292,614
1.9 Contracting Officer for State Agency Eric D. Borrin		1.10 State Agency Telephone Number 603-271-9558	
1.11 Contractor Signature Helen B Taft		1.12 Name and Title of Contractor Signatory Helen B Taft, Executive Director/President	

1.13 Acknowledgement: State of NH, County of Rockingham

On 4/29/14 before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.

1.13.1 Signature of Notary Public or Justice of the Peace

[Seal] Nancy Cosko

My Commission Expires March 7, 2017

1.13.2 Name and Title of Notary or Justice of the Peace

Nancy Cosko Notary

1.14 State Agency Signature Mary Ann Coony	1.15 Name and Title of State Agency Signatory Mary Ann Coony Associate Commissioner

1.16 Approval by the N.H. Department of Administration, Division of Personnel *(if applicable)*	
By:	Director, On:
1.17 Approval by the Attorney General (Form, Substance and Execution)	
By:	On: 6-3-14
1.18 Approval by the Governor and Executive Council	
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, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("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. 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.

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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 consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written 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

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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 $250,000 per claim and $2,000,000 per occurrence; and
14.1.2 fire and extended coverage insurance 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 fifteen (15) 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 endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) 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 Defauh, 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.

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.

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Scope of Services

1. Scope of Services

The Contractor will provide Comprehensive Family Support Services, through a variety of methods including home visiting, to assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. The Contractor will perform duties, which include but are not limited to:

1.1 Providing the following services, at minimum, during the business hours of 8:00 a.m.-5:00 p.m., five (5) days per week:

1.1.1 Age appropriate health education, as well as safety and injury prevention information according to the American Academy of Pediatrics' "Bright Futures – Guidelines for Health Supervision of Infants, Children and Adolescents", Third Edition or most recent edition;

1.1.1.1 All home visitors use the "Parents As Teachers" safety check list and the "Healthy Home Assessment" during initial visits.

1.1.1.2 All staff use "Bright Futures", as a guide regarding appropriate health and immunization schedules.

1.1.2 Assistance with enrollment in Medicaid; the Contractor will:

1.1.2.1 Provide help for families to enroll in Medicaid or the insurance exchange either at the office or in the family's home.

1.1.3 Child care resource and referral in partnership with the local Child Care Aware NH agency; the Contractor will:

1.1.3.1 Provide preventive child care to families experiencing stress;

1.1.3.2 Refer families to Rockingham Community Action as needed.

1.1.4 Developmental and social-emotional screening using ASQ & ASQ-SE Questionnaire through the Watch Me Grow Program ; the Contractor will:

1.1.4.1 Administer ASQ and ASQ-SE screenings during home visits;

1.1.4.2 Refer to One Sky Developmental Services for Early Supports and Services;

1.1.4.3 Collaborate with the L.E.N.D. program at UNH;

1.1.4.4 Provide further Watch Me Grow Program training to staff through Child and Family Services.

1.1.5 Domestic violence prevention and intervention services; the Contractor will:

1.1.5.1 Assess all families for domestic violence using the Relationship Tool. If a threat if indicated, the Contractor will:

1.1.5.1.1 Help families develop safety plans;

1.1.5.1.2 Refer families to a local domestic violence shelter if necessary.

1.1.6 Family centered early childhood programs; the Contractor will refer families to:

1.1.6.1 Head Start;

1.1.6.2 Child Care Resource and Referrals; and

1.1.6.3 Child care programs.

1.1.7 Child development education; the Contractor will:

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1.1.7.1 Use Parents As Teachers curriculum for home visits;
1.1.7.2 Embed developmental education into playgroups and parent educator groups; and
1.1.7.3 Enlist professionals from the community to facilitate educational Questions and Answers related to healthy physical, emotional and mental development of children.
1.1.8 Family Centered Early Supports and Services Program; the Contractor will:
1.1.8.1 Provide parents information for understanding the benefits of Early Supports and Services;
1.1.8.2 Refer the child to an Early Supports and Services provider when a developmental delay has been identified in the child.
1.1.9 Assistance with enrollment of child in Medical Home (Primary Care Provider);
1.1.10 Family mentoring and advocacy programs; the Contractor will:
1.1.10.1 Offer one-on-one family mentoring services for parents that are uncomfortable in groups or may not need long term home visiting;
1.1.10.2 Work with families to improve their advocacy skill by:
1.1.10.2.1 Accompanying them to school meetings;
1.1.10.2.2 Accompanying them to medical appointments;
1.1.10.2.3 Accompanying them to court hearings; and
1.1.10.2.4 Modeling appropriate communication skills.
1.1.11 Home visiting services in accordance with Home Visiting NH 2012;
1.1.12 Independent Living skills training; the Contractor will:
1.1.12.1 Provide coaching and support to parents needing independent living skills training;
1.1.12.2 Refer them to agencies such as:
1.1.12.2.1 Vocational Rehabilitation;
1.1.12.2.2 Granite State Independent Living; and
1.1.12.2.3 New Hampshire Employment Program
1.1.13 Life course planning; the Contractor will:
1.1.13.1 Help parents identify their short- and long-term goals when developing an Individualized Family Support Plan
1.1.13.2 Support families in reaching their goals during subsequent home visits.
1.1.14 Life skills training; the Contractor will refer families to:
1.1.14.1 Vocational Rehabilitation;
1.1.14.2 Granite State Independent Living; and
1.1.14.3 New Hampshire Employment Program.
1.1.15 Literacy education and support; the Contractor will:
1.1.15.1 Encourage parents to read to their children;
1.1.15.2 Give books to families when they enroll in a particular program and at holiday time.
1.1.15.3 Refer parents for help with their own literacy skills to the local adult education program

1.1.16 Medical and health education including adherence of child to the American Academy of Pediatrics' "Recommendations for Preventive Pediatric Health Care" schedule;

1.1.17 Mental health services; when appropriate, the Contractor will refer families to:

1.1.17.1 Seacoast Mental Health Center;

1.1.17.2 Child and Family Services.

1.1.18 Oral health services; the Contractor will refer families to:

1.1.18.1 Families First Dental Center;

1.1.18.2 The Dental Van.

1.1.19 Other health and social services (such as: family planning, fuel assistance, transportation etc.); the Contractor will:

1.1.19.1 Accompany families for support and/or coordinate with outside service providers;

1.1.19.2 Provide or arrange transportation so that families can attend medical appointments, parent education groups or court appearances.

1.1.20 Parent education and support; the Contractor will:

1.1.20.1 Offer one (1) to three (3) parenting classes per week;

1.1.20.2 Offer a postpartum adjustment support group;

1.1.20.3 Offer a "Parent Recharge" group for at-home parents; and

1.1.20.4 Offer six (6) or seven(7) parent/child playgroups each week.

1.1.21 Parents As Teachers home visiting curriculum;

1.1.22 Smoking cessation assistance; the Contractor will:

1.1.22.1 Provide support and materials on smoking cessation and refer families to:

1.1.22.1.1 Families First's behavioral health specialist;

1.1.22.1.2 Local support groups; and

1.1.22.1.3 Quitworks NH.

1.1.23 Substance abuse services; the Contractor will:

1.1.23.1 Have the on-site substance abuse counselor meet with all prenatal clients;

1.1.23.2 Have the on-site substance abuse counselor available to all home-visited clients;

1.1.23.3 Screen all pregnant women using TWEAK;

1.1.23.4 Provide information regarding Alcoholics Anonymous meetings

1.1.23.5 Provide an Adolescent Substance Abuse Treatment Program for clients (children through age 24) receiving services through Child and Family Services.

1.1.24 Trauma informed services; the Contractor will:

1.1.24.1 Provide information to families about the effects of trauma;

1.1.24.2 Ensure families have access to advocacy services in an environment that is inclusive, welcoming, de-stigmatizing and not re-traumatizing.

1.1.25 WIC program services. The Contractor will:

1.1.25.1 Refer all eligible women and children to WIC and provide or arrange transportation when needed.

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1.2 Coordinating outreach to the communities and families regarding the availability of the program and services. The Contractor will:

1.2.1 Ensure that other social service programs and health care provider have information on hand to distribute to their clients;

1.2.2 Have regular in-person, written and/or phone contact with staff at public housing complexes, shelters, Portsmouth Early Education Program, Vocational Rehabilitation, Seacoast Mental Health, school nurses, guidance counselor, special education departments, Community Developmental Services, Richie McFarland Children's Center, Child and Family Services, physicians, Portsmouth Regional Hospital and town Welfare Departments;

1.2.3 Ensure staff participation on interagency coalitions and attend Community Resource Network Meetings;

1.2.4 Provide program information through web sites; Facebook, Twitter; e-newsletters, flyers, targeted e-mail announcements, online directories and sending program announcements to newspapers and online calendars.

1.3 Offering home visitation and other services at times that allow for the utmost amount of family member/caregiver participation. The Contractor will:

1.3.1 Schedule visits at times convenient for parents;

1.3.2 Provide family programs five (5) morning and two (2) evenings a week at the Community Campus in Portsmouth, and one (1) morning per week at the family public housing complex in Portsmouth and at sites in Epping and Exeter.

1.3.2.1 Free child care is provided as needed.

1.4 Establishing and maintaining contact with local community groups and organizations that promote effective supports and services that result in safety, permanency and well-being of children and their families. The Contractor will:

1.4.1 Continue to maintain one-on-one partnerships and referral protocols with other service providers;

1.4.2 Meet with other agencies to share information about communitywide gaps in services;

1.4.3 Continue to attend community resource network meeting;

1.4.4 Research and identify places that can help families and connect with staff at any new places found.

1.5 Identifying additional resources and funding opportunities and reporting the results to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program. The Contractor will:

1.5.1 Have staff dedicated to identifying and pursuing grant funding opportunities and prospects from individuals and business donors.

1.6 Ensuring service delivery is flexible and support services are provided to families across a continuum of the three (3) preventive stages (Prevention, Early Intervention, and Crisis).

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1.7 Facilitating identification and evaluation of programs/services, using the North Carolina Family Assessment Scale General and ASQ &ASQ-SE, for families experiencing conditions that include, but are not limited to:

- 1.7.1 Current founded or unfounded child protective services report;
- 1.7.2 Previous founded child protective services report;
- 1.7.3 Closed DCYF case;
- 1.7.4 Child's low birth weight and neuro developmental delays;
- 1.7.5 History of, or current, parental or caregiver substance abuse;
- 1.7.6 Low socioeconomic status of the family (defined as <300% percent of the Federal Poverty Level);
- 1.7.7 Problematic marital relationship;
- 1.7.8 Family history, including history of domestic violence;
- 1.7.9 Child's insecure attachment in early years;
- 1.7.10 Pregnancy;
- 1.7.11 Recent birth of a child (within 6-12 months);
- 1.7.12 Expected birth of an additional child (within 6 months);
- 1.7.13 Birth of a child or expected birth of a child with special health care needs;
- 1.7.14 More than 1 child under the age of 3 years;
- 1.7.15 Families, teen parent, or single parent experiencing multiple stressors;
- 1.7.16 Physical or social isolation;
- 1.7.17 Home conditions present a health and safety risk to family members;
- 1.7.18 Chronic health problems, which interfere with care giving; and
- 1.7.19 Child or family with chronic health, behavioral or developmental issues that impact on parenting;
- 1.7.20 ASQ & ASQ-SE results that indicate possible delay;
- 1.7.21 Families impacted by traumatic events;
- 1.7.22 Receiving TANF cash assistance or any of the Medicaid options;
- 1.7.23 Any other factors that may contribute to unhealthy social and emotional outcomes.

1.8 Authorizing and managing the preventive child care award in accordance with Exhibit A-1, in an amount not to exceed the yearly-authorized amount for preventive child care dollars in paragraph 1 of Exhibit A-1.

1.9 Evaluating the progress of both parents/caregivers (if applicable) as well as the performance of the programs and services provided.

1.10 Maintaining a family service record on each family in compliance with all Health Insurance Portability and Accountability Act (HIPPA) Privacy Rules. The family service record will include but not be limited to:

- 1.10.1 Referral information;
- 1.10.2 Release of information form;
- 1.10.3 Family assessment;
- 1.10.4 Child/Family services plan;
- 1.10.5 Case contact log;

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1.10.6 Identification of primary care physician (PCP);
1.10.7 Linkages with prenatal/primary care and visit schedule as outlined in American Academy Pediatrics "Recommendations for Preventive Pediatric Health Care" schedule;
1.10.8 Progress notes;
1.10.9 Child care utilization and billing information; and
1.10.10 Case closure report.

1.11 Completing criminal background and central registry checks on all staff, sub-contractors, and volunteers working on this contract, who come in contact with children.

1.12 Ensuring all staff, sub-contractors, and volunteers, at minimum, possess:

1.12.1 An understanding of the principles of family support;
1.12.2 Skills to address the ethnic and cultural needs, resources and assets of their community;
1.12.3 Experience working with community groups;
1.12.4 Empathy for parents and families, and an understanding of family stressors;
1.12.5 A working knowledge of the array of services in the community;
1.12.6 Experience working directly with families;
1.12.7 Experience in the area of child welfare services;
1.12.8 Experience in the area of maternal and child health,
1.12.9 Experience in working in coordination with a multidisciplinary team, including but not limited to Registered Nurses, Advance Practice Registered Nurses, licensed clinical social workers, and/or other licensed health professionals.
1.12.10 Good organizational skills;
1.12.11 Good problem solving skills;
1.12.12 Clear and effective oral and written communication skills;
1.12.13 A valid driver's license and reliable automobile transportation;
1.12.14 The ability to work hours that are flexible and convenient for families; and
1.12.15 An understanding of how to access the range of services in the delivery system.

1.13 Ensuring all allied health professionals have the appropriate New Hampshire licenses whether directly employed, contracted or subcontracted.

1.14 Providing consultation services from a clinician or prescribing practitioner who is licensed, by the New Hampshire Board of Psychological Examiners, as a health care professional.

1.15 Submitting a Communication and Marketing Plan that ensures and describes involvement with DCYF District Office staff to promote Comprehensive Family Support Services.

1.15.1 Work collaboratively with the District Office in your catchment area and make the request to attend no fewer than two DO staff meetings a year, preferably quarterly.

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1.16 Ensuring that staff attend meetings and trainings as required by the Division of Public Health Services, Maternal and Child Health Section, including but not limited to:

1.16.1 MCH Agency Directors' Meetings

1.16.2 MCH Coordinators Meetings

1.17 Ensuring that programs are staffed by a Program Director and an appropriate number of Home Visitors and/or paraprofessional home visitors, in accordance with "Parents As Teachers Guidance for determining caseload size for your affiliate", that is necessary to implement the program. The Contractor will ensure staff qualifications, as listed below:

1.17.1 The Program Director will:

1.17.1.1 Work a minimum of .5 FTE;

1.17.1.2 Supervise each Professional Home Visitors preferably on a weekly (at minimum bi-weekly) basis; and

1.17.1.3 Possess either:

1.17.1.3.1 A Master's degree in social work, counseling, nursing, public health or a related field, and two years of experience working with families and children in a social service, home health or other early childhood program setting; or

1.17.1.3.2 A Bachelor's degree in social work, counseling, nursing, public health or a related field, and five years of experience working with families and children in a social service, home health or other early childhood program setting, some of which must have been in a supervisory capacity.

1.17.2 Professional Home Visitors will:

1.17.2.1 Have knowledge of the eligibility requirements for Medicaid reimbursement;

1.17.2.2 Have access to clinical case consultation;

1.17.2.3 Have a minimum of two (2) years of supervised experience working with families; and

1.17.2.4 Possess a Bachelor's Degree in one of the following disciplines:

1.17.2.4.1 Social work

1.17.2.4.2 Counseling

1.17.2.4.3 Early childhood education

1.17.2.4.4 Nursing or a related field.

1.17.3 Paraprofessional home visitors shall have at minimum:

1.17.3.1 A high school diploma or general equivalency diploma; and

1.17.3.2 Two years' experience working with families in an early childhood program or health care support capacity.

1.18 Ensuring that one home visitor and supervisor have and/or maintain Parents as Teachers "approved user" status, unless a waiver has been obtained from the Division for Children, Youth and Families.

1.19 Designating a liaison for all programmatic correspondence between the Department and the agency for matters including but not limited to:

1.19.1 Program announcements;
1.19.2 Clinical updates;
1.19.3 Reporting changes, errors and requests.

1.20 Notifying the Division for Children, Youth and Families (DCYF) in writing when hiring a new administrator or any staff person essential to carrying out this scope of services to work in the program. Notification must be provided to DCYF within 30 days of the hire date and will include:

1.20.1 A resume of the employee;
1.20.2 Date of hire; and
1.20.3 Job description for the position.

1.21 Requesting a waiver of the applicable staffing requirements before an agency hires new program personnel that do not meet the required staff qualifications. Waiver requests must be sent to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program and include:

1.21.1 Reason for request;
1.21.2 Name and job description of the position; and
1.21.3 Proposed qualifications for the position.

1.22 Notifying the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program in writing of the need for a budget revision if any critical position is vacant for more than one month or if at any time funded under this contract does not have adequate staffing to perform all required services for more than one month.

1.23 Reporting all cases of communicable diseases according to New Hampshire RSA 141-C and He-P 301, adopted June 03, 2008.

1.24 Coordinating and participating in public health activities as requested by the Division of Public Health Services during any disease outbreak and/or emergency, natural or man-made affecting the public's health.

1.25 Ensuring that all staff complies with the reporting requirements of New Hampshire RSA 169: C, Child Protection Act; RSA 161:F46, Protective Services to Adults; RSA 631:6, Assault and Related Offenses; and RSA 130: A, Lead Paint Poisoning and Control.

1.26 Promoting immunizations in accordance with RSA 141-C and the Immunization Rules promulgated there under.

1.27 Ensuring that services meet the requirements of Sec. 401 (a) (3) of the 42 USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF. One of the purposes of this requirement is to increase State flexibility to "(3) prevent and reduce the incidence of

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out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies" to the State/Federal regulation.

1.28 Complying with the confidentiality provisions of RSA 170-G: 8-a. All information regarding the Division's clients, client families, foster families, and other involved individuals that the Contractor may learn is strictly confidential and shall not be discussed with anyone except the Division's personnel in the performance of contracted services.

1.29 Maintaining the confidentiality of all clients and using client information only for the purpose of program administration, evaluation and quality improvement.

1.30 Ensuring that all staff understands that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.

1.31 Ensuring that all staff adheres to the Division of Family Assistance confidentiality policy in the General Manual and sign a statement saying that they agree to uphold the confidentiality standards. Failure to maintain confidentiality shall result in disciplinary actions.

1.32 Reporting personally identifiable health data to DHHS as requested, for all clients served under this contract for purposes of program evaluation and/or continuous quality improvement. Contractors are responsible for obtaining any authorizations for release of information from the clients that is necessary to comply with federal and state laws and regulations.

1.32.1 All forms developed for authorization for release of information must be approved by the Division for Children, Youth and Families prior to their use.

1.33 Informing the Division for Children, Youth and Families prior to initiating any research relating to this contract that uses clients as subjects and adhering to the legal requirements governing human subjects' research, if considering clinical or sociological research using clients as subjects.

1.34 Complying with all of the provisions of the Home Visiting NH 2012 and Watch Me Grow.

1.35 Using the MCH portion of these funds to provide or arrange for preventative health care for children in the service delivery area, in the event that the Community Health Center in the Contractor's service delivery area is defunded.

1.36 Providing culturally and linguistically appropriate services as well as providing clients of limited English Proficiency with interpretation services to ensure equal access to quality health services in compliance with Title VI, language efficiency and Proficiency citation 45 CFR 80.3 (b) (2).

1.37 Complying with all of the requirements of the Health Insurance Portability and Accountability Act (HIPPA) Privacy Rules, Public Law 104-191.

1.38 Agreeing that the Department of Health and Human Services and/or its funders will retain COPYRIGHT ownership for any and all original materials produced with the

Department of Health and Human Services' contract funding, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports.

1.39 Agreeing that all media (written, video, audio, and electronic etc.) produced, reproduced or purchased under the contract shall have prior approval from the Department before publication, production, distribution, or use.

1.40 Crediting the New Hampshire Department of Health and Human Services on all materials produced under this contract.

2. Reporting Requirements

2.1 The Contractor shall submit monthly reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program by the last day of the month, which will include, but not be limited to:

2.1.1 Statistical reports that must detail:

2.1.1.1 Number of families enrolled at the beginning and end of the month;
2.1.1.2 Number of referrals;
2.1.1.3 Number of families receiving TANF,
2.1.1.4 Early and Periodic Screening and Diagnosis services,
2.1.1.5 Number of terminations;
2.1.1.6 Total number of units of services delivered, (Unit = 15 minutes)
2.1.1.7 Number of childcare cases and utilization data;
2.1.1.8 Year-To-Date unduplicated childcare count;
2.1.1.9 Narrative regarding impact of the services provided for families; and
2.1.1.10 Community impact of the services provided;
2.1.1.11 Family income, composed of earned income and child support receipts;
2.1.1.12 Number of families employed or in training;
2.1.1.13 Number of families reporting housing destabilization;
2.1.1.14 Number of expectant women and children receiving WIC services.

2.1.2 A narrative summary of the family services records.

2.2 The Contractor shall submit quarterly reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program no later than the 15th day of the month following the reporting period of each contract year, with the first report due on October 15, 2014. Quarterly reports shall include, but not be limited to:

2.2.1 A report highlighting the program activities for each quarter, which includes;
2.2.2 Describing the progress in achieving the stated outcomes;
2.2.3 Feedback from families, as to the effectiveness and satisfaction of the contracted services.
2.2.4 Submitting a Work Plan Outcome Report with S.M.A.R.T. Goals that are Specific, Measurable Attainable Realistic and Timely, and that, at minimum, includes:

2.2.4.1 Input/resources;
2.2.4.2 Activities/action plan;

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2.2.4.3 Performance measures for outcomes;
2.2.4.4 Evaluation activities; and
2.2.4.5 Brief narrative describing strategies for Quality Improvement.

2.3 The Contractor shall submit Annual reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program by July 31st of each contract year, with the first report due on July 31, 2015. Annual reports shall include, but not be limited to:

2.3.1 Information regarding accomplishments and activities for the program;
2.3.2 Recommendations for service development and outcomes;
2.3.3 Systemic barriers; and
2.3.4 Family satisfaction survey results.

3. Requirements of Delivery of Services

3.1 In addition to the reporting requirements set forth in Section 2 Reporting Requirements, the Contract will:

3.1.1 Achieve a minimum 80% favorable rating on parent/family satisfaction surveys conducted annually;
3.1.2 Achieve each target set in the approved Work Plan.

Contractor Initials: [illegible]
Date: 4/29/14

New Hampshire Department of Health and Human Services
Comprehensive Family Support Services
Exhibit A-1

Vendor: Families First of the Greater Seacoast

PREVENTIVE CHILD CARE AUTHORIZATION AND BILLING INSTRUCTIONS, SFY16

1. The Contractor's maximum yearly-authorized amount for preventive child care dollars is $34,000. Preventive child care shall not be authorized in excess of the standard rate. (see page 2 of this Exhibit).

   1.1 Out of this maximum yearly amount, for those families that the Contractor determines should receive preventive child care, the Contractor shall authorize no more than twelve weeks of child care services at a time.

   1.2 The Contractor shall maintain utilization data that includes the family's name and authorized amounts; this information shall accompany the Contractor's billing invoice submitted to DCYF on a monthly basis.

2. To access the preventive child care service, the Contractor shall identify an appropriate provider.

   2.1 The Contractor shall contact the designated DCYF preventive child care Provider Relations Specialist to authorize the family's enrollment into this service and provide the Specialist with the required family and provider contact information necessary to complete the authorization process through NH Bridges, utilizing form 2096 (See Exhibit A-2).

   2.2 The Provider Relations Specialist shall complete the authorization process to generate child care billing forms that will automatically be sent to the designated provider on a weekly basis.

   2.3 If the Contractor identifies a new child care provider that is willing to be certified by DCYF to provide preventive child care, the Contractor shall contact the Provider Relations Specialist and provide the name and address of the provider. Preventive child care services cannot be authorized until the provider has been certified by DCYF.

3. If the Contractor determines that child care services are required beyond the initial twelve-week authorization, the Contractor shall follow steps 2.1 and 2.2 above.

4. If the Contractor determines that authorized child care is no longer needed or appropriate, the Contractor shall contact the Provider Relations Specialist to request that this service be terminated for the applicable family.

5. The Contractor shall routinely track the amount of child care that it authorizes through DCYF. Upon reaching the yearly allotment, the Contractor shall notify DCYF in writing (e-mail is acceptable), to ensure that no further authorizations are processed.

6. DCYF shall monitor preventive child care usage based on the utilization data provided by the Contractor. Should monitoring reveal that authorized child care services are not being utilized (the child care provider does not submit invoices for payments); DCYF shall notify the Contractor to determine whether the authorization should remain active in the NH Bridges system.

   6.1 The Contractor shall contact the family and child care provider to determine the status of child care usage and notify them of the decision whether to continue or rescind authorization for child care resources not yet utilized.

7. If within the contract year, DCYF monitoring indicates that the Contractor's maximum yearly-authorized amount for preventive child care has been reached or is about to be reached, DCYF will alert the Contractor.

Contractor's Initials ILR
Date 4/29/14

New Hampshire Department of Health and Human Services
Comprehensive Family Support Services
Exhibit A-1

CHILD CARE SCHOLARSHIP PROGRAM MAXIMUM WEEKLY STANDARD RATES EFFECTIVE JULY 1, 2013

Licensed Child Care Center

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$201.75
Full Time	18-35	$191.00
Full Time	36-78	$170.00
Full Time	79-155	$135.96
Half Time	1-17	$156.24
Half Time	18-35	$147.84
Half Time	36-78	$131.52
Half Time	79-155	$85.00
Part Time	1-17	$78.12
Part Time	18-35	$73.92
Part Time	36-78	$65.76
Part Time	79-155	$42.49

Licensed Family Home

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$155.00
Full Time	18-35	$152.50
Full Time	36-78	$147.50
Full Time	79-155	$65.18
Half Time	1-17	$120.00
Half Time	18-35	$118.08
Half Time	36-78	$114.24
Half Time	79-155	$50.00
Part Time	1-17	$60.00
Part Time	18-35	$59.04
Part Time	36-78	$57.12
Part Time	79-155	$25.00

License-Exempt Center

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	
Full Time	18-35	
Full Time	36-71	
Full Time	72-78	$85.00
Full Time	79-155	$67.98
Half Time	1-17	
Half Time	18-35	
Half Time	36-71	
Half Time	72-78	$65.76
Half Time	79-155	$42.50
Part Time	1-17	
Part Time	18-35	
Part Time	36-71	
Part Time	72-78	$32.88
Part Time	79-155	$21.24

License Exempt Family Home

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$108.50
Full Time	18-35	$106.75
Full Time	36-78	$103.25
Full Time	79-155	$45.63
Half Time	1-17	$84.00
Half Time	18-35	$82.66
Half Time	36-78	$79.97
Half Time	79-155	$35.00
Part Time	1-17	$42.00
Part Time	18-35	$41.33
Part Time	36-78	$39.98
Part Time	79-155	$17.50

Full Time Level = 31 or more hours per week
Half Time Level = 16 to 30 hours per week
Part Time Level = 1 to 15 hours per week

Providers caring for children with disabilities can be reimbursed an additional amount per week.
Full time = $50.00 per week, Half time = $30.00 per week, and Part time = $15.00 per week. Call (603) 271-7313 for information regarding Form 2628, Verification for a Child with a Disability.

Contractor's Initials _____
Date 4/29/14

STATE OF NEW HAMPSHIRE
Department of Health and Human Services
Division for Children, Youth and Families

Form 2096
May 2009

REFERRAL FOR PREVENTIVE CHILD CARE SERVICES

Date: _____

CHILD/FAMILY INFORMATION

Name of Child: _____ _____ _____
LAST FIRST MI

Date of Birth _____ Social Security # _____

Name of Parent _____

Street Address: _____

Town or City _____ State _____ Zip Code _____

CHILD CARE INFORMATION

Name of Child Care Provider _____

Street Address _____

Town or City _____ State _____ Zip Code _____

RESOURCE ID NUMBER _____

Start Date of Child Care Services _____

Projected End Date of Child Care Services _____ (No longer that 12 weeks)

Number of hours of child care approved by the Comprehensive Family Support Agency as identified in the Family Service Plan.

☐ **Full Time** (31 or more hrs) ☐ **Half Time** (16-30 hrs/week) ☐ **Part Time** (1-15 hrs/week)

FAMILY RESOURCE AND SUPPORT AGENCY INFORMATION

Name of Family Resource and Support Agency _____

Address _____

Em ail Address _____

FRS Worker _____ Telephone Number _____

PD 09-15

IHW
4/29/14

Method and Conditions Precedent to Payment

1. Subject to the availability of Federal funds, and in consideration for the Contractor's compliance with the terms and conditions of this agreement, and for the services provided by the Contractor pursuant to Exhibit A, Scope of Services, and expenses incurred, the Department shall pay the Contractor an amount not to exceed, Form P-37, block 1.8, Price Limitation.

   1.1. This contract is funded with funds from the following Catalog of Federal Domestic Assistance (CFDA) #'s, for the provision of services pursuant to Exhibit A, Scope of Services.

   - # 93.667, Federal Agency Department of Health and Human Services, Administration for Children and Families, Social Services Block Grant;
   - # 93.645, Federal Agency Department of Health and Human Services, Administration for Children and Families, Stephanie Tubbs Jones Child Welfare Services Program;
   - # 93.556, Federal Agency Department of Health and Human Services, Administration for Children and Families, Promoting Safe and Stable Families;
   - # 93.558, Federal Agency Department of Health and Human Services, Administration for Children and Families, Temporary Assistance for Needy Families; and
   - # 93.994, Federal Agency Department of Health and Human Services, Administration for Children and Families, Maternal and Child Health Services Block Grant to the States,

   1.2. The contractor agrees to provide the services in Exhibit A, Scope of Services in compliance with funding requirements.

2. Payment for said services shall be made monthly, but not less than quarterly:

   2.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this agreement. The invoice, provided by the Department, must be completed, signed, and returned to the Department in order to initiate payment. In lieu of hard copies, invoices may be assigned an electronic signature and emailed. Hard copies shall be mailed to:

   Fiscal Administrator
   Division for Children, Youth and Families
   Department of Health and Human Services
   129 Pleasant Street
   Concord, NH 03301

   Email: dbclark@dhhs.state.nh.us

   2.2 Expenditures shall be in accordance with the approved line item budget shown in exhibit B-1 and Exhibit B-2.

   2.3 Payments may be withheld pending receipt of required reports, plans, and updates as defined in Exhibit A.

Contractor Initials [illegible]
Date 4/29/14

2.4 A final payment request shall be submitted no later than sixty days after the contact ends.

2.5 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; and

2.6 When the contract price limitation is reached, the program shall continue to operate at full capacity at no charge to the State of New Hampshire for the duration of the contract period.

Contractor Initials LVR
Date 4/29/14

Exhibit B-1

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

Bidder/Program Name: Families First of the Greater Seacoast

Budget Request for: Comprehensive Support Services RFP #15-DHHS-OHS-OCYF-01
(Name of RFP)

Budget Period: July 1, 2014 - June 30, 2015 (Revised April 21, 2014)

4/21/2014

Line Item	Total Program Cost: Direct Incremental	Total Program Cost: Indirect Fixed	Total Program Cost: Total	Contractor Share / Match: Direct Incremental	Contractor Share / Match: Indirect Fixed	Contractor Share / Match: Total	Funded by DHHS contract share: Direct Incremental	Funded by DHHS contract share: Indirect Fixed	Funded by DHHS contract share: Total
1. Total Salary/Wages	$ 81,068.00	$ -	$ 81,068.00	$ 8,580.00	$ -	$ 8,580.00	$ 72,488.00	$ -	$ 72,488.00
2. Employee Benefits	$ 15,870.00	$ -	$ 15,870.00	$ 1,680.00	$ -	$ 1,680.00	$ 14,280.00	$ -	$ 14,280.00
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ 600.00	$ -	$ 600.00	$ 600.00	$ -	$ 600.00	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ 1,350.00	$ -	$ 1,350.00	$ 1,350.00	$ -	$ 1,350.00	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 1,500.00	$ -	$ 1,500.00	$ 1,500.00	$ -	$ 1,500.00	$ -	$ -	$ -
6. Travel	$ 3,184.00	$ -	$ 3,184.00	$ 1,513.00	$ -	$ 1,513.00	$ 1,671.00	$ -	$ 1,671.00
7. Occupancy	$ 6,700.00	$ -	$ 6,700.00	$ 6,700.00	$ -	$ 6,700.00	$ -	$ -	$ -
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ 500.00	$ -	$ 500.00	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 500.00	$ -	$ 500.00	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -
12. Subcontracts/Agreements (see attached Child & Family Services and CAP budgets)	$ 60,080.00	$ 3,800.00	$ 63,880.00	$ 3,820.00	$ 3,800.00	$ 7,620.00	$ 56,270.00	$ -	$ 56,270.00
13. Other - Purchase Program Assessment Tool	$ 1,600.00	$ -	$ 1,600.00	$ -	$ -	$ -	$ 1,600.00	$ -	$ 1,600.00
Administration Overhead	$ -	$ 5,746.00	$ 5,746.00	$ -	$ 5,746.00	$ 5,746.00	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 172,050.00	$ 9,546.00	$ 182,596.00	$ 26,653.00	$ 9,546.00	$ 36,199.00	$ 146,397.00	$ -	$ 146,397.00
Indirect as a percentage of direct		5.5%				20%			

Contractor's Initials [illegible]
Date 4/29/14

Exhibit B-2

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

Bidder/Program Name: Families First of the Greater Seacoast

Budget Request for: Comprehensive Support Services RFP #15-DHHS-OHS-DCYF-01
(Name of RFP)

Budget Period: July 1, 2015 - June 30, 2016 (Revised April 21, 2014)

4/21/2014

Line Item	Total Program Cost: Direct Incremental	Total Program Cost: Indirect Fixed	Total Program Cost: Total	Contractor Share / Match: Direct Incremental	Contractor Share / Match: Indirect Fixed	Contractor Share / Match: Total	Funded by DHHS contract share: Direct Incremental	Funded by DHHS contract share: Indirect Fixed	Funded by DHHS contract share: Total
1. Total Salary/Wages	$ 53,488.00	$ -	$ 53,488.00	$ 8,752.00	$ -	$ 8,752.00	$ 73,836.00	$ -	$ 73,836.00
2. Employee Benefits	$ 18,093.00	$ -	$ 18,093.00	$ 3,526.00	$ -	$ 3,526.00	$ 14,565.00	$ -	$ 14,565.00
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ 1,275.00	$ -	$ 1,275.00	$ 1,275.00	$ -	$ 1,275.00	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 1,530.00	$ -	$ 1,530.00	$ 1,530.00	$ -	$ 1,530.00	$ -	$ -	$ -
6. Travel	$ 3,248.00	$ -	$ 3,248.00	$ 1,712.00	$ -	$ 1,712.00	$ 1,536.00	$ -	$ 1,536.00
7. Occupancy	$ 7,500.00	$ -	$ 7,500.00	$ 7,500.00	$ -	$ 7,500.00	$ -	$ -	$ -
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ 500.00	$ -	$ 500.00	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 500.00	$ -	$ 500.00	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -
12. Subcontracts/Agreements (see attached CHM & Family Services and CAP budgets)	$ 56,090.00	$ 3,800.00	$ 63,890.00	$ 3,820.00	$ 3,800.00	$ 7,620.00	$ 56,270.00	$ -	$ 56,270.00
13. Other	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Administration Overhead	$ -	$ 6,050.00	$ 6,050.00	$ -	$ 6,050.00	$ 6,050.00	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 175,424.00	$ 9,850.00	$ 185,273.00	$ 35,117.00	$ 9,850.00	$ 35,967.00	$ 146,307.00	$ -	$ 146,307.00
Indirect as a percentage of direct		5.5%				21%			

Contractor's Initials ILK
Date 4/29/14

Budget One Budget Period

Exhibit B-1

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

Bidder/Program Name: Families First of the Greater Seacoast

Budget Request for: Comprehensive Support Services RFP #15-DHHS-OHS-DCYF-01
(Name of RFP)

Budget Period: July 1, 2014 - June 30, 2015 (Revised April 21, 2014)

	Total Program Cost			Contractor Share / Match			Funded by DHHS	
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed
1. Total Salary/Wages	$ 81,066.00	$ -	$ 81,066.00	$ 8,580.00	$ -	$ 8,580.00	$ 72,486.00	$
2. Employee Benefits	$ 15,970.00	$ -	$ 15,970.00	$ 1,690.00	$ -	$ 1,690.00	$ 14,280.00	$
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Purchase/Depreciation	$ 600.00	$ -	$ 600.00	$ 600.00	$ -	$ 600.00	$ -	$
5. Supplies.	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Educational	$ 1,250.00	$ -	$ 1,250.00	$ 1,250.00	$ -	$ 1,250.00	$ -	$
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Office	$ 1,500.00	$ -	$ 1,500.00	$ 1,500.00	$ -	$ 1,500.00	$ -	$
6. Travel	$ 3,184.00	$ -	$ 3,184.00	$ 1,513.00	$ -	$ 1,513.00	$ 1,671.00	$
7. Occupancy	$ 6,700.00	$ -	$ 6,700.00	$ 6,700.00	$ -	$ 6,700.00	$ -	$
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Telephone	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Insurance	$ 500.00	$ -	$ 500.00	$ 500.00	$ -	$ 500.00	$ -	$
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
11. Staff Education and Training	$ 500.00	$ -	$ 500.00	$ 500.00	$ -	$ 500.00	$ -	$
12. Subcontracts/Agreements (see attached Child & Family Services and CAP budgets)	$ 60,090.00	$ 3,800.00	$ 63,890.00	$ 3,820.00	$ 3,800.00	$ 7,620.00	$ 56,270.00	$
13. Other - Purchase Program Assessment Tool	$ 1,800.00	$ -	$ 1,800.00	$ -	$ -	$ -	$ 1,800.00	$
Administration Overhead	$ -	$ 5,746.00	$ 5,746.00	$ -	$ 5,746.00	$ 5,746.00	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
TOTAL	$ 172,960.00	$ 9,546.00	$ 182,506.00	$ 26,653.00	$ 9,546.00	$ 36,199.00	$ 146,307.00	$
Indirect as a percentage of direct		3.5%			20%			

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

Bidder/Program Name: Families First of the Greater Seacoast

Budget Request for: Comprehensive Support Services RFP #15-DHHS-OHS-DCYF-01
(Name of RFP)

Budget Period: July 1, 2015 - June 30, 2016 (Revised April 21, 2014)

	Total Program Cost			Contractor Share / Match			Funded by DHHS	
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed
1. Total Salary/Wages	$ 82,888.00	$ -	$ 82,888.00	$ 8,752.00	$ -	$ 8,752.00	$ 73,936.00	$
2. Employee Benefits	$ 18,093.00	$ -	$ 18,093.00	$ 3,528.00	$ -	$ 3,528.00	$ 14,565.00	$
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Educational	$ 1,275.00	$ -	$ 1,275.00	$ 1,275.00	$ -	$ 1,275.00	$ -	$
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Office	$ 1,530.00	$ -	$ 1,530.00	$ 1,530.00	$ -	$ 1,530.00	$ -	$
6. Travel	$ 3,248.00	$ -	$ 3,248.00	$ 1,712.00	$ -	$ 1,712.00	$ 1,536.00	$
7. Occupancy	$ 7,500.00	$ -	$ 7,500.00	$ 7,500.00	$ -	$ 7,500.00	$ -	$
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Telephone	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Insurance	$ 500.00	$ -	$ 500.00	$ 500.00	$ -	$ 500.00	$ -	$
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
11. Staff Education and Training	$ 500.00	$ -	$ 500.00	$ 500.00	$ -	$ 500.00	$ -	$
12. Subcontracts/Agreements (see attached Child & Family Services and CAP budgets)	$ 60,090.00	$ 3,800.00	$ 63,890.00	$ 3,820.00	$ 3,800.00	$ 7,620.00	$ 56,270.00	$
13. Other	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Administration Overhead	$ -	$ 6,050.00	$ 6,050.00	$ -	$ 6,050.00	$ 6,050.00	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
TOTAL	$ 175,424.00	$ 9,850.00	$ 185,273.00	$ 29,117.00	$ 9,850.00	$ 38,967.00	$ 146,307.00	$
Indirect as a percentage of direct		5.6%				21%		

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 fundors 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 fundors, 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. **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:

16.1. Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function

16.2. 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

16.3. Monitor the subcontractor's performance on an ongoing basis

16.4. Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed

16.5. 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.

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.

ADDITIONAL SPECIAL PROVISIONS

1. The Division reserves the right to renew the Agreement for up to four additional years, subject to continued availability of funds, satisfactory performance of services, and approval by the Governor and Executive Council.

Contractor Initials: LK
Date: 9/29/19

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 GRANTEES 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

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: Families First of the Greater Seacoast

4/29/19
Date

Name: Helen B. Taft
Title: Executive Director/President

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: Families First of the Greater Seacoast

4/29/14
Date

Name: Helen B. Taft
Title: Executive Director / President

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: Families First of the Greater Seacoast

4/29/14
Date

Name: Helen B. Taft
Title: Executive Director/President

CERTIFICATION REGARDING THE AMERICANS WITH DISABILITIES ACT COMPLIANCE

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

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

Contractor Name: Families First of the Greater Seacoast

4/29/14
Date

Name: Helen B. Taft
Title: Executive Director / President

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: Families First of the Greater Seacoast

4/29/14
Date

Name: Helen B. Taft
Title: Executive Director / President

HEALTH INSURANCE PORTABLITY 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, TitleXIII, 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.

l. "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.

(3) **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

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:

- The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
- The unauthorized person used the protected health information or to whom the disclosure was made;
- Whether the protected health information was actually acquired or viewed
- 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 (l). 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

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

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.

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) l, 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.

NH DHHS	Families First of the Greater Seacoast
The State	Name of the Contractor
Signature of Authorized Representative	Signature of Authorized Representative
MARY Ann Carey	Helen B. Taft
Name of Authorized Representative	Name of Authorized Representative
Associate Commissioner	Executive Director / President
Title of Authorized Representative	Title of Authorized Representative
5/28/14	4/29/14
Date	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: Families First of the Greater Seacoast

4/29/14
Date

Name: Helen B. Taft
Title: Executive Director / President

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: 85-844-4581

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: _____

State of New Hampshire
Department of Health and Human Services
Amendment #3 to the Comprehensive Family Support Services

This 3rd Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #3") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and TLC Family Resource Center (hereinafter referred to as "the Contractor"), a nonprofit with a place of business at 109 Pleasant Street, Claremont, NH, 03743.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80), and May 18, 2016 (Item #9A), and March 21, 2018 (Item #14B), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules or terms and conditions of the contract; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-2 Additional Special Provisions, Paragraph #1, the State may modify the scope of work and the payment schedule of the contract upon written agreement of the parties and approval from the Governor and Executive Council; and

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

WHEREAS, all terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #3 remain in full force and effect; and

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

1. Form P-37 General Provisions, Block 1.6, Account Number to add:

   05-095-045-450010-61270000-102-500731
   05-095-042-421010-29580000-644-504187

2. Form P-37 General Provisions, Block 1.7, Completion Date, to read:

   June 30, 2020.

3. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:

   $1,292,994.

4. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:

   Nathan D. White, Director.

5. Form P-37, General Provisions, Block 1.10, State Agency Telephone Number, to read:

   603-271-9631.

6. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 2.2, to read:

   2.2 Expenditures shall be in accordance with the approved line item budget shown in Exhibit B-1, B-2, B-3 - Amendment #1, B-4 – Amendment #2, Exhibit B-5 Amendment #2, and Exhibit B-6, Budget Amendment #3.

7. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 1.2 to read:

    1.2 The Contractor agrees to provide the services in Exhibit A, Scope of Service in compliance with funding requirements, which includes an in-kind match of an amount equal to a minimum of 25% of the federal Title IV-B grant identified in Subsection 1.1, above and 25% of the federal Promoting Safe and Stable Families grant identified in Subsection 2.2, above.

8. Add Exhibit B, Methods and Conditions Precedent to Payment, Section 1.3 to read:

    1.3 The Contractor shall ensure the annual 25% required match in Section 1.2 above, is in non-federal contributions either in cash or in-kind related to directly providing Title IV-B and Promoting Safe and Stable Families project activities and goals related to Comprehensive Family Support Services as approved by the Department.

9. Add Exhibit B-6, Budget Amendment #3.

10. Add Exhibit K, DHHS Information Security Requirements

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

5/28/19
Date

Name: Christine Santaniello
Title: Director

TLC Family Resource Center

5/23/19
Date

Name: Margaret Monroe-Cassel
Title: Executive Director

Acknowledgement of Contractor's signature:

State of New Hampshire, County of Sullivan on 23 of May 2019, before the undersigned officer, personally appeared the person identified directly above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

Signature of Notary Public or Justice of the Peace

Name and Title of Notary or Justice of the Peace

My Commission Expires: JO-ANN KLEYENSTEUBER, Notary Public
My Commission Expires August 5, 2019

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

OFFICE OF THE ATTORNEY GENERAL

6/4/2019
Date

Name: Nancy J. Smith
Title: Sr. Asst. Atty General

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

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

Contractor name TLC Family Resource Center

Budget Request for: Comprehensive Family Support Services (Claremont)

Budget Period: July 1, 2019 through June 30, 2020

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	$ 268,730.00	$ 10,478.00	$ 279,208.00	$ 23,322.00	$ 10,478.00	$ 33,800.00	$ 245,408.00	$ -	$ 245,408.00
2. Employee Benefits	$ 29,560.00	$ 1,153.00	$ 30,713.00	$ 2,565.00	$ 1,153.00	$ 3,718.00	$ 26,995.00	$ -	$ 26,995.00
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -
6. Travel	$ 4,835.00	$ -	$ 4,835.00	$ 835.00	$ -	$ 835.00	$ 4,000.00	$ -	$ 4,000.00
7. Occupancy	$ -	$ 6,840.00	$ 6,840.00	$ -	$ 4,640.00	$ 4,640.00	$ -	$ 2,200.00	$ 2,200.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ 3,000.00	$ 3,000.00	$ -	$ 3,000.00	$ 3,000.00	$ -	$ -	$ -
Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software:outside computer service	$ -	$ 5,040.00	$ 5,040.00	$ -	$ 1,726.00	$ 1,726.00	$ -	$ 3,314.00	$ 3,314.00
10. Marketing/Communications	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -
11. Staff Education and Training	$ 2,774.00	$ -	$ 2,774.00		$ -	$ -	$ 2,774.00	$ -	$ 2,774.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ 2,000.00	$ -	$ 2,000.00	$ 2,000.00	$ -	$ 2,000.00	$ -	$ -	$ -
emergency funds for families	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 309,899.00	$ 26,511.00	$ 336,410.00	$ 30,722.00	$ 20,997.00	$ 51,719.00	$ 279,177.00	$ 5,514.00	$ 284,691.00

Indirect As A Percent of Direct 8.5%

Contractor Initials MMC
Date 5/23/19

A. Definitions

The following terms may be reflected and have the described meaning in this document:

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, " Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.

2. "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.

3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

   Confidential Information also 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 Protected Health Information (PHI), Personal Information (PI), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.

5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.

6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss or misplacement of hardcopy documents, and misrouting of physical or electronic

mail, all of which may have the potential to put the data at risk of unauthorized access, use, disclosure, modification or destruction.

7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.

8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.

9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.

10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.

11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.

12. "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.

I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR

A. Business Use and Disclosure of Confidential Information.

1. The Contractor must not use, disclose, maintain or transmit Confidential Information except as reasonably necessary as outlined under this Contract. Further, Contractor, including but not limited to all its directors, officers, employees and agents, must not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.

2. The Contractor must not disclose any Confidential Information in response to a

request for disclosure on the basis that it is required by law, in response to a subpoena, etc., without first notifying DHHS so that DHHS has an opportunity to consent or object to the disclosure.

3. If DHHS notifies the Contractor that DHHS 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 Contractor must be bound by such additional restrictions and must not disclose PHI in violation of such additional restrictions and must abide by any additional security safeguards.
4. The Contractor agrees that DHHS Data or derivative there from disclosed to an End User must only be used pursuant to the terms of this Contract.
5. The Contractor agrees DHHS Data obtained under this Contract may not be used for any other purposes that are not indicated in this Contract.
6. The Contractor agrees to grant access to the data to the authorized representatives of DHHS for the purpose of inspecting to confirm compliance with the terms of this Contract.

II. METHODS OF SECURE TRANSMISSION OF DATA

1. Application Encryption. If End User is transmitting DHHS data containing Confidential Data between applications, the Contractor attests the applications have been evaluated by an expert knowledgeable in cyber security and that said application's encryption capabilities ensure secure transmission via the internet.
2. Computer Disks and Portable Storage Devices. End User may not use computer disks or portable storage devices, such as a thumb drive, as a method of transmitting DHHS data.
3. Encrypted Email. End User may only employ email to transmit Confidential Data if email is encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
4. Encrypted Web Site. If End User is employing the Web to transmit Confidential Data, the secure socket layers (SSL) must be used and the web site must be secure. SSL encrypts data transmitted via a Web site.
5. File Hosting Services, also known as File Sharing Sites. End User may not use file hosting services, such as Dropbox or Google Cloud Storage, to transmit Confidential Data.
6. Ground Mail Service. End User may only transmit Confidential Data via *certified* ground mail within the continental U.S. and when sent to a named individual.
7. Laptops and PDA. If End User is employing portable devices to transmit Confidential Data said devices must be encrypted and password-protected.
8. Open Wireless Networks. End User may not transmit Confidential Data via an open

wireless network. End User must employ a virtual private network (VPN) when remotely transmitting via an open wireless network.

9. Remote User Communication. If End User is employing remote communication to access or transmit Confidential Data, a virtual private network (VPN) must be installed on the End User's mobile device(s) or laptop from which information will be transmitted or accessed.

10. SSH File Transfer Protocol (SFTP), also known as Secure File Transfer Protocol. If End User is employing an SFTP to transmit Confidential Data, End User will structure the Folder and access privileges to prevent inappropriate disclosure of information. SFTP folders and sub-folders used for transmitting Confidential Data will be coded for 24-hour auto-deletion cycle (i.e. Confidential Data will be deleted every 24 hours).

11. Wireless Devices. If End User is transmitting Confidential Data via wireless devices, all data must be encrypted to prevent inappropriate disclosure of information.

III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS

The Contractor will only retain the data and any derivative of the data for the duration of this Contract. After such time, the Contractor will have 30 days to destroy the data and any derivative in whatever form it may exist, unless, otherwise required by law or permitted under this Contract. To this end, the parties must:

A. Retention

1. The Contractor agrees it will not store, transfer or process data collected in connection with the services rendered under this Contract outside of the United States. This physical location requirement shall also apply in the implementation of cloud computing, cloud service or cloud storage capabilities, and includes backup data and Disaster Recovery locations.

2. The Contractor agrees to 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.

3. The Contractor agrees to provide security awareness and education for its End Users in support of protecting Department confidential information.

4. The Contractor agrees to retain all electronic and hard copies of Confidential Data in a secure location and identified in section IV. A.2

5. The Contractor agrees Confidential Data stored in a Cloud must be in a FedRAMP/HITECH compliant solution and comply with all applicable statutes and regulations regarding the privacy and security. All servers and devices must have currently-supported and hardened operating systems, the latest anti-viral, anti-hacker, anti-spam, anti-spyware, and anti-malware utilities. The environment, as a

whole, must have aggressive intrusion-detection and firewall protection.

6. The Contractor agrees to and ensures its complete cooperation with the State's Chief Information Officer in the detection of any security vulnerability of the hosting infrastructure.

B. Disposition

1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor 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 by the Contractor 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 and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute of Standards and Technology, U. S. Department of Commerce. The Contractor 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 Contractor prior to destruction.
2. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.
3. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

IV. PROCEDURES FOR SECURITY

A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:

1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.
2. The Contractor will 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.).

3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.

4. The Contractor will 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.

5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.

6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor 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 Contractor, including breach notification requirements.

7. The Contractor 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 Contractor and any applicable sub-contractors prior to system access being authorized.

8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.

9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.

10. The Contractor 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 Information Security Office leadership member within the Department.

11. 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.

12. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.

13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at https://www.nh.gov/doit/vendor/index.htm for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.

14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer and the State's Security Officer of any security breach immediately, at the email addresses provided in Section VI. This includes 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.

15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.

16. The Contractor must ensure that all End Users:

    a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.

    b. safeguard this information at all times.

    c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.

    d. send emails containing Confidential Information only if <u>encrypted</u> and being sent to and being received by email addresses of persons authorized to receive such information.

e. limit disclosure of the Confidential Information to the extent permitted by law.

f. Confidential Information received under this Contract and individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).

g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.

h. in all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.

i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.

Contractor is responsible for oversight and compliance of their End Users. DHHS reserves the right to conduct onsite inspections to monitor compliance with this Contract, including the privacy and security requirements provided in herein, HIPAA, and other applicable laws and Federal regulations until such time the Confidential Data is disposed of in accordance with this Contract.

V. LOSS REPORTING

The Contractor must notify the State's Privacy Officer and Security Officer of any Security Incidents and Breaches immediately, at the email addresses provided in Section VI.

The Contractor must further handle and report Incidents and Breaches involving PHI in accordance with the agency's documented Incident Handling and Breach Notification procedures and in accordance with 42 C.F.R. §§ 431.300 - 306. In addition to, and notwithstanding, Contractor's compliance with all applicable obligations and procedures, Contractor's procedures must also address how the Contractor will:

1. Identify Incidents;
2. Determine if personally identifiable information is involved in Incidents;
3. Report suspected or confirmed Incidents as required in this Exhibit or P-37;
4. Identify and convene a core response group to determine the risk level of Incidents and determine risk-based responses to Incidents; and

5. Determine whether Breach notification is required, and, if so, identify appropriate Breach notification methods, timing, source, and contents from among different options, and bear costs associated with the Breach notice as well as any mitigation measures.

Incidents and/or Breaches that implicate PI must be addressed and reported, as applicable, in accordance with NH RSA 359-C:20.

VI. PERSONS TO CONTACT

A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov

B. DHHS Security Officer:

DHHSInformationSecurityOffice@dhhs.nh.gov

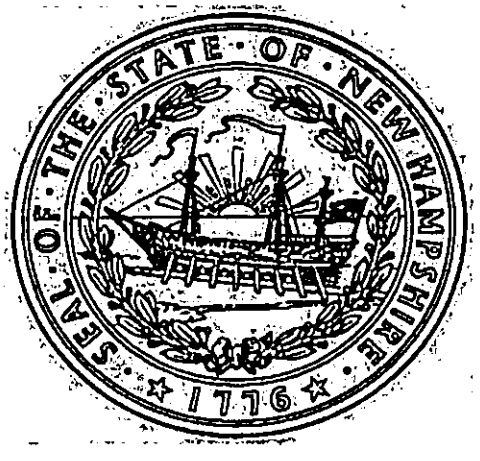
State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that TLC FAMILY RESOURCE CENTER is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on January 14, 2004. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: **461338**

Certificate Number: **0004518165**



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 21st day of May A.D. 2019.

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

I, Laura Hagley, do hereby certify that:
(Name of the elected Officer of the Agency; cannot be contract signatory)

1. I am a duly elected Officer of TLC Family Resource Center.
(Agency Name)

2. The following is a true copy of the resolution duly adopted at a meeting of the Board of Directors of the Agency duly held on 5/23/19:
(Date)

RESOLVED: That the Executive Director
(Title of Contract Signatory)

is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

3. The foregoing resolutions have not been amended or revoked, and remain in full force and effect as of the 23 day of May, 2019.
(Date Amendment Signed)

4. Margaret Monroe-Cassel is the duly elected Executive Director
(Name of Contract Signatory) (Title of Contract Signatory)

of the Agency.

Laura Hagley
(Signature of the Elected Officer)

STATE OF NEW HAMPSHIRE

County of Sullivan

The forgoing instrument was acknowledged before me this 23 day of May, 2019.

By Laura Hagley.
(Name of Elected Officer of the Agency)

Jo-Ann Kleyensteuber
(Notary Public/Justice of the Peace)

(NOTARY SEAL)

JO-ANN KLEYENSTEUBER, Notary Public
Commission Expires: My Commission Expires August 5, 2019

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/7/2019

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

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

PRODUCER
Clark - Mortenson Insurance
P.O. Box 606
Keene NH 03431

CONTACT NAME:
PHONE (A/C, No, Ext): 603-352-2121 FAX (A/C, No): 603-357-8491
E-MAIL ADDRESS: csr24@clark-mortenson.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Philadelphia Insurance Company	0
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED TLC2
TLC Family Resource Center
P.O. Box 1098
Claremont NH 03743

COVERAGES CERTIFICATE NUMBER: 1658177992 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			PHPK1819091	7/1/2018	7/1/2019	EACH OCCURRENCE	$ 2,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 4,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 4,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY			PHPK1819091	7/1/2018	7/1/2019	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS / X NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Physical Abuse Liability Employee Benefits Liability Professional Liability			PHPK1819091	7/1/2018	7/1/2019	$1,000,000 $1,000,000 $2,000,000	$3,000,000 $3,000,000 $4,000,000

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

CERTIFICATE HOLDER

State of 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

© 1988-2014 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 03/07/2019

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

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

PRODUCER

E & S Insurance Services LLC
21 Meadowbrook Lane
P O Box 7425
Gilford NH 03247-7425

CONTACT NAME: Fairley Kenneally
PHONE (A/C, No, Ext): (603) 293-2791 FAX (A/C, No): (603) 293-7188
E-MAIL ADDRESS: fairley@esinsurance.net

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: FirstComp	27626
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED

TLC FAMILY RESOURCE CENTER
PO BOX 1098
CLAREMONT NH 03743-1098

COVERAGES **CERTIFICATE NUMBER:** cert 2019 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	CLAIMS-MADE / OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	POLICY / PRO-JECT / LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: N	N/A		WC0093557-10	07/01/2018	07/01/2019	E.L. EACH ACCIDENT	$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 100,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000

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

CERTIFICATE HOLDER

State of NH Department of Health and Human Services
129 Pleasant St
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

Fairley Kenneally

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tlc FAMILY RESOURCE CENTER

109 Pleasant St. Claremont, NH 03743 603.542.1848 877.287.7144

Mission Statement

To Promote the Optimal Health and Development of Children and Families in Sullivan & Lower Grafton Counties.

TLC FAMILY RESOURCE CENTER, INC.

Financial Statements
June 30, 2018

FINANCIAL STATEMENTS

TLC FAMILY RESOURCE CENTER, INC.

June 30, 2018

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LAWRENCE E. REED, CPA, PC

Professional Corporation

CERTIFIED PUBLIC ACCOUNTANT

PO Box 760
Chester, VT 05143
(802) 875-2322
Fax (802) 875-2324
Email lercpa@vermontel.net

Member of American Institute of
Certified Public Accountants

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors of
TLC Family Resource Center, Inc.

We have reviewed the accompanying financial statements of TLC Family Resource Center, Inc. (a nonprofit corporation), which comprise the statement of financial position as of June 30, 2018, and the related statements of activities, cash flows and functional expenses for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Organization management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

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.

Accountant's Responsibility

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

Lawrence E. Reed, CPA, PC

November 9, 2018
Chester, VT
VT License No. 1039

STATEMENT OF FINANCIAL POSITION
TLC FAMILY RESOURCE CENTER, INC.
June 30, 2018
(With Comparative Totals for June 30, 2017)

	June 30, 2018			As of June 30, 2017
	Unrestricted	Temporarily Restricted	Total	Totals (Memorandum)
ASSETS				
Cash and cash equivalents	$ 196,113	$ 61,310	$ 257,423	$ 121,417
Grants and accounts receivable	54,807	-	54,807	53,838
Security deposit	1,350	-	1,350	-
Equipment and furniture	88,469	-	88,469	62,803
Accumulated depreciation	(54,113)	-	(54,113)	(46,276)
TOTAL ASSETS	$ 286,626	$ 61,310	$ 347,936	$ 191,782
LIABILITIES AND NET ASSETS				
LIABILITIES				
Accrued expenses	$ 27,723	$ -	$ 27,723	$ 23,729
Accounts payable	2,268	-	2,268	3,771
Fiscal sponsor funds	6,750	-	6,750	15,884
TOTAL LIABILITIES	36,741	-	36,741	43,384
NET ASSETS	249,885	61,310	311,195	148,398
TOTAL LIABILITIES AND NET ASSETS	$ 286,626	$ 61,310	$ 347,936	$ 191,782

See independent accountant's review report and accompanying notes.

STATEMENT OF FINANCIAL ACTIVITIES
TLC FAMILY RESOURCE CENTER, INC.
Year Ended June 30, 2018
(With Comparative Totals for the Year Ended June 30, 2017)

	Year Ended June 30, 2018			Year Ended June 30, 2017
	Unrestricted	Temporarily Restricted	Total	Totals (Memorandum)
SUPPORT AND REVENUE				
Governmental support	$ 457,159	$ -	$ 457,159	$ 398,307
Foundations and trusts	118,500	144,300	262,800	162,922
Program fees	104,912	-	104,912	67,413
Contributions	64,018	11,385	75,403	51,544
Facility sublease income	9,423	-	9,423	7,193
Sales of donated goods	2,576	-	2,576	13,423
Fundraising	2,038	-	2,038	10,821
In-kind materials and services	-	-	-	688
Net assets released from restrictions	114,550	(114,550)	-	-
TOTAL SUPPORT AND REVENUE	873,176	41,135	914,311	712,311
EXPENSES				
Program services				
Comprehensive Family Support	277,899	-	277,899	214,351
Healthy Families	165,249	-	165,249	176,422
PREP	80,434	-	80,434	87,228
Parent Aide	59,777	-	59,777	49,192
Recovery Coaching	16,274		16,274	-
Rural Outright	9,721		9,721	-
Second Beginnings	-	-	-	23,940
	609,354	-	609,354	551,133
Fundraising	39,751	-	39,751	30,057
Management and general	102,409	-	102,409	90,093
TOTAL EXPENSES	751,514	-	751,514	671,283
CHANGE IN NET ASSETS	121,662	41,135	162,797	41,028
Net assets at Beginning of Year	128,223	20,175	148,398	107,370
NET ASSETS AT END OF YEAR	$ 249,885	$ 61,310	$ 311,195	$ 148,398

See independent accountant's review report and accompanying notes.

STATEMENT OF CASH FLOWS
TLC FAMILY RESOURCE CENTER, INC.
Year Ended June 30, 2018
(With Comparative Totals for the Year Ended June 30, 2017)

	Year Ended June 30, 2018			Year Ended June 30, 2017
	Unrestricted	Temporarily Restricted	Total	Totals (Memorandum)
OPERATING ACTIVITIES				
Change in net assets	$ 121,662	$ 41,135	$ 162,797	$ 41,028
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities				
Depreciation	7,837	-	7,837	5,611
(Increase) decrease in operating assets:				
Grants and accounts receivable	(3,469)	2,500	(969)	(10,056)
Security deposits	(1,350)	-	(1,350)	-
Increase (decrease) in operating liabilities:				
Accounts payable	(1,503)	-	(1,503)	752
Accrued expenses	3,994	-	3,994	4,089
Fiscal sponsor funds	(9,134)	-	(9,134)	884
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	118,037	43,635	161,672	42,308
INVESTING ACTIVITIES				
Equipment purchases	(25,666)	-	(25,666)	-
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	(25,666)	-	(25,666)	-
INCREASE (DECREASE) IN CASH	92,371	43,635	136,006	42,308
Beginning cash and cash equivalents	103,742	17,675	121,417	79,109
ENDING CASH AND CASH EQUIVALENTS	$ 196,113	$ 61,310	$ 257,423	$ 121,417

See independent accountant's review report and accompanying notes.

SCHEDULE OF FUNCTIONAL EXPENSES
TLC FAMILY RESOURCE CENTER, INC.
Year Ended June 30, 2018
(With Comparative Totals for the Year Ended June 30, 2017)

				Program Services							Year Ended June 30, 2017
	Total All Services	Mgt. & General	Fund-raising	Total	Family Support	Healthy Families	PREP	Parent Aide	Recovery Coaching	Rural Outright	Totals (Memorandum)
Salaries and wages	$ 491,821	$ 66,800	$ 27,921	$ 397,100	$ 193,243	$ 112,916	$52,337	$ 38,604	$ -	$ -	$ 467,402
Program expenses	54,684	11,908	1,072	41,704	14,579	8,010	3,941	4,429	1,024	9,721	36,236
Occupancy	42,897	-		42,897	19,517	12,057	5,299	4,000	2,024	-	40,986
Payroll taxes	36,182	4,793	2,136	29,253	14,088	8,193	4,032	2,940	-	-	34,259
Professional fees	30,145	1,500	500	28,145	7,418	4,555	2,007	1,524	12,641	-	5,500
Advertising & marketing	22,644	7,753	7,180	7,711	1,608	1,061	4,761	281	-	-	10,464
Employee benefits	19,598	6,527	-	13,071	6,209	3,871	1,690	1,301	-	-	27,118
Mileage reimbursement	17,469	531	93	16,845	7,598	2,845	1,548	4,785	69	-	16,244
Training & dev.	13,564	906	-	12,658	4,650	6,264	1,684	60	-	-	12,349
Depreciation	7,837	1,128	-	6,709	3,265	1,908	884	652	-	-	5,610
Insurance	5,718	-	-	5,718	2,692	1,694	749	583	-	-	5,424
Telephone	5,239	-	-	5,239	2,250	1,395	612	466	516	-	4,743
Printing	2,708	415	670	1,623	536	298	687	102	-	-	3,443
Postage	1,008	148	179	681	246	182	203	50	-	-	817
In-kind contributions	-	-	-	-	-	-	-	-	-	-	688
TOTAL EXPENSES	$ 751,514	$ 102,409	$ 39,751	$ 609,354	$ 277,899	$ 165,249	$80,434	$ 59,777	$ 16,274	$ 9,721	$ 671,283

See independent accountant's review report and accompanying notes.

NOTE A -- ORGANIZATION

TLC Family Resource Center, Inc., (the "Organization") is a non-profit organization established in 2004 for the purpose of promoting the physical and emotional health and safety of women and families expecting infants or with young children. The organization serves individuals in New Hampshire's Sullivan and lower Grafton Counties and is funded primarily through governmental financial assistance and program fees. A Board of Directors sets policy for the Organization and an Executive Director has the responsibility of direct management. During the year-ended June 30, 2018; the Organization's revenue sources as a percentage of total revenue were federal, state and municipal grants 50%, contributions and special event proceeds 37%, program fees and other income 13%.

NOTE B -- SIGNIFICANT ACCOUNTING POLICIES

Financial Statement Presentation: In accordance with Financial Accounting Standards Board (FASB) ASC 958-200, *Financial Statements of Not-for-Profit Organizations*, the Organization reports information regarding its financial position and activities according to three classes of net assets as follows:

> **Unrestricted net assets**: includes assets for which no restrictions as to use or program period have been imposed by the donor; unrestricted contributions, including service contracts, and unconditional promises to give are recorded as increases in the period received; expenses are recorded as decreases to unrestricted net assets when incurred.
>
> **Temporarily restricted net assets**: includes assets for which restrictions have been imposed as to use or program period; support and revenue is recognized as an increase when the restricted award or contribution is received; when the temporary restriction has expired the amount is reported as a separate reclassification which decreases temporarily restricted net assets and increases unrestricted net assets.
>
> **Permanently restricted net assets**: includes assets for which the donor has imposed a permanent restriction on the use of the funds. As of June 30, 2018, the organization had no permanently restricted net assets.

Estimates: The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents: The Organization considers all highly liquid investments with maturities of three months or less when purchased to be cash equivalents.

Advertising Costs: The Organization uses advertising to promote its programs and to fill positions. The costs of advertising are expensed as incurred. During the year ended June 30, 2018 advertising costs totaled $22,644.

NOTE B -- SIGNIFICANT ACCOUNTING POLICIES - Continued

Property and Equipment: Property, equipment, and improvements with costs greater than $500 are carried at cost. Major maintenance activities are capitalized if they extend the life of the property or equipment. Donations of property and equipment are recorded as support at their estimated fair value and recorded as unrestricted support or restricted support if the donor has restricted the donated asset for a specific purpose. Property, equipment, and improvements are depreciated using the straight-line method over the estimated useful lives of the assets. Depreciation expense for the year ended June 30, 2018 totaled $7,837.

Revenue Recognition: The Organization accounts for contributions in accordance with FASB ASC 958-605, *Accounting for Contributions Received and Contributions Made*. Under such statement, contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions. Unrestricted contributions, and restricted contributions for which the restrictions expire in the fiscal year in which the contributions are recognized, are reported as increases in unrestricted net assets. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted assets are reclassified to unrestricted assets.

Contributed Services, Facilities and Materials: During the year ended June 30, 2018 the Organization received direct and indirect contributions of services, facilities and materials related to its programs and fundraising efforts. Contributions of services creating or enhancing non-financial assets, or requiring specialized skills that would typically need to be purchased if not provided by donation, are recorded at their fair values in the period received. Materials and other assets received as donations are recorded and reflected in the accompanying financial statements at their fair values at the date of receipt. Prior to June 30, 2017 the Organization operated a thrift store which sold donated clothing and housing goods. Donated inventory was recognized as income on the statement of activities when the inventory was sold. During fiscal 2018 the remaining inventory was sold for $2,576.

Functional Allocation of Expenses: The costs of providing program activities have been summarized on a functional basis in the statement of activities. Support expenses not directly chargeable to program costs are allocated based on direct program expenses, units of service, or other program related methods. Certain prior year amounts have been reclassified for consistency with the current period presentation. These reclassifications had no effect on the reported changes in net assets.

Income Taxes: The Organization is exempt from federal and state taxes under section 501(c)(3) of the Internal Revenue Code and has been classified as an entity that is not a private foundation within the meaning of Section 509 (a) and qualifies for deductible contributions as provided in Section 170(b)(1)(A)(vi). The Center's Forms 990, Return of Organization Exempt from Income Tax, for the years ending June 30, 2018, 2017 and 2016 are subject to examination by the IRS, generally for three years after they were filed.

NOTE C -- GRANTS AND ACCOUNTS RECEIVABLE

The Organization is awarded cost reimbursement grants by various organizations. Revenues associated with these grants are recorded as the associated expenses are incurred. Receivables are considered impaired if full principal payments are not received in accordance with the contractual terms. It is the Organization's policy to charge off uncollectible receivables when management determines the receivable will not be collected. Grants and accounts receivable totaling $54,807 as of June 30, 2018 are composed of the following balances and are deemed by management to be fully collectible:

Accounts receivable	$ 672
County funding	10,000
State cost reimbursements	44,135
	$54,807

NOTE D -- CONTINGENT LIABILITIES

The Organization receives funds under various state and federal programs. Under the terms of these programs, the Organization is required to expend the funds within the designated period for purposes specified in the grant proposal. If expenditures of the funds are found not in compliance with the proposal, the Organization may be required to return those funds to the grantor. As of June 30, 2018, there were no known disallowed expenditures and, therefore, no provision has been made for this contingency.

NOTE E -- SUPPORT FROM GOVERNMENTAL UNITS

The Organization receives a substantial amount of its support from federal and state governments. A significant reduction in the level of this support, if this were to occur, may have an effect on the Organization's ability to continue its programs and activities.

NOTE F -- BANK LINE OF CREDIT

The Organization has a bank line of credit in the amount of $80,000 which was renewed in March 2018. The bank holds a security interest in all the assets of the Organization. The terms of the credit line include monthly payments of interest, based on the New York Prime rate adjusted monthly, and full payment of the outstanding balance for a minimum period of 30 days each year. As of June 30, 2018, the outstanding balance was $0.

NOTE G -- RESTRICTIONS ON ASSETS

Temporarily restricted net assets totaling $61,310 as of June 30, 2018 are related to Recovery Coaching, Parent Groups and Rural Outright programs and equipment upgrades.

NOTE H -- OPERATING LEASE ARRANGEMENTS

The Organization leases its facility under a lease agreement, signed on December 1, 2011, which provides for twelve-month renewal periods based on a stipulated monthly rental payment plus utilities and a real estate tax escalation clause. This lease was extended for another year beginning July 1, 2018 at a monthly rent payment of $1,900, for a total lease commitment of $22,800. On June 1, 2018 The Organization entered into a lease agreement for office space for the Recovery Coaching program. The lease is a one year term with monthly rental payments of $1,350. Facility lease payments for the year ended June 30, 2018 totaled $24,150.

On January 1, 2014 a four year photocopier lease was signed with monthly rent of $136. Photocopier lease expense for the year-ended June 30, 2018 totaled $1,632.

Future minimum lease payments are as follows:

Fiscal 2019	$37,650

The Organization entered into a sublease agreement for a portion of their space on October 1, 2016. The sublease payments are $500 per month, plus reimbursement of utilities costs, with the agreement ending June 30, 2017. The agreement was renewed on a month-to-month basis as of July 1, 2017. The total sub-lease income plus utilities reimbursement received for the year ended June 30, 2018 was $9,423.

NOTE I -- FAIR VALUE OF FINANCIAL INSTRUMENTS

In accordance with FASB ASC 820, *Fair Value Measurements and Disclosures*, the Organization is required to disclose certain information about its financial assets and liabilities. As of June 30, 2018 the Organization has no financial instruments subject to the disclosure requirements. Cash and cash equivalents, grants and accounts receivable, accounts payable, accrued expenses, advances refundable, and fiscal agency funds are reported in the statement of financial position approximate fair values because of the short maturities of those instruments or because of the fixed rate of interest required to be paid.

NOTE J – FISCAL SPONSOR FUNDS

The Organization has several grant agreements to serve as a fiscal sponsor for a local initiative. Under these agreements the Organization received $31,500 for which $28,350 is being administered for the benefit of the local initiative and $3,150 is the Organization's administrative fee. The remaining liability as of June 30, 2018 totals $6,750.

NOTE K -- SUBSEQUENT EVENTS

Management considered subsequent events through November 9, 2018, the date the financial statements were available to be issued.

TLC Family Resource Center
BOARD OF DIRECTORS
2019

1. **Clara Sheehy (President)**
   Court Appointed Special Advocate

2. **Laura Hagley (Vice President)**
   Director of Quality and Project Manager

3. **William Sullivan (Treasurer)**
   CPA

4. **Jane VanBremen, PhD (Secretary)**
   Parent Child Development Specialist

5. Jason Bird
   Building and Grounds, Valley Regional Healthcare

6. Megan Blood
   Purchasing, Hypertherm

7. Karen Cooper
   Retired IT

8. Thomas Cooper
   Retired IT

9. Nancy Crocker
   Retired Pediatrician

10. Joshua Nelson
    Owner, Bee Balm Productions, Web designing

11. Peter Nelson
    Retired Federally Qualified Health Center

12. Linda Tremblay
    Director: Ready, Set, Growth Child Care Center

13. Carole Wood
    Retired Educator

Melony Lawlor Williams, MA, LCMHC

Summary

- Highly skilled licensed clinician with 18 years of experience working with children, adults and families.
- Experienced treating children and families in multiple setting including residential treatment, outpatient and home-based.
- Passionate about interventions focused on prevention and early intervention strategies.

Certification

Licensed Clinician Mental Health Counselor (NH), # 650

Employment History

10/2005 - Present **Clinical Supervisor/Parent Educator/ Therapist**

TLC Family Resource Center/Good Beginnings, Claremont, NH

Provide home based services to pregnant women and families with young children. Focus of home visits is attachment, education about fetal and child development, parenting education and connection to community resources. Utilize videotaping as an intervention to improve attachment . Trained in Child Parent Psychotherapy by Dr. Joy Osofsky and Dr. Patricia Van Horn and facilitate home and office based therapy with agency clients. Trained by ALIVE! To implement the Miss Kendra curriculum and have facilitated Miss Kendra programming in 4 kindergarten classrooms for one year. Have provided individual and group clinical supervision to staff of five.

3/04- 12/03 **Program Coordinator/Clinical Coordinator**

Harbour House, Springfield, VT

Coordinated this six bed stabilization unit for children six to sixteen years old who were experiencing mental health crises. Focused on short term interventions as length of stay was 7-10 days. Completed diagnostic evaluations and facilitated individual, group and family therapy sessions as clinically indicated. Case management was a key element in this position and I conducted team meetings on a regular basis, working closely with local mental health agencies as well as Department of Children and Families. I was also responsible for hiring and supervision of employees.

6/02-12/03 **Art Therapist/ Child and Family Therapist**

Namaqua Center, Loveland, CO

Created the art therapy program at this residential treatment facility for emotionally disturbed children ages three through twelve. Facilitated individual and group art therapy sessions, while also supervising graduate level interns from a local university. As a child and family therapist I worked with a caseload of five children in the residence and their families and also gained experience working with outpatient clients from the community. Provided training on sexualized behavior in children to the center's employees after being trained in this curriculum.

8/01- 6/02 **Acute Treatment Unit Clinician**

North Range Behavioral Health, Greeley, CO

Conducted individual and group therapy sessions with mentally ill adults at this short-term inpatient psychiatric center. Completed intake assessments and treatment plans, conducted case management services and attended daily consultations with the psychiatrist to assess patients' medication needs. Also created and facilitated art therapy group interventions aimed at meeting the needs of the population in attendance at the center, which continually shifted.

5/01- 9/03 **HeART Talks Program Coordinator**

Colorado Heritage Camps, Denver, CO

Assisted in the development of age appropriate therapeutic art interventions for transracially/transculturally adopted children and created a manual about this work. Also implemented these interventions with over 500 transracially/transculturally adopted children per summer at culture

camps. Part of this position included speaking with parents about the art sessions as well as discussions about handling adoption issues effectively and empathically.

8/00- 4/01 **Family Therapist**
Youth and Family Services, Skowhegan, ME
Facilitated intensive home-based therapy sessions for thirteen week intervals with families at risk of losing a child to out of home placement, working with a co-therapist throughout the treatment process. Also provided case management services during treatment and upon discharge. Utilized creative arts interventions when appropriate and beneficial for the clients.

1/98- 9/01 **Toddler Teacher**
The Elm Tree, Boulder, CO
Implemented developmentally appropriate activities for eleven children ages 18 months to three years old. Created positive relationships with parents that enabled open communication about successes and challenges of their children. Joined the National Association for Education of Young Children and attended annual conferences to gain up to date information about developments in the field.

Education

2000	M.A. Transpersonal Counseling Psychology/ Art Therapy Naropa University, Boulder, CO
1996	B.A., Art Therapy Mercyhurst College, Erie, PA

Professional Presentations/Publications

Williams, M. (2016). Using the Rocking Chair Project with Healthy Families America Participants to Increase Attachment: Prevent Child Abuse America National Conference: Cincinnati, OH.

Williams, M. (2010). Child parent psychotherapy at good beginnings: The Sunapee/ Kearsarge League of Women Voters Annual Meeting: Claremont, NH.

Gassett, S., Jameson, K, Williams, M & Van Bremen, J. (2010). Two interventions to promote attachment: Videotaping and mother's journal: New Hampshire Association for Infant Mental Health Conference: Lincoln, NH.

Gasset, S, Williams, M & Van Bremen, J. (2009). Mother's journaling manual. Claremont, NH: Good Beginnings of Sullivan County.

Lawlor, M. (2003). The heart talks manual: A guide to utilizing art therapy techniques with transracially/transculturally adopted children. Denver, CO: Colorado Heritage Camps, Inc.

Farrelly Hansen, M. & Lawlor, M. (2003). "Art therapy support groups for transculturally and/ or transracially adopted children" In D. Betts (Ed.), Creative arts therapies approaches in adoption and foster care: Contemporary strategies for working with individuals and families. Springfield, IL: Charles C. Thomas.

Lawlor, M. (2001). Broadening therapeutic boundaries to bring art home: Home based art therapy: American Art Therapy Association Conference: Albuquerque, NM.

Lawlor, M. (2000). Art and meditation in the passageway: A student's internship experience: American Art Therapy Association: St. Louis, MO.

ERIN A. KELLY

SUMMARY

Enthusiastic, personable and dedicated professional with 10+ years experience in supporting and advocating for clients with a wide range of skills and goals. Proven track record in dependability, communication and organizational skills. Ability to multi-task, prioritize and analyze to obtain best possible outcomes.

WORK EXPERIENCE

April 2016 - Present

TLC Family Resource Center

Parent Educator

- Active listening
- Assist clients in meeting a wide range of goals
- Trained as a Healthy Families America home visitor- to promote child well-being and prevent the abuse and neglect of our nation's children through home visiting services.
- Trained in Growing Great Kids evidence-based curriculum for building strong attachment bonds, supporting their child's development, meeting their basic care needs, and developmental assessments.
- Build and sustain community partnerships to systematically engage overburdened families prenatally or at birth. Enhance family functioning by reducing risk and building protective factors. Promote healthy childhood growth and development through GGK curriculum, Ages & Stages developmental screenings and assistance getting to Well Child Checks.
- Work closely with RN and supervisor to provide quality services to families in Sullivan and Grafton counties.

January 2007 - April 2016

Southwestern Community Services - Head Start

Family Advocate

- Assist families in goal setting, finding available resources, educational opportunities, referrals to outside agencies
- Familiarity with social service agencies in the area
- 100% success rate in program wide federal reviews
- Maintain clients' records from application to graduation from the program
- Manage client database
- Compliance with Office of Head Start initiatives, policies and procedures.

Summer 2008 & 2009

West Central Behavioral Health

Behavioral Support

&

Summer 2004 & 2005

Health Care and Rehabilitation Services of Southeastern Vermont

Behavioral Support

- Assisted children with their therapeutic goals as outlined by their treatment plan
- Provide support, role modeling, and help identifying strengths
- Offer advice in overcoming challenges and support growing self-confidence
- Implemented daily activities including group ad confidence building exercises for youth at risk

Summer to Fall 2006

Connecticut Valley Home Care and Hospice

Companion & Homemaker

- Assist the elderly and disabled with household chores, errands
- Acted as companion and friend to help maintain their safety and lifestyle

ERIN A. KELLY

Summer 2004
Upwey Farms
Milker

- Daily milking upwards of 60 head
- Light farm chores

2003-2006
Griswald Library, Green Mountain College
Librarian/Archival Assistant

- Cataloging, circulation of materials, archiving, and interlibrary loans

EDUCATION
2003-2006 Green Mountain College Poultney, Vermont
Sociology/Anthropology

- B.A.
- Cumulative GPA 3.6

2007 -Present

- Professional development documentation, training certificates in a wide variety of topics available upon request.

AWARDS

- Magna Cum Laude
- Sociology/Anthropology Senior Award
- President's List: 2 Semesters
- Dean's List: 2 Semesters

EXTRACURRICULAR/VOLUNTEER WORK

- Poultney Partners Mentoring Club 2004-2006
- Kiwanis Club of Claremont, member 2008-2011
- Claremont Cares gift giving program 2007 - present

RELATED EXPERIENCE AND COURSE WORK

Practicum, The Poultney Historical Society, VT March 2006
Interviewed Poultney residents regarding personal and community history as part of Oral History Project
Ethnographic Field Studies in China Summer 2005
Yancheng China, Jiangsu Province
Adirondack Block Course: Fall 2004
In-depth historical, social, and environmental study of the Adirondacks.
Upper-level course work
Area Studies, Social Research I & II, Human Ecology, Criminology, Social Theory, Senior Seminar in Behavioral Science

Barbara H. Brill

Summary
Experienced professional with proven leadership ability. Excellent verbal and written communication skills, effective administrative and fiscal oversight (including grant writing, human resource, and contract negotiations and management). Interested in re-entering the work force in a position that will support the organization's objectives and goals and provide an opportunity to contribute in a meaningful way to its success.

Employment History

TLC Family Resource Center PO Box 1098, Claremont NH 03743 — 2014-present

Current Position – Parent Educator (10/2014-present)

Community Alliance of Human Services
PO Box 188, Newport NH 03773 — 1996-2014

Last Position Held - Executive Director (8/2006-5/2014)

Duties: Administrative and financial oversight of multi-faceted non-profit human services program with $1.2 million annual budget. Major duties included program and budget development, implementation, and evaluation; grant writing and implementation; human resources; volunteer (Board) development, contract negotiations and compliance; and community relations.

West Central Behavioral Health
241 Elm St., Claremont NH 03743 — 1985-1995

Last Position Held - Practice Manager

Duties: Oversight of administrative and billing activities for mental health site practice. Triage referrals for immediate and appropriate service provision. Supervised site staff and acted as trainer for other practice sites and administrative staff.

USDA Soil Conservation Service
25 Mulberry St., Claremont NH 03743 — 1971-1984

Last Position Held - District Manager

Duties: Provided administrative support for professional program staff. Completed reports, generated and distributed newsletters and annual reports of all activities provided to the fifteen communities within Sullivan County. Assisted with funding initiatives, presented draft budgets to funders for review and action.

References

Available Upon Request

Kristina Smith

Work Experience

Lead Teacher Infant Room
Childrens Center (CCUV) - Lebanon, NH
August 2015 to Present

Parking Facility Cashier
Hanover Parking Garage - Hanover, NH
July 2014 to December 2015

Afterschool Site Supervisor
Kids After School Time (KAST) - Hanover, NH
October 2014 to April 2015

Lead Teacher
Potters House School - Hartford, VT
January 2014 to April 2014

Customer Service Manager (CSM)
Walmart - Lebanon, NH
2011 to 2013

Education

Bachelors in Child Development
Colby Sawyer College - New London, NH
2009 to 2013

Child Development
Wheelock College - Boston, MA
September 2009

Skills

Early Childhood, Child Care, Teacher Assistant, Child Development

Holly Bee

Summary of Qualifications: Employment experience in the social work field including counseling, case management, assessments, and parent education.

Experience:

5/8/2018-present — TLC Family Resource Center
Parent Educator
Maintain a caseload of program participants involved in Comprehensive Family Support program.
Provide parenting education through a strength based nationally recognized curriculum called Growing Great Kids/Growing Great Families.

10/31/18-4/6/18 — **State of Vermont**
Assessment/ Investigation Social Worker
Completed a six week Core Foundations Training thru UVM/DCF Partnership. Classroom and Online Training.
Created Safety Plans with Families whose children were at risk of abuse or neglect
Identified family needs, goals and access to community resources, including mental health and substance abuse assessments.

1/16/12-10/1/12 — Vermont Council On Aging-Senior Solutions
Case Manager
Needs assessments/Community Resources
Case management
Medicaid eligibility

11/15/10-6/15/11 — Hartford School District
Special Education Clerk
Plan, Organize and Coordinate IEP/ TIEP meetings for school district case managers

7/6/06-8/1/10 — HCS/Home Health Care, Hospice and Community Service
Maternal Child Health Social Worker
Assistance to families with Medicaid process, housing and community resources, DCYF collaboration.
Maintained contact and ongoing support to caseload of twenty families
Provide parenting education to families and conducted referrals
Work closely with program nurse to ensure health and wellness of all program participants
Ongoing ability to focus on crisis situations such as housing, food and financial support

Holly Bee

Aug 04-Jul 05

The Woodbourne Center/Treatment Foster Care Program
Intake Coordinator/Case Manager
Completed assessments of all incoming referral information to determine appropriate placements for children with emotional and behavioral problems.
Conducted psycho-socials and treatment plan goals for children involved in program.
Worked in collaboration with foster parents to assess and solve ongoing child behavior issues.
Facilitated introductions between foster parents and children to ensure an appropriate match.

Sept 03-Mar 04

Sexual Assault/Spouse Abuse Resource Center, Inc.
Sexual Assault/Domestic Violence Counselor
Responsible for counseling domestic violence and sexual assault program participants on a regular on-going basis.

April 01-Aug 03

Baltimore County Department of Social Services
Young Parent Support Center
Service Coordinator:
Complete intakes, assessments, referral to area agencies

Academic Background:

Bachelor of Social Work Degree, 1997
University of Vermont
Burlington, VT.

Started MSW at the University of Maryland School Of Social Work in 2003. Completed 12 credits prior to moving to VT
Baltimore, MD.

High School Diploma, 1993
Hartford High School
White River Jct., VT.

Sarah E. Breisch

Objective

To bring my experience and professionalism to work which will benefit my community.

Education

- B. A. Literature, 2004

- The Thomas More College of Liberal Arts
- Merrimack, NH, and Rome, Italy
- A four-year Humanities cycle studying the politics, philosophy, and literature of the Western Tradition, from the ancient world to the modern.
- A semester spent studying the art and architecture of Rome *in situ*, while completing the usual course load
- Self-directed Junior Project and Senior Thesis, respectively culminating in an in depth-study of the life, works, and impact of an English poet, and 20-page essay on an original topic and an oral presentation.
- Theoretical Mathematics, Biology and Chemistry, including labs

Experience

July 2017 to Present

Kitchen Production Staff, Logistics and Order Fulfillment, Blake Hill Artisan Preserves

• Hands-on involvement in all aspects of production in the kitchen.

• Accurate weighing and measuring of ingredients, checking and maintaining freezer and dry goods inventory.

• Follow sanitation and record keeping protocols, including completion andfiling of daily production sheets.

• Quality control and packaging of finished product, archiving products and fulfillment of online orders.

September 2009 to June 2017

Teacher, New England Classical Academy, 18 Central St. Claremont, NH 03743

I have been a classroom teacher for grades 1, 2, 3 and 4. I taught Art and Art History to grades 7 though 12 for one year, and continued to provide Art instruction to the lower grade levels.

• Constructed and implemented curriculum covering all subject areas including music and the fine arts for grades 1 through 4. Integrated creative, dynamic, and differentiated instruction, in order to challenge and engage students according to their ability, with the goal of bringing all students to or above grade level expectations.

• Developed effective classroom management techniques designed to foster the development of students' organizational skills and their character, and to provide a safe and nurturing learning environment.

• Management and curation of instructional and supplemental materials and resources. Researching local resources for field trips and guest instructors, and arranging and leading field trips.

• Record keeping, written and oral communication.

September 2005- June 2009

Instructor, Mother of Divine Grace School, 407 Bryant Circle, Suite B1, Ojai, CA, 93023

• Provided written and verbal tutoring and instruction for homeschooled high school students using the Mother of Divine Grace program.

• The program is a Classical Education-based model, and holds the students to a high standard of comprehension and writing ability. As an Instructor, my duties were to provided editing, grading, coaching, and in-depth discussion and explanation of course materials to students via email and monthly phone calls.

• The subjects I covered were Literature, History, and Grammar. I carried an average of 4 students per school year, with 2 subjects each.

Lauren R Bushway

PROFESSIONAL EXPERIENCE

State of NH, DCYF- Claremont, New Hampshire 2017-present

Child Protective Service Worker II

- Interview and Investigate alleged victims, perpetrators and witness of child abuse/neglect
- Document and present evidence to support petitions of child abuse/neglect in court
- Assist families in accesses local community resources
- Develop and maintain case notes including court orders and other required documents
- Supervise and Mentor college interns

West Central Behavioral Health- Lebanon, New Hampshire 2016

Case Manager

- Manage client list of 30 with varying degrees for mental illness
- Case Manager for Halls of Hope Mental Health program for Grafton County
- Team leader in Collaborative Documentation initiative/implementation
- Write annual reviews and state certifications

Turning Points Network-Claremont, New Hampshire 2016

Task Force Coordinator

- Prompted to coordinator position from supervisor position
- Coordinator volunteer schedule monthly
- Supervise volunteers and oversee training
- Liaison for Turning Points Network and answering service
- Answer all LAP (Lethality Assessment Program), Shelter, Sexual Assault calls
- On call for nine shifts in a row

Granite State College- Claremont, New Hampshire 2011 to 2015

Admissions Coach

- Proctor CLEP, DSST & Accuplacer testing
- Supervise Claremont/Lebanon Work Study employees
- Team leader in initial roll out phase of a new CRM system-created standard operating procedures, documents and manuals, training
- Manage 150+ applied students
- Team leader on re-structure of New Student Orientation format-help train staff members on new structure and ensure proper implementation

SAU # 6-Claremont, New Hampshire 2009-2011

Substitute Teacher preK-12

- Carry out program of study provided by the classroom teacher
- Follow in accordance with school procedures and regulations
- Maintain classroom control and discipline
- Complete an end of day report/evaluation for classroom teacher
- Maintain confidentiality

Family School Connections-Claremont, New Hampshire 2009-2011

Lead Teacher

- Design weekly lesson plans for various age groups
- Order/Maintain all materials
- Supervise two high school volunteers onsite
- Maintain confidentiality
- Ensure a safe and healthy environment

Johnson State College-Johnson, Vermont 2008

Residential Advisor

- Refer residents to appropriate resources
- Assist during crisis and accompany when appropriate
- Develop and lead 3 service programs a semester
- Oversee monthly programming budget
- Enforce College policies
- Complete & File all documentation required

Education

Granite State College-Associates in Behavioral Science, 2013

Granite State College-Bachelors in Psychology, 2015 summa cum laude

SNHU-Masters in Forensic Psychology, 2020 (in progress)

References

Anne Park ***Senior Admissions Coach***, Granite State College	603-542-3841
Stephanie Durkee ***CPSW IV***, *DCYF*	603-464-9310
Glenn Dumont ***Therapist***, West Central Behavioral Health	603-533-6936
Amanda Mace ***Direct Services Coordinator,*** Turning Points Network	603-543-0155

RENE COUITT

EXPERIENCE

2007-Present TLC Family Resource Center/Good Beginnings of Sullivan County Claremont, NH

Prog. Mgr./Family Assessment Worker/Intake Coordinator

- Manage and respond to all referrals received by the agency.
- Collect, manage and report on agency data, documentation & statistics.
- Provide training and support to parent educators.

1999-2007 Good Beginnings of Sullivan County Claremont, NH

Parent Educator/Assistant Program Director

- Case Manager and Parent Educator for 50 families annually.
- Program management in absence of Executive Director.

1997-1999 Spurwink School Newport, NH

Case Manager-

- Devise and implement treatment plans & goals for students & families.
- Provide therapeutic intervention for children and families.
- Coordinate services for children with schools and community agencies.

1995-1997 Valley Regional Hospital Claremont, NH

Case Manager

- Conduct assessments and plan treatment goals for at-risk adolescents.
- Provide home visits including crisis management as needed.
- Participate in inter-agency collaboration with DCYF and mental health providers

1993-1995 Milestones Children's Center Newport, NH

Teacher

- Managed daily routine of classroom for children ages three to five.
- Collaborated with preschool special education team.
- Implemented and directed newly established summer program.

EDUCATION

1989-1983 Quinnipiac College New Haven, CT

- B.A., Psychology.
- Graduated Cum Laude.

Karen W. Jameson, M.Ed, RN

Education:

University of Maine, Orono, ME
Bachelor of Science in Animal, Veterinary and Aquatic Sciences May1991

New Hampshire Community Technical College, Claremont, NH
Associate degree in nursing May 2001

Plymouth State University, NH
M.Ed/ in Health Education – May 2009

Professional Experience:

TLC Family Resource Center/Good Beginnings of Sullivan County, Claremont, NH 03743
(9/02- present)
Registered Nurse/Lactation Counselor/Home Visiting Coord.: Function as a member of a dynamic team providing comprehensive health and parenting support to pregnant women, children and families. Provides health education and encouragement to ensure the best possible outcomes for infant and mother. Network with other social service agencies.

Valley Regional Hospital, Claremont, NH 03743
(6/01-12/02)
Registered Nurse: Assessed, diagnosed, planned, implemented and evaluated health care strategies for patients in a fast-paced medical and surgical unit.

Planned Parenthood of Northern New England, West Lebanon, NH 03784
(9/94-5/03)
Health care Assistant/ Registered Nurse: Performed a variety of medical, clerical, and administrative functions in a busy health care facility. Responsible for client safety, education and advocacy.

Dartmouth College, Biology Department, Hanover, NH 03755
(1/93-1/94)
Laboratory technician: Directly responsible for the efficient operation of a cell biology research lab. Supervised and trained several undergraduate students, ordered and inventoried supplies, performed various scientific assays. Assisted in grant application process.

Avian farms International, Waterville, ME 04989
(12/91-7/92)
Barn Manager: Independently supervised three employees in the care of 4,000 genetic research chickens. Responsible for barn safety, flock health, record keeping, egg production and egg hatchability.. Member of company safety committee.

BRENDA L. FOLEY

SKILLS & EXPERIENCE as acquired and demonstrated through trainings, education, and life/work history.
■Strong ability to communicate effectively with diverse populations■Interpersonal relationship building and conflict resolution■Ability to adapt to difficult situations■Detail oriented■Capable problem solver■Good organizational skills■Efficient computer abilities■Effective time and project management■Leadership skills■

EDUCATION

Granite State College, Claremont, NH

- Bachelor of Science degree in Health & Human Services.
- Graduation: December 2006. Summa Cum Laude
- Recipient of Granite State College's 2006-2007 Merit Scholarship Award.

Andover College, Portland, ME

- Associate in Applied Science degree. Medical Assisting major/Human Services minor.
- Graduation: May 2002. GPA 4.0
- Recipient of Andover College's President Cup Award 2002.

EMPLOYMENT

Resident Services Coordinator, POAH Communities at Sugar River Mills Claremont, NH (5/13-4/15)

- Develop and implement supportive service programming in collaboration with residents, site staff and management and local community service providers.
- Identify, assess and coordinate the delivery of services with service providers and contractors
- Maintain all necessary information and reports in a confidential manner following the regulatory guidance provided by HUD.

Economic Independence / Direct Services Coordinator, TPN Claremont, NH (12/03-6/05; 12/09-5/13)

- Developed, coordinated and supervised the EIP, a grant funded program designed to promote and assist victim/survivors of domestic abuse, sexual assault, and stalking with whatever s/he may identify in order to reach self sufficiency and economic independence.
- Educated and trained community and businesses of trauma informed services.
- Coordinated and supervised agency D.S. staff and services including 24-hour crisis and support line, individual peer support counseling; group facilitation; outreach services, social services, legal, medical, law enforcement, and court advocacy and mediation, transportation; shelter and safe home placement; and referrals and follow up.
- Established and maintained collaborative working relationships with community providers including police, courts, attorneys, clergy, and medical mental health and social service providers.
- Recruited, trained, and retained 24-hour volunteer task force.

Independent Services Coordinator, Self-employed Contractor, Claremont, NH (12/09-present)

- Provide services as described below for two individuals who with the agreement and consent of their guardians requested I continue as their case manager by contracting independently with PathWays.

Family Services Coordinator, PathWays of the River Valley, Claremont, NH (12/06-12/09)

- Provided comprehensive case management social role valorization, and advocacy for persons with developmental disabilities and /or traumatic brain injury, ensuring the preservation of civil rights and those rights to treatment and services as set forth in NH RSA 171-A.
- Facilitated planning meetings, individual budgets, legal processes; and acted as a liaison between the individual, community, state agencies, and service providers.

COMMUNITY SERVICE & VOLUNTEERISM

- Notary Public, State of New Hampshire, Commission expires February 2, 2016
- Crisis Intervention Volunteer Advocate, TPN Sullivan County 2005-2009, 2013-present
- Team Leader: Steppin Up to End Violence annual walk, TPN 2007-present

Margaret E. Monroe-Cassel

Career Objective:

To use communication, public relations, problem solving and interpersonal skills gained from years of experience working for and with non-profit organizations to help transform communities into safe and healthy places in which all people can live.

Skill Set:

Communication Skills:

- Prepares innumerable written works for newsletters, publications, journals, print and social media
- Makes excellent, clear and concise written and oral presentations

Fiscal Responsibilities:

- Has been responsible for a $1.5M budget which includes a construction business, a mortgage business and a retail store
- Handles private grants and develops healthy donor relations and successful fundraising events
- Manages government grants including SHOP, AmeriCorps, CDBG, HOME, FHBL, Community Preservation Act funds and local affordable housing trust funds

Management Skills:

- Presents a cooperative model of management that allows employees to bring their best to the organization
- Works closely and effectively with the board, helping them take ownership of and fiscal responsibility for the organization

Human Resources Skills:

- Directs a staff of up to 14 part- and full-time employees
- Familiar with federal laws governing the hiring and firing of employees

Organizational Skills:

- Brings a high level of trust, organization and communication to workplace
- Developed the by-laws and constitutions for several non-profits
- Networks with other housing, community and governmental agencies

Interpersonal Skills:

- Interfaces comfortably with people of differing social, economic, ethnic and religious backgrounds

Margaret E. Monroe-Cassel

- Moderates professional organizations and small group processes including study groups, workshops and retreats
- Assists in times of personal crisis using counseling, listening and problem-solving skills
- Attracts and maintains a passionate and committed core of volunteers and staff

Computer Skills:

- Microsoft Office applications and data base skills.

Experience Summary:

Executive Director, TLC Family Resource Center, Claremont, NH

- Grant writing
- Oversight of government contracts
- Donor development
- Strategic planning

Executive Director, Habitat for Humanity North Central Massachusetts

- Reorganized the affiliate job descriptions and positions to meet the goals of the affiliate
- Organized and opened a ReStore incorporating four new staff members
- Implemented strategic goals
- Build Energy Star homes

Executive Director, Santa Fe Habitat for Humanity

- Increased home production from four to six homes a year
- Added six new staff positions
- Increased individual donations 163% in five years
- Raised $150,000 at fundraising breakfast featuring Former HUD Secretary Henry Cisneros

President, Habitat for Humanity New Mexico

- As Board President coordinated the efforts of seventeen Habitat affiliates across a broad geographic and demographic area
- Secured funding through New Mexico Mortgage Finance Authority and State Legislature

Editor and PR Staff, The Arts Council of Chautauqua County, Jamestown, NY

- Edited a quarterly publication on the arts with a 35,000 piece circulation
- Promoted performances at a local arts theatre

Founder, Burchard/Barry/Wilcox Self-Help Women's Center, Jamestown, NY

- Rehabilitated an old home into two apartments for low-income single women
- Developed a stained glass workshop to train women

Margaret E. Monroe-Cassel

Founder, Community of Hope Federal Credit Union, Jamestown, NY

- Prepared organizational documents, founded and served as president of the city's first and only low-income credit union providing micro-loans
- Worked with the National Credit Union Administration to stay in compliance

Pastor, The Judson Fellowship, Jamestown, New York

- Raised the profile of a small congregation to be one of the most active social outreach congregations, regardless of size, in the city
- Collaborated with other congregations to address issues of poverty in the city

Education:

Harvard Business School, Strategic Perspectives in Non-Profit Management
Colgate-Rochester Divinity School, Master's Degree
Syracuse University, Bachelor's Degree

Awards:

Muchas Gracias Award presented by Santa Fe Mayor David Coss
Paul Harris Award presented by the Rotary Club of Santa Fe
Woman of Distinction Award presented by the Jamestown, NY, YWCA
Recipient of the T. Richard Parker Award for Peace and Justice presented by The Unitarian Universalist Congregation of Jamestown, New York
First Recipient and Namesake of the Maggie Monroe-Cassel Award for Peace and Justice, presented biennially by The American Baptist Churches/New York State

Jo-Ann Kleyensteuber

Employment

2002 – Present TLC Family Resource Center Claremont, NH

Program Manager - Finance/HR

- Coordinate employee compensation, recruitment, personnel policies, and regulatory compliance.
- Manage accounting and reporting systems along with internal controls to facilitate accurate and timely reporting.
- Assist ED with ongoing compliance efforts.
- Assist ED with identifying problems with performance and developing solutions.

1997– 2001 Spurwink-NH Belmont, NH

Senior Administrative Assistant

- Administrative support to teachers, clinical staff and principal.
- Assisted Clinical Director in developing documentation for emerging programs.
- Assisted in hiring and provided training for clerical staff.

1990–1997 Buedingen, Germany

Homemaker

- Active in local Ladies Club, Landfrauenverein Buedingen.
- Attended introduction to German language course
- Acclimated to German community, speaking and reading language

1987–1990 Concord Litho Company Concord, NH

Executive Secretary

- Personal Secretary to CEO.
- Supervised Sales Secretary

Education

2010 Champlain/Marlboro College Springfield, VT

Certificate in Nonprofit Management

1987 Thomas Secretarial School Concord, NH

Executive Secretary Certification

TLC FAMILY RESOURCE CENTER

Comprehensive Family Support Services

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Melony Williams	Program Manager and Clinical Supervisor	58,344	48%	28,017
Erin Kelly	Parent educator/home visitor	39,520	25%	9,880
Barbara Brill	Parent educator/home visitor	15,600	100%	15,600
Kristina Smith	Parent educator/home visitor	37,440	82%	30,888
Holly Bee	Parent educator/home visitor	39,250	100%	39,250
Sara Breisch	Parent educator/home visitor	28,080	100%	28,080
Lauren Bushway	Parent educator/home visitor	37,440	100%	37,440
René Couitt	Family Assessment Worker	55,078	31%	17,212
Karen Jameson	Registered Nurse	51,308	45%	23,122
Brenda Foley	Quality Improvement and Compliance Manager	29,120	54%	15,920
Maggie Monroe-Cassel	Executive Director	72,800	0%	0
Jo-Ann Kleyensteuber	Director of Finance and HR	62,400	0%	0

14B mac

Jeffrey A. Meyers
Commissioner

Christine Tappan
Associate Commissioner

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

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

March 9, 2018

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division For Children, Youth and Families, to enter into **sole source** amendments with the vendors identified below, for the provision of Comprehensive Family Support Services by increasing the price limitation by $4,606,197 from $6,424,788 to $11,030,985 and by extending the contract completion date from June 30, 2018 to June 30, 2019 effective upon Governor and Executive Council approval. 97.59% Federal Funds, 2.41% General Funds.

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway NH	$585,228	$274,561	$859,789	O: 6/18/14 #80 A1: 6/10/15 #5D A2: 5/18/16 #9A
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$572,508	$461,375	$1,033,883	O: 6/18/14 #80 A1: 5/18/16 #9A
Greater Seacoast Community Health (f/k/a Families First)	TBD	100 Campus Drive, Suite 12 Portsmouth NH	$585,228	$464,555	$1,049,783	O: 6/18/14 #80 A1:6/10/15 #5C A2: 5/18/16 #9A

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
TLC Family Resource Center (formerly Good Beginnings of Sullivan County)	170625-B001	109 Pleasant Street Claremont NH	$585,228	$423,075	$1,008,303	O: 6/18/14 #80 A1: 5/18/16 #9A
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$585,228	$463,279	$1,048,507	O: 6/18/14 #80 A1: 5/18/16 #9A
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$585,228	$451,881	$1,037,109	O: 6/18/14 #80 A1: 5/18/16 #9A
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$585,228	$279,375	$864,603	O: 6/18/14 #80 A1: 6/10/15 AG A2: 5/18/16 #9A
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$585,228	$279,375	$864,603	O: 6/18/14 #80 A1: 6/10/15 AG A2: 5/18/16 #9A
		Total	**$6,424,788**	**$4,606,197**	**11,030,985**	

Funds to support this request are available in the following accounts in State Fiscal Year 2018 and in State Fiscal Year 2019, with the ability to adjust encumbrances between state fiscal years through the Budget Office without further approval from the Governor and Executive Council, if needed and justified.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

05-095-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, TEMPORARY ASSISTANCE FOR NEEDY FAMILES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

This request is **sole source** because the funding being added in State Fiscal Year 2018 exceeds 10% of the total contract value for each contract. The addional funding is being utilized by the vendors to increase staff capacity to provide services to families who had a an abuse/neglect assessment conducted by the Division for Children, Youth and Families that was closed unfounded or unfounded with conerns.

The purpose of these amendments is to increase capacity for programs and utilize one (1) of the two (2) years available for renewing services, as specified in Exhibit C-2 of the original agreements.

Comprehensive Family Support Services assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents and give families an opportunity to learn and grow.

Below is a breakdown of those served in 2016 through the original Comprehensive Family Support Services contracts:

- Families served, 1,027.
- Family members served, 2,979.
- Total children served 1,695
- 50% of families served had a single caregiver.
- 48% of families served have mental health issues.
- 33 % of families served have chronic health issues.
- 93% of children served have child Medicaid insurance.
- 12% of adults served are without any insurance

Considering those served and program outcomes from 2014 to 2016 there have been considerable success for those who have participated and successfully completed or graduated from the program. Success is measured by future avoidance of DCYF services. Families are tracked for 3 years following the completion of services. Below are the outcome measures for the period identified

- 2014, 91.8%
- 2015, 93.1%
- 2016, 93.6%

Over the last several years the State of New Hampshire has seen a significant increase in the volume of families with open abuse and neglect cases. This translates to many more children in out of home care and significant increase in cost to the State of New Hampshire. By providing the additional resources through these amendments, the vendors will be able to increase services offered to the State's most vulnerable population.

With the increased funding, the vendors will be able to increase their ability to expand their service array to clients within their community by being able to employ one (1) to two (2) full time employees in order to manage their current wait list and to support the Division for Children, Youth and Families with assessments where substance abuse is an identified concern. Vendors will work with their communities to increase referrals for TANF exempt clients with children under the age of one (1) year. Vendors will increase their capacity to offer and implement prevention services to those most in need.

The services offered by these vendors are available to any family in the State of New Hampshire with children under the age of 21 years, with priority given to those families referred by the Division for Children Youth and Families. The Division for Children, Youth and Families will refer families who have had an abuse/neglect assessments closed unfounded or unfounded with concerns to the appropriate vendor in the service area. Families would then receive prevention services to assist them with decreasing famly stressors.

Although, prevention services are offered through the original Comprehensive Family Support Services contracts, these amendments will increase the vendor's capacity to provide additional resources. The additional services will allow vendors to increase the number of families served and the services offered, which include but are not limited to:

- Education.
- Parenting support.
- Case management.
- Assisted referrals.
- Home visiting resources.
- Budget management.
- Child development/

The Deppartment anticipates that by increasing the availability and quality of prevention services offered statewide there will be a reduction in incidents of child abuse and neglect, which would result in a reduction of open abuse/neglect cases with the Division for Children, Youth and Families.

The following performance measures/objectives will be used to measure the effectiveness of the agreement:

- 60% of families referred will enter and complete services. (Performance Measure)
- 95% of families who complete services will not be referred to DCYF within the following 3 years.(Performance Measure)

- Increase the number of families served with children under the age of 1. (Performance Measure)
- Increase the number of parents served under the age of 21. (Performance Measure)

Should Governor and Executive Council not authorize this request, the flexibility of community based family services may not be available to address the needs of children and families statewide, which could result in an increase in the Division for Children, Youth and Families involvement for out-of-home placement. Additionally families will not receive services that could assist with preventing the separation of children from their families by providing services that would result in parents providing a safe, stable and supportive family environment for their children.

Area served: Statewide

Source of Funds: 97.59% Federal Funds from Title IV-B Subpart I (CFDA#:93.645, FAIN: 1801NHCWSS), Promoting and Stable Families (CFDA#: 93.556, FAIN: 1801FPSS),Title XX Grants – SSBG (CFDA#: 93.667, FAIN: 1801NHSOSR), temporary Assistance to Needy Families (CFDA#: 93.558, FAIN: 17NHTANF), MCH Block Grant, 2.41% General Funds.

In the event that the Federal (or Other) Funds are no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

Christine Tappan
Associate Commissioner

Approved by:

Jeffrey A. Meyers
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$823.00		$823.00
2016	102-500734	Social Service Contract	42106802	$1,907.00		$1,907.00
2017	102-500734	Social Service Contract	42106802	$823.00		$823.00
2018	102-500734	Social Service Contract	42106802	$1,907.00		$1,907.00
2019	102-500734	Social Service Contract	42106802	$0.00	$1,365.00	$1,365.00
			Total:	**$5,460.00**	**$1,365.00**	**$6,825.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**
			Sub-Total:	**$187,260.00**	**$46,815.00**	**$234,075.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**
			Sub-Total:	**$919,996.00**	**$229,999.00**	**$1,149,995.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2016	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2017	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2018	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2019	102-500734	Social Service Contract	42106603	$0.00	$8,982.00	$8,982.00
			Total:	**$35,928.00**	**$8,982.00**	**$44,910.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**
			Sub-Total:	**$3,171,968.00**	**$792,992.00**	**$3,964,960.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$64,127.00	$64,127.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$64,127.00	$64,127.00
			Total:	**$0.00**	**$128,254.00**	**$128,254.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
			Total:	**$0.00**	**$318,248.00**	**$318,248.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
			Total:	**$0.00**	**$318,248.00**	**$318,248.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$138,384.00	$138,384.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$138,384.00	$138,384.00
			Total:	**$0.00**	**$276,768.00**	**$276,768.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$158,486.00	$158,486.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$158,486.00	$158,486.00
			Total:	**$0.00**	**$316,972.00**	**$316,972.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$152,787.00	$152,787.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$152,787.00	$152,787.00

Total:	**$0.00**	**$305,574.00**	**$305,574.00**

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
			Total:	**$0.00**	**$133,068.00**	**$133,068.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
			Total:	**$0.00**	**$133,068.00**	**$133,068.00**
			Sub-Total:	**$0.00**	**$3,000,000.00**	**$3,000,000.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, TEMPORARY ASSISTANCE FOR NEEDY FAMILES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2016	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2017	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2018	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2019	502-500891	Payments To Providers	45030206	$0.00	$31,290.00	$31,290.00
			Total:	**$125,160.00**	**$31,290.00**	**$156,450.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**
			Sub-Total:	**$1,600,000.00**	**$400,000.00**	**$2,000,000.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DICISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMINITY SERVICES, MATERIAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**
			Sub-Total:	**$245,564.00**	**$61,391.00**	**$306,955.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DICISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMINITY SERVICES, MATERIAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2016	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2017	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2018	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2019	102-500731	Contracts For Prog. Svc	90004015	$0.00	$75,000.00	$75,000.00
			Total:	**$300,000.00**	**$75,000.00**	**$375,000.00**
			Grand Total:	**$6,424,788.00**	**$4,606,197.00**	**$11,030,985.00**

State of New Hampshire
Department of Health and Human Services
Amendment #2 to the Comprehensive Family Support Services Contract

This second (2nd) Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #2") dated this 15th day of February, 2018, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and TLC Family Resource Center, (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 109 Pleasant Street Claremont, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80), and an amendment approved by the Governor and Executive Council on May 18, 2016 (Item #9A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to Form P-37 General Provisions, Paragraph 18, the agreement may be amended and Exhibit C-2, Additional Special Provisions, Paragraph 1, the State may renew the agreement for up to four additional years by written agreement of the parties and approval of the Governor and Executive Council; and

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

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

1. Form P-37, General Provisions, Block 1.7, Completion Date, to read:

   June 30, 2019.

2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:

   $1,008,303.

3. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:

   E. Maria Reinemann, Esq., Director.

4. Amend Form P-37, General Provisions, Block 1.10, State Agency Telephone Number, to read:

   (603) 271-9330.

5. Add Exhibit A-2 Amendment #2, Additional Scope of Services.
6. Delete Exhibit B – 4, Amendment #1 and replace with Exhibit B – 4, Amendment #2.
7. Add Exhibit B – 5, Amendment #2.

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

3/5/18
Date

Christine Tappan
Associate Commissioner

TLC Family Resource Center

2/23/18
Date

Maggie Monroe-Cassel
Name/Title Margaret Monroe-Cassel, Executive Director

Acknowledgement:
State of New Hampshire, County of Sullivan on 23rd of Feb, 2018, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.
Signature of Notary Public or Justice of the Peace

Name and Title of Notary or Justice of the Peace
JO-ANN KLEYENSTEUBER, Notary Public
My Commission Expires August 5, 2019

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

OFFICE OF THE ATTORNEY GENERAL

3/7/18
Date

Name:
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

Additional Scope of Services

1. Provisions Applicable to All Services

1.1. The Contractor will submit a detailed description of the language assistance services 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.

1.2. 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.

2. Scope of Work

2.1. The Contractor shall work with their community to increase referrals for Temporary Assistance to Needy Families (TANF) exempt clients with children under the age of one (1) years old.

2.2. The Contractor shall follow the Home Visiting New Hampshire model when providing services to TANF clients with children under the age of one (1) in order to assist them with successfully overcoming barriers to employment.

2.3. The Contractor shall provide mandatory training to their staff that includes, but is not limited to:

2.3.1. Trauma Informed Care/Practices.

2.3.2. Two (2) Generation Approach to Working with Families.

2.3.3. Strengthening Families Model.

2.3.4. FRC-Q Standards Training.

2.3.5. How to Report Abuse and/or Neglect.

2.3.6. Completing and Utilizing the North Carolina Assessment.

2.3.7. Creating and Utilizing Individual Service Plans.

2.3.8. Home Visiting Worker Safety.

2.3.9. Individual Agency Trainings (Human Resources Requirements).

2.4. The Contractor shall provide weekly supervision of all Home Visiting staff.

3. Staffing

3.1. The Contractor shall increase their ability to expand their service array to clients within their community by employing an additional two (2) Full Time Employees (FTEs) whose duties shall include, but are not limited to:

3.1.1. Manage current wait list.

3.1.2. Support the Department with "unfounded reports" from the Department where substance abuse is an identified as a concern.

3.1.3. Address the needs of clients that are referred by the Department who have had an assessment that is closed as "Unfounded, but with reasonable concerns".

Exhibit B-4 Amendment #2

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

Bidder/Program Name: TLC Family Resource Center

Budget Request for: Comprehensive Family Support Services

Budget Period: July 1, 2017 - June 30, 2018

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
	Incremental	Fixed		Incremental	Fixed		Incremental	Fixed	
1. Total Salary/Wages	$ 260,740.00	$ 10,807.00	$ 271,547.00	$ 23,482.00	$ 10,807.00	$ 34,289.00	$ 237,258.00	$ -	$ 237,258.00
2. Employee Benefits	$ 29,084.00	$ 1,189.00	$ 30,273.00	$ 2,583.00	$ 1,189.00	$ 3,772.00	$ 26,501.00	$ -	$ 26,501.00
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 1,500.00	$ -	$ 1,500.00	$ 1,500.00	$ -	$ 1,500.00	$ -	$ -	$ -
6. Travel	$ 6,195.00	$ -	$ 6,195.00	$ 750.00	$ -	$ 750.00	$ 5,445.00	$ -	$ 5,445.00
7. Occupancy	$ -	$ 15,113.00	$ 15,113.00	$ -	$ 4,600.00	$ 4,600.00	$ -	$ 10,513.00	$ 10,513.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ -	$ 2,200.00	$ 2,200.00	$ -	$ -	$ -	$ -	$ 2,200.00	$ 2,200.00
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ -	$ -
Insurance	$ -	$ 750.00	$ 750.00	$ -	$ 750.00	$ 750.00	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -
11. Staff Education and Training	$ 5,774.00	$ -	$ 5,774.00	$ 3,000.00	$ -	$ 3,000.00	$ 2,774.00	$ -	$ 2,774.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ 2,000.00	$ -	$ 2,000.00	$ 2,000.00	$ -	$ 2,000.00	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 306,293.00	$ 31,059.00	$ 337,352.00	$ 34,315.00	$ 18,346.00	$ 52,661.00	$ 271,978.00	$ 12,713.00	$ 284,691.00

Indirect As A Percent of Direct 10.1%

Contractor Initials: MMC

Date: 2/23/18

Exhibit B-5 Amendment #2

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

Bidder/Program Name: TLC Family Resource Center

Budget Request for: Comprehensive Family Support Services

Budget Period: July 1, 2018 - June 30, 2019

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 260,740.00	$ 10,807.00	$ 271,547.00	$ 23,482.00	$ 10,807.00	$ 34,289.00	$ 237,258.00	$ -	$ 237,258.00
2. Employee Benefits	$ 29,084.00	$ 1,189.00	$ 30,273.00	$ 2,583.00	$ 1,189.00	$ 3,772.00	$ 26,501.00	$ -	$ 26,501.00
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 1,500.00	$ -	$ 1,500.00	$ 1,500.00	$ -	$ 1,500.00	$ -	$ -	$ -
6. Travel	$ 6,195.00	$ -	$ 6,195.00	$ 750.00	$ -	$ 750.00	$ 5,445.00	$ -	$ 5,445.00
7. Occupancy	$ -	$ 15,113.00	$ 15,113.00	$ -	$ 4,600.00	$ 4,600.00	$ -	$ 10,513.00	$ 10,513.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ -	$ 2,200.00	$ 2,200.00	$ -	$ -	$ -	$ -	$ 2,200.00	$ 2,200.00
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ -	$ -
Insurance	$ -	$ 750.00	$ 750.00	$ -	$ 750.00	$ 750.00	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -
11. Staff Education and Training	$ 5,774.00	$ -	$ 5,774.00	$ 3,000.00	$ -	$ 3,000.00	$ 2,774.00	$ -	$ 2,774.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ 2,000.00	$ -	$ 2,000.00	$ 2,000.00	$ -	$ 2,000.00	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 306,293.00	$ 31,059.00	$ 337,352.00	$ 34,315.00	$ 18,346.00	$ 52,661.00	$ 271,978.00	$ 12,713.00	$ 284,691.00

Indirect As A Percent of Direct 10.1%

Contractor Initials: MMC

Date: 2/23/18

9A mac

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

DIVISION FOR CHILDREN, YOUTH & FAMILIES

Jeffrey A. Meyers
Commissioner

Lorraine Bartlett
Director

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

March 21, 2016

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Children, Youth and Families to exercise a renewal option with the vendors identified below for the provision of Comprehensive Family Support Services by increasing the price limitation by $3,212,394 from $3,212,394 to $6,424,788 and extending the contract completion date from June 30, 2016 to June 30, 2018, effective July 1, 2016 or date of Governor and Executive Council approval, whichever is later. 95.34% Federal Funds, 4.66% General Funds

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 5/2215 AG
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 5/22/15 AG
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1 5/22/15 AG
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 #5D
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$ 286,254	$ 286,254	$ 572,508	O: 6/18/14 #80
Families First of the Greater Seacoast	166629-B001	100 Campus Drive, Suite 12 Portsmouth NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1:6/10/15 #5C
TLC Family Resource Center (formerly Good Beginnings of Sullivan County)	170625-B001	109 Pleasant Street Claremont NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 AG
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 AG
		Total	$3,212,394	$3,212,394	$6,424,788	

Funds to support this request are available in the following accounts in State Fiscal Year 2017 and anticipated to be available in State Fiscal Year 2018, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between state fiscal years through the Budget Office if needed and justified without further approval from the Governor and Executive Council.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, SOCIAL SERVICES BLOCK GRANT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

The purpose of this request is to renew contract services with these vendors for an additional two years. For a detailed summary of the changes please see attachment.

Comprehensive Family Support Services assist pregnant women and families with children up to the age of twenty-one (21) by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents to give families an opportunity to learn and grow.

The Division for Children, Youth and Families and the Division of Public Health Services have blended three family health and support related programs in to one program which is now represented as the Comprehensive Family Support Services.

Currently, there are twenty-five (25) community based family resource centers in operation across the State which provide a range of support services to families and children that focus on strengthening, supporting and building on the strengths and skills of individuals while also ensuring developmental screening for children six (6) and under. These centers are often key local stakeholders in groups that assess and advocate for the needs of local families.

The original contracts were competitively bid.

These contracts contain language which allows for the right to renew for up to four additional years based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

The Comprehensive Family Support Services program has served a total of 871 families and 1664 children in 2014. As a result, ninety-five percent (95%) of the families served achieved successful outcomes and remained uninvolved in a Division abuse or neglect case. The Division is satisfied with the services provided and is requesting approval to exercise two years of the renewal option reserving the Division's option to renew for the remaining two years based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

Should the Governor and Executive Council not authorize this request, the flexibility of community based family services may not be available to address the needs of children and families throughout the state which could cause an increase in the Division for Children, Youth and Families involvement for out of home placements. The services provided through these agreements help prevent separation of children from their families and afford them a safe, stable and supportive family environment.

Area Served: Statewide

Source of Funds: 95.34% Federal Funds
4.66% General Funds

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

Respectfully submitted,

Mary Ann Cooney
Associate Commissioner

Approved by:
Jeffrey A. Meyers
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$823	$0	$823
2016	102-500734	Social Service Contract	42106802	$1,907	$0	$1,907
2017	102-500734	Social Service Contract	42106802	$0	$823	$823
2018	102-500734	Social Service Contract	42106802	$0	$1,907	$1,907
			Total:	**$2,730**	**$2,730**	**$5,460**

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget.	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**
			Sub-Total	**$93,630**	**$93,630**	**$187,260**

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636
			Sub-Total	$459,998	$459,998	$919,996

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$8,982	$0	$8,982
2016	102-500734	Social Service Contract	42106603	$8,982	$0	$8,982
2017	102-500734	Social Service Contract	42106603	$0	$8,982	$8,982
2018	102-500734	Social Service Contract	42106603	$0	$8,982	$8,982
			Total:	$17,964	$17,964	$35,928

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	**$156,802**	**$156,802**	**$313,604**

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	**$156,802**	**$156,802**	**$313,604**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	**$156,802**	**$156,802**	**$313,604**

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	**$156,802**	**$156,802**	**$313,604**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604
			Sub-Total	$1,585,984	$1,585,984	$3,171,968

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$31,290	$0	$31,290
2016	502-500891	Social Service Contract	45030206	$31,290	$0	$31,290
2017	502-500891	Social Service Contract	45030206	$0	$31,290	$31,290
2018	502-500891	Social Service Contract	45030206	$0	$31,290	$31,290
			Total:	$62,580	$62,580	$125,160

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484
			Sub-Total	$800,000	$800,000	$1,600,000

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324
			Sub-Total	$122,782	$122,782	$245,564

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004105	$75,000	$0	$75,000
2016	102-500731	Contracts for Program Services	90004105	$75,000	$0	$75,000
2017	102-500731	Contracts for Program Services	90004105	$0	$75,000	$75,000
2018	102-500731	Contracts for Program Services	90004105	$0	$75,000	$75,000
			Total:	$150,000	$150,000	$300,000
			Sub-Total	$3,212,394	$3,212,394	$6,424,788

State of New Hampshire
Department of Health and Human Services
Amendment #1 to the Comprehensive Family Support Services Contract

This first (1st) Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #1") dated this 29th day of February, 2016, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and TLC Family Resource Center (formerly known as Good Beginnings of Sullivan County), (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 109 Pleasant Street Claremont, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18, "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 by Governor and Executive Council of the State of New Hampshire", and Exhibit C-2, Additional Special Provisions, Paragraph 1, the State may renew the agreement for up to four additional years, by written agreement of the parties; and

WHEREAS the State and the Contractor agree to increase the price limitation and extend the contract for two additional years; and

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

To amend as follows:

1. Form P-37, General Provisions, Item 1.3, Contractor Name, to read:

   TLC Family Resource Center

2. Form P-37, General Provisions, Item 1.7, Completion Date, to read:

   June 30, 2018

3. Form P-37, General Provisions, Item 1.8, Price Limitation, to read:

   $585,228

4. Exhibit A, Scope of Services, Paragraph 1.7, to read:

   1.7 Facilitating identification and evaluation of programs/services, using the North Carolina Family Assessment Scale, The Parent Survey, and Parenting Interactions with Children Checklist of Observations Linked to Outcomes for families experiencing conditions that include, but are not limited to:

   1.7.1 Current founded or unfounded child protective services report;

   1.7.2 Previous founded child protective services report;

   1.7.3 Closed DCYF case;

   1.7.4 Child's low birth weight and neuro developmental delays;

   1.7.5 History of, or current, parental or caregiver substance abuse;

   1.7.6 Low socioeconomic status of the family (defined as <300% percent of the Federal Poverty Level);

   1.7.7 Problematic marital relationship;

1.7.8 Family history, including history of domestic violence;

1.7.9 Child's insecure attachment in early years;

1.7.10 Pregnancy;

1.7.11 Recent birth of a child (within 6-12 months);

1.7.12 Expected birth of an additional child (within 6 months);

1.7.13 Birth of a child or expected birth of a child with special health care needs;

1.7.14 More than 1 child under the age of 3 years;

1.7.15 Families, teen parent, or single parent experiencing multiple stressors;

1.7.16 Physical or social isolation;

1.7.17 Home conditions present a health and safety risk to family members;

1.7.18 Chronic health problems, which interfere with care giving; and

1.7.19 Child or family with chronic health, behavioral or developmental issues that impact on parenting;

1.7.20 ASQ & ASQ-SE results that indicate possible delay;

1.7.21 Families impacted by traumatic events;

1.7.22 Receiving TANF cash assistance or any of the Medicaid options; and

1.7.23 Any other factors that may contribute to unhealthy social and emotional outcomes.

5. Add Exhibit A, Scope of Services, Paragraph 1.34.1:

   1.34.1 Which includes entering all on-line data for the Watch Me Grow Program.

6. Exhibit B-2, Bidder/Program Name, to read:

   TLC Family Resource Center (formerly Good Beginnings of Sullivan County)

7. Add Exhibit B-3 – Amendment #1.

8. Add Exhibit B-4 – Amendment #1.

9. Exhibit B, Method and Conditions Precedent to Payment , Paragraph 2.1 to read:

   2.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this agreement. The invoice, provided by the Department, must be completed, signed, and returned to the Department in order to initiate payment. In lieu of hard copies, invoices may be assigned an electronic signature and emailed. Hard copies shall be mailed to:

   Fiscal Administrator
   Division for Children, Youth and Families
   Department of Health and Human Services
   129 Pleasant Street
   Concord, NH 03301
   Email: dcyfinvoices@dhhs.state.nh.us

10. Exhibit B, Method and Conditions Precedent to Payment , Paragraph 2.2 to read:

    2.2 Expenditures shall be in accordance with the approved line item budget shown in Exhibits B-1, B-2, B-3 - Amendment #1 and B-4 – Amendment #1.

11. Replace Exhibit C – Special Provisions with:

    Exhibit C – Amendment # 1

12. Add Exhibit C-2, Additional Special Provisions, Paragraph 2

    2. Subparagraph 14.1.1 of the General Provisions of this contract, is deleted and the following subparagraph is added:

    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 $3,000,000 aggregate; and

13. Replace Standard Exhibit G, Certification Regarding the Americans with Disabilities Act Compliance with:

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

Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement, and the obligations of the parties there under, shall remain in full force and effect in accordance with the terms and conditions set forth herein.

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

4/3/16
Date

Mary Ann Cooney
Associate Commissioner

TLC Family Resource Center

3/8/16
Date

Margaret Morse-Carl Exec Director
Name/Title

Acknowledgement:
State of New Hampshire County of Sullivan on 8th of March 2016, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.
Signature of Notary Public or Justice of the Peace

Name and Title of Notary or Justice of the Peace

JO-ANN KLEYENSTEUBER, Notary Public
My Commission Expires August 5, 2019

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

OFFICE OF THE ATTORNEY GENERAL

5/3/14
Date

Name: Megan A. Yaple
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

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

Bidder/Program Name: TLC Family Resource Center (formerly Good Beginnings of Sullivan County)

Budget Request for: Comprehensive Family Support Services

Budget Period: July 1, 2016 - June 30, 2017

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 150,889.00	$ 10,499.00	$ 161,388.00	$ 23,482.00	$ 10,499.00	$ 33,981.00	$ 127,407.00	$ -	$ 127,407.00
2. Employee Benefits	$ 16,598.00	$ 1,155.00	$ 17,753.00	$ 2,583.00	$ 1,155.00	$ 3,738.00	$ 14,015.00	$ -	$ 14,015.00
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 1,500.00	$ -	$ 1,500.00	$ 1,500.00	$ -	$ 1,500.00	$ -	$ -	$ -
6. Travel	$ 4,635.00	$ -	$ 4,635.00	$ 750.00	$ -	$ 750.00	$ 3,885.00	$ -	$ 3,885.00
7. Occupancy	$ -	$ 4,600.00	$ 4,600.00	$ -	$ 4,600.00	$ 4,600.00	$ -	$ -	$ -
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ -	$ -
Insurance	$ -	$ 750.00	$ 750.00	$ -	$ 750.00	$ 750.00	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -
11. Staff Education and Training	$ 4,000.00	$ -	$ 4,000.00	$ 3,000.00	$ -	$ 3,000.00	$ 1,000.00	$ -	$ 1,000.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Emergency Fund for Families	$ 2,000.00	$ -	$ 2,000.00	$ 2,000.00	$ -	$ 2,000.00	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 180,622.00	$ 18,004.00	$ 198,626.00	$ 34,316.00	$ 18,004.00	$ 52,319.00	$ 146,307.00	$ -	$ 146,307.00

Indirect As A Percent of Direct 10.0%

Budget One Budget Period

Contractor Initials MMC

Date 3/8/16

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

Bidder/Program Name: TLC Family Resource Center (formerly Good Beginnings of Sullivan County)

Budget Request for: Comprehensive Family Support Services

Budget Period: July 1, 2017 - June 30, 2018

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
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3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 1,500.00	$ -	$ 1,500.00	$ 1,500.00	$ -	$ 1,500.00	$ -	$ -	$ -
6. Travel	$ 4,635.00	$ -	$ 4,635.00	$ 750.00	$ -	$ 750.00	$ 3,885.00	$ -	$ 3,885.00
7. Occupancy	$ -	$ 4,600.00	$ 4,600.00	$ -	$ 4,600.00	$ 4,600.00	$ -	$ -	$ -
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ -	$ -
Insurance	$ -	$ 750.00	$ 750.00	$ -	$ 750.00	$ 750.00	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -
11. Staff Education and Training	$ 4,000.00	$ -	$ 4,000.00	$ 3,000.00	$ -	$ 3,000.00	$ 1,000.00	$ -	$ 1,000.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Emergency Fund for Families	$ 2,000.00	$ -	$ 2,000.00	$ 2,000.00	$ -	$ 2,000.00	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 180,622.00	$ 18,004.00	$ 198,626.00	$ 34,315.00	$ 18,004.00	$ 52,319.00	$ 146,307.00	$ -	$ 146,307.00

Indirect As A Percent of Direct 10.0%

Budget One Budget Period

Contractor Initials MMC

Date 3/8/16

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.ojp.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

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.

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.

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:

3/8/16
Date

Margaret Morse-Carol, Exec Director
Name:
Title:

SDM

IV 80

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

DIVISION FOR CHILDREN, YOUTH & FAMILIES

Nicholas A. Toumpas
Commissioner

Mary Ann Cooney
Associate Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

May 23, 2014

95.34 % Federal Funds
4.66 % General Funds

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to enter into agreements with the vendors identified below, for the provision of Comprehensive Family Support Services, in an amount not to exceed $3,212,394, effective July 1, 2014 or date of Governor and Council approval, whichever is later, through June 30, 2016.

Vendor	Vendor Number	Location	Amount
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway, NH	$292,614
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$286,254
Families First of the Greater Seacoast	166629-B001	100 Campus Drive, Suite 12 Portsmouth NH	$292,614
Good Beginnings of Sullivan County	170625-B001	109 Pleasant Street Claremont NH	$292,614
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$292,614
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$292,614
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$292,614
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$292,614
		Total	$3,212,394

Funds to support this request are available in the following accounts in State Fiscal Year 2015 and are anticipated to be available in State Fiscal Year 2016, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified without further approval from the Governor and Executive Council.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, SOCIAL SERVICES BLOCK GRANT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

Comprehensive Family Support Services assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents and give families an opportunity to learn and grow.

The Division for Children, Youth and Families and Division of Public Health Services /Maternal Child Health Services blended three family health and support related programs, into one program. This Comprehensive Family Support Services represents such efforts.

New Hampshire DHHS Comprehensive Family Support Services:

In 2002, The Division for Children, Youth and Families, launched a family support partnership, entitled Comprehensive Family Support Services. Support and prevention-based services and programs were provided to thousands families and individuals throughout the state. Due to the success of these prevention-oriented programs, the Division for Children, Youth and Families has recognized the benefit of provider services to families as an effort to keep them from becoming involved in other systems of care.

Currently, there are 25 community-based family resource centers in operation across the State of New Hampshire, which provide a range of support services to families and children that focus on strengthening, supporting and building on the strengths and skills of individuals while also ensuring developmental screening for children six and under. These centers are often key local stakeholders in groups that assess and advocate for the needs of local families.

New Hampshire DHHS Home Visiting NH:

In 2001, the Division of Public Health Services Maternal and Child Health Section began Home Visiting New Hampshire, a statewide, family focused and child centered, preventive program that provides, health, education, support and linkages to community services to eligible, pregnant women and their families in their home until her child is twelve (12) months old. Contractors provide these services in nine (9) of the Division for Children, Youth and Families service areas. The goals of Home Visiting New Hampshire are to promote healthy pregnancy and birth outcomes, promote a safe and nurturing environment for children, and enhance families' life course and development.

Child and Family Health Support Services:

Child and Family Health Support Services have been available through local community health and home visiting agencies for approximately twenty years with funds that had previously supported the state's network of "well baby clinics". These services provide assistance with health care enrollment, referrals, case management, care coordination, education and counseling relative to the child and family and can be conducted by home, office visit or by telephone when appropriate. The goal of Child and Family Health Support Services is to promote the health and well-being of children from birth through age eighteen, with priority given to children birth through age ten.

This contract was competitively bid. On January 21, 2014 the Department issued a Request for Proposals to solicit proposals for the provision of Comprehensive Family Support Services to assist expectant women along with children and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. The request for proposals was available on the Department of Health and Human Services website from January 21, 2014 through March 10, 2014. There were 12 proposals submitted.

The proposals were evaluated by a team of Department of Health and Human Services employees with knowledge of the program requirements, the Division for Children, Youth and Families' Comprehensive Family Support Services program and the Division of Public Health Services, Maternal and Child Health Section. The team also included staff with significant business and management expertise.

The proposals were evaluated based on the criteria published in the Request for Proposals. Eleven of the twelve proposals were selected. The bid summary is attached.

The attached contract calls for the provision of these services for two years and reserves the Division's right to renew the agreement for up to four additional years, based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

Should Governor and Council not authorize this request, the flexibility of community-based family services may not be available to address the needs of children and families throughout the state which could cause an increase in the Division for Children, Youth and Families involvement for out-of-home placement, as these services help to prevent the separation of children from their families and afford them a safe, stable and supportive family environment.

Area Served: Statewide.

Source of Funds: 95.34% Federal Funds
4.66% General Funds

In the event that Federal Funds are no longer available, no additional General Funds will be requested to support this program.

Respectfully submitted,

Mary Ann Cooney
Associate Commissioner

Approved By:
Nicholas A. Toumpas
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$823
2016	102-500734	Social Service Contract	42106802	$1,907
			Total:	$2,730

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090
			Sub-total	93,630.00

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170626-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818
			Sub-total	**459,998.00**

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$8,982
2016	102-500734	Social Service Contract	42106603	$8,982
			Total:	$17,964

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802
			Sub-total	**1,585,984.00**

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$31,290
2016	502-500891	Social Service Contract	45030206	$31,290
			Total:	$62,580

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45130206	$36,871
2016	502-500891	Social Service Contract	45130206	$36,871
			Total:	$73,742

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742
			Sub-total	**800,000.00**

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162
			Sub-total	**122,782.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004105	$75,000
2016	102-500731	Contracts for Program Services	90004105	$75,000
			Sub-total:	**$150,000**
			Grand total:	**3,212,394.00**

New Hampshire Department of Health and Human Services
Office of Business Operations
Contracts & Procurement Unit
Summary Scoring Sheet

Comprehensive Family Support Services
RFP Name

15-DHHS-OHS-DCYF-01
RFP Number

Reviewer Names

1. John Harrington, Community and Family Support Specialist
2. Michael Donati, Administrator I
3. Deirdre Dunn, Program Specialist IV
4. Dague Clark, Fiscal Administrator

Bidder Name	Pass/Fail	Maximum Points	
1. Children Unlimited Inc. (Conway District)		200	
2. Families First (Seacoast District)		200	
3. The Family Resource Center (Berlin District)		200	
4. The Family Resource Center (Littleton District)		200	
5. Community Action Partnership of Strafford County (Rochester District)		200	
6. Lakes Region Community Services (Laconia District)		200	
7. Child and Family Services (Manchester District)		200	
8. Child and Family Services (Concord District)		200	
9. Child and Family Services (Southern District)		200	
10. Home Healthcare Hospice & Community Services (Keene District)		200	
11. Good Beginnings of Sullivan County (Claremont District)		200	
12. Monadnock Family Services (Keene District)		200	

FORM NUMBER P-37 (version 1/09)

Subject: Comprehensive Family Support Services

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Health and Human Services	1.2 State Agency Address 129 Pleasant Street Concord NH 03301
1.3 Contractor Name Good Beginnings of Sullivan County	1.4 Contractor Address 109 Pleasant Street P.O. Box 1098 Claremont NH 03743

1.5 Contractor Phone Number	1.6 Account Number	1.7 Completion Date	1.8 Price Limitation
(603) 542-1848	05-095-042-421010-29680000-102-5000734-40130215 05-095-042-421010-29730000-102-500734-40130007 05-095-042-421010-29660000-102-500734-40130302 05-095-045-450010-61460000-502-500891-45030206 05-095-090-902010-51900000-102-500731-90004009	June 30, 2016	$292,614

1.9 Contracting Officer for State Agency Eric D. Borrin	1.10 State Agency Telephone Number 603-271-9558
1.11 Contractor Signature Ellie Tsetsi	1.12 Name and Title of Contractor Signatory Ellie Tsetsi, Executive Director

1.13 Acknowledgement: State of NH, County of Sullivan

On May 16, 2014, 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

Jo-Ann Kleyensteuber

[Seal]

1.13.2 Name and Title of Notary or Justice of the Peace

JO-ANN KLEYENSTEUBER, Notary Public
My Commission Expires June 17, 2014

1.14 State Agency Signature Mary Ann Coan	1.15 Name and Title of State Agency Signatory Mary Ann Coan Associate Commissioner

1.16 Approval by the N.H. Department of Administration, Division of Personnel *(if applicable)*	
By:	Director, On:
1.17 Approval by the Attorney General (Form, Substance and Execution)	
By:	On: 6-3-14
1.18 Approval by the Governor and Executive Council	
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, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("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. 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 consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written 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

Contractor Initials: EG
Date: 5/16/19

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 $250,000 per claim and $2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance 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 fifteen (15) 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 endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) 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.

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: ST
Date: 5/16/14

Scope of Services

1. Scope of Services

The Contractor will provide Comprehensive Family Support Services, through a variety of methods including home visiting, to assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. The Contractor will perform duties, which include but are not limited to:

1.1 Providing the following services, at minimum, during the business hours of 8:00 a.m.-5:00 p.m., five (6) days (Monday-Saturday) per week:

1.1.1 Age appropriate health education, as well as safety and injury prevention information according to the American Academy of Pediatrics' "Bright Futures – Guidelines;

1.1.2 Assistance with enrollment in Medicaid;

1.1.3 Child care resource and referral;

1.1.4 Developmental and social-emotional screening using ASQ & ASQ-SE;

1.1.5 Domestic violence prevention and intervention services; the Contractor will:

1.1.5.1 Refer families to Turning Points Network or WISE.

1.1.6 Family centered early childhood programs; the Contractor will;

1.1.6.1 Refer families to Head Start or local school districts.

1.1.7 Child development education;

1.1.8 Family Centered Early Supports and Services Program;

1.1.9 Assistance with enrollment of child in Medical Home (Primary Care Provider); the Contractor will:

1.1.9.1 Provide connections to primary care providers.

1.1.10 Family mentoring and advocacy programs;

1.1.11 Home visiting services in accordance with Home Visiting NH 2012;

1.1.12 Independent Living skills training;

1.1.13 Life course planning;

1.1.14 Life skills training;

1.1.15 Literacy education and support;

1.1.16 Medical and health education including adherence of child to the American Academy of Pediatrics' "Recommendations for Preventive Pediatric Health Care" schedule;

1.1.17 Mental health services; the Contractor will:

1.1.17.1 Provide services or refer to:

1.1.17.1.1 West Central Behavioral Health; or

1.1.17.1.2 Counseling Associates of New London.

1.1.18 Oral health services; the Contractor will:

1.1.18.1 Refer families to:

1.1.18.1.1 Claremont School District for School-Based screenings/fluoride;

1.1.18.1.2 Red Logan Dental Clinic; and

1.1.18.1.3 Community Dental Care.

Contractor Initials: SS
Date: 5/16/14

1.1.19 Other health and social services (such as: family planning, fuel assistance, transportation etc.); the Contractor will refer families for:
- 1.1.19.1 Transportation Services to:
  - 1.1.19.1.1 Community Transportation Services;
  - 1.1.19.1.2 Advance Transit.
- 1.1.19.2 Food and Nutrition Services to:
  - 1.1.19.2.1 Claremont Soup Kitchen;
  - 1.1.19.2.2 Newport Food Pantry;
  - 1.1.19.2.3 Fall Mt. Food Pantry;
  - 1.1.19.2.4 Upper Valley Haven Food Pantry and Shelter
  - 1.1.19.2.5 Open Hands Mission;
  - 1.1.19.2.6 Willing Hands.
- 1.1.19.3 Homeless Outreach Services to:
  - 1.1.19.3.1 Southwestern Community Services.
- 1.1.19.4 Legal Services to:
  - 1.1.19.4.1 Legal Aid.
- 1.1.19.5 Clothing assistance to:
  - 1.1.19.5.1 Area Churches;
  - 1.1.19.5.2 Turning Points Thrift Store;
  - 1.1.19.5.3 SAU6: Families in Transition;
  - 1.1.19.5.4 Baby Steps.

1.1.20 Parent education and support;

1.1.21 Growing Great Kids curriculum;

1.1.22 Smoking cessation assistance; the Contractor will:
- 1.1.22.1 Provide information and refer families to:
  - 1.1.22.1.1 NH Quitworks;
  - 1.1.22.1.2 Primary Care Practices and Hospitals.

1.1.23 Substance abuse services; the Contractor will refer families to:
- 1.1.23.1 Dartmouth Hitchcock Medication Center;
- 1.1.23.2 Habit OPCO.

1.1.24 Trauma informed services; the Contractor will:
- 1.1.24.1 Provide trauma-informed services or refer them to:
  - 1.1.24.1.1 West Central Behavioral Health;
  - 1.1.24.1.2 Turning Points Network
  - 1.1.24.1.3 Child Advocacy Center.

1.1.25 WIC program services. The Contractor will refer families to:
- 1.1.25.1 Southwestern Community Services;
- 1.1.25.2 Community Action of Belknap & Merrimack.

1.2 Coordinating outreach to the communities and families regarding the availability of the program and services. The Contractor will:

1.2.1 Participate in coalitions and community partnerships such as:
- 1.2.1.1 Child Focus Forum;

Contractor Initials: SG
Date: 5/16/15

1.2.1.2 Continuum of Care Meetings;
1.2.1.3 ReThink Health.

1.3 Offering home visitation and other services at times that allow for the utmost amount of family member/caregiver participation. The Contractor will:

1.3.1 Open the agency from 8:00 a.m. and close no earlier than 5:00 p.m. Monday-Saturday and have the option to be open on Sunday when necessary.

1.4 Establishing and maintaining contact with local community groups and organizations that promote effective supports and services that result in safety, permanency and well-being of children and their families. The Contractor will:

1.4.1 Continue to participate in community coalitions and groups using Facetime and Gotomeeting when unable to attend in person;
1.4.2 Continue to maintain the Advisory Council;
1.4.3 Provide outreach activities in partnership with First Baptist Church to expand and strengthen community partnerships;
1.4.4 Encourage Board members to attend events where they can promote the program and services provided.

1.5 Identifying additional resources and funding opportunities and reporting the results to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program. The Contractor will:

1.5.1 Leverage private funds from foundations and private funders to help support the agency;
1.5.2 Ensure that the Board of Directors will help reach fundraising goals each year.

1.6 Ensuring service delivery is flexible and support services are provided to families across a continuum of the three (3) preventive stages (Prevention, Early Intervention, and Crisis).

1.7 Facilitating identification and evaluation of programs/services, using the North Carolina Family Assessment Scale, The Parent Survey, Parenting Interactions with Children Checklist of Observations Linked to Outcomes and Life Skills Progression for families experiencing conditions that include, but are not limited to:

1.7.1 Current founded or unfounded child protective services report;
1.7.2 Previous founded child protective services report;
1.7.3 Closed DCYF case;
1.7.4 Child's low birth weight and neuro developmental delays;
1.7.5 History of, or current, parental or caregiver substance abuse;
1.7.6 Low socioeconomic status of the family (defined as <300% percent of the Federal Poverty Level);
1.7.7 Problematic marital relationship;
1.7.8 Family history, including history of domestic violence;
1.7.9 Child's insecure attachment in early years;
1.7.10 Pregnancy;
1.7.11 Recent birth of a child (within 6-12 months);

Contractor Initials: SB
Date: 5/16/14

1.7.12 Expected birth of an additional child (within 6 months);
1.7.13 Birth of a child or expected birth of a child with special health care needs;
1.7.14 More than 1 child under the age of 3 years;
1.7.15 Families, teen parent, or single parent experiencing multiple stressors;
1.7.16 Physical or social isolation;
1.7.17 Home conditions present a health and safety risk to family members;
1.7.18 Chronic health problems, which interfere with care giving; and
1.7.19 Child or family with chronic health, behavioral or developmental issues that impact on parenting;
1.7.20 ASQ & ASQ-SE results that indicate possible delay;
1.7.21 Families impacted by traumatic events;
1.7.22 Receiving TANF cash assistance or any of the Medicaid options;
1.7.23 Any other factors that may contribute to unhealthy social and emotional outcomes.

1.8 Authorizing and managing the preventive child care award in accordance with Exhibit A-1, in an amount not to exceed the yearly-authorized amount for preventive child care dollars in paragraph 1 of Exhibit A-1.

1.9 Evaluating the progress of both parents/caregivers (if applicable) as well as the performance of the programs and services provided.

1.10 Maintaining a family service record on each family in compliance with all Health Insurance Portability and Accountability Act (HIPPA) Privacy Rules. The family service record will include but not be limited to:

1.10.1 Referral information;
1.10.2 Release of information form;
1.10.3 Family assessment;
1.10.4 Child/Family services plan;
1.10.5 Case contact log;
1.10.6 Identification of primary care physician (PCP);
1.10.7 Linkages with prenatal/primary care and visit schedule as outlined in American Academy Pediatrics "Recommendations for Preventive Pediatric Health Care" schedule;
1.10.8 Progress notes;
1.10.9 Child care utilization and billing information; and
1.10.10 Case closure report.

1.11 Completing criminal background and central registry checks on all staff, sub-contractors, and volunteers working on this contract, who come in contact with children:

1.12 Ensuring all staff, sub-contractors, and volunteers, at minimum, possess:

1.12.1 An understanding of the principles of family support;
1.12.2 Skills to address the ethnic and cultural needs, resources and assets of their community;
1.12.3 Experience working with community groups;

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1.12.4 Empathy for parents and families, and an understanding of family stressors;
1.12.5 A working knowledge of the array of services in the community;
1.12.6 Experience working directly with families;
1.12.7 Experience in the area of child welfare services;
1.12.8 Experience in the area of maternal and child health,
1.12.9 Experience in working in coordination with a multidisciplinary team, including but not limited to Registered Nurses, Advance Practice Registered Nurses, licensed clinical social workers, and/or other licensed health professionals.
1.12.10 Good organizational skills;
1.12.11 Good problem solving skills;
1.12.12 Clear and effective oral and written communication skills;
1.12.13 A valid driver's license and reliable automobile transportation;
1.12.14 The ability to work hours that are flexible and convenient for families; and
1.12.15 An understanding of how to access the range of services in the delivery system.

1.13 Ensuring all allied health professionals have the appropriate New Hampshire licenses whether directly employed, contracted or subcontracted.

1.14 Providing consultation services from a clinician or prescribing practitioner who is licensed, by the New Hampshire Board of Psychological Examiners, as a health care professional.

1.15 Submitting a Communication and Marketing Plan that ensures and describes involvement with DCYF District Office staff to promote Comprehensive Family Support Services.

1.15.1 Work collaboratively with the District Office in your catchment area and make the request to attend no fewer than two DO staff meetings a year, preferably quarterly.

1.16 Ensuring that staff attend meetings and trainings as required by the Division of Public Health Services, Maternal and Child Health Section, including but not limited to:

1.16.1 MCH Agency Directors' Meetings
1.16.2 MCH Coordinators Meetings

1.17 Ensuring that programs are staffed by a Program Director and an appropriate number of Home Visitors and/or paraprofessional home visitors, in accordance with "Parents As Teachers Guidance for determining caseload size for your affiliate", that is necessary to implement the program. The Contractor will ensure staff qualifications, as listed below:

1.17.1 The Program Director will:
1.17.1.1 Work a minimum of .5 FTE;
1.17.1.2 Supervise each Professional Home Visitors preferably on a weekly (at minimum bi-weekly) basis; and
1.17.1.3 Possess either:
1.17.1.3.1 A Master's degree in social work, counseling, nursing, public health or a related field, and two years of experience working with

Contractor Initials: CG
Date: 5/18/04

families and children in a social service, home health or other early childhood program setting; or

1.17.1.3.2 A Bachelor's degree in social work, counseling, nursing, public health or a related field, and five years of experience working with families and children in a social service, home health or other early childhood program setting, some of which must have been in a supervisory capacity.

1.17.2 Professional Home Visitors will:

1.17.2.1 Have knowledge of the eligibility requirements for Medicaid reimbursement;

1.17.2.2 Have access to clinical case consultation;

1.17.2.3 Have a minimum of two (2) years of supervised experience working with families; and

1.17.2.4 Possess a Bachelor's Degree in one of the following disciplines:

1.17.2.4.1 Social work

1.17.2.4.2 Counseling

1.17.2.4.3 Early childhood education

1.17.2.4.4 Nursing or a related field.

1.17.3 Paraprofessional home visitors shall have at minimum:

1.17.3.1 A high school diploma or general equivalency diploma; and

1.17.3.2 Two years' experience working with families in an early childhood program or health care support capacity.

1.18 The Contractor has been granted a waiver from using the "Parents as Teachers" curriculum and has been approved to use the "Growing Great Kids" curriculum.

1.19 Designating a liaison for all programmatic correspondence between the Department and the agency for matters including but not limited to:

1.19.1 Program announcements;

1.19.2 Clinical updates;

1.19.3 Reporting changes, errors and requests.

1.20 Notifying the Division for Children, Youth and Families (DCYF) in writing when hiring a new administrator or any staff person essential to carrying out this scope of services to work in the program. Notification must be provided to DCYF within 30 days of the hire date and will include:

1.20.1 A resume of the employee;

1.20.2 Date of hire; and

1.20.3 Job description for the position.

1.21 Requesting a waiver of the applicable staffing requirements before an agency hires new program personnel that do not meet the required staff qualifications. Waiver requests must be sent to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program and include:

1.21.1 Reason for request;
1.21.2 Name and job description of the position; and
1.21.3 Proposed qualifications for the position.

1.22 Notifying the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program in writing of the need for a budget revision if any critical position is vacant for more than one month or if at any time funded under this contract does not have adequate staffing to perform all required services for more than one month.

1.23 Reporting all cases of communicable diseases according to New Hampshire RSA 141-C and He-P 301, adopted June 03, 2008.

1.24 Coordinating and participating in public health activities as requested by the Division of Public Health Services during any disease outbreak and/or emergency, natural or man-made affecting the public's health.

1.25 Ensuring that all staff complies with the reporting requirements of New Hampshire RSA 169: C, Child Protection Act; RSA 161:F46, Protective Services to Adults; RSA 631:6, Assault and Related Offenses; and RSA 130: A, Lead Paint Poisoning and Control.

1.26 Promoting immunizations in accordance with RSA 141-C and the Immunization Rules promulgated there under.

1.27 Ensuring that services meet the requirements of Sec. 401 (a) (3) of the 42 USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF. One of the purposes of this requirement is to increase State flexibility to "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies" to the State/Federal regulation.

1.28 Complying with the confidentiality provisions of RSA 170-G: 8-a. All information regarding the Division's clients, client families, foster families, and other involved individuals that the Contractor may learn is strictly confidential and shall not be discussed with anyone except the Division's personnel in the performance of contracted services.

1.29 Maintaining the confidentiality of all clients and using client information only for the purpose of program administration, evaluation and quality improvement.

1.30 Ensuring that all staff understands that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.

1.31 Ensuring that all staff adheres to the Division of Family Assistance confidentiality policy in the General Manual and sign a statement saying that they agree to uphold the confidentiality standards. Failure to maintain confidentiality shall result in disciplinary actions.

1.32 Reporting personally identifiable health data to DHHS as requested, for all clients served under this contract for purposes of program evaluation and/or continuous quality improvement. Contractors are responsible for obtaining any authorizations for release of information from the clients that is necessary to comply with federal and state laws and regulations.

1.32.1 All forms developed for authorization for release of information must be approved by the Division for Children, Youth and Families prior to their use.

1.33 Informing the Division for Children, Youth and Families prior to initiating any research relating to this contract that uses clients as subjects and adhering to the legal requirements governing human subjects' research, if considering clinical or sociological research using clients as subjects.

1.34 Complying with all of the provisions of the Home Visiting NH 2012 and Watch Me Grow.

1.35 Using the MCH portion of these funds to provide or arrange for preventative health care for children in the service delivery area, in the event that the Community Health Center in the Contractor's service delivery area is defunded.

1.36 Providing culturally and linguistically appropriate services as well as providing clients of limited English Proficiency with interpretation services to ensure equal access to quality health services in compliance with Title VI, language efficiency and Proficiency citation 45 CFR 80.3 (b) (2).

1.37 Complying with all of the requirements of the Health Insurance Portability and Accountability Act (HIPPA) Privacy Rules, Public Law 104-191.

1.38 Agreeing that the Department of Health and Human Services and/or its funders will retain COPYRIGHT ownership for any and all original materials produced with the Department of Health and Human Services' contract funding, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports.

1.39 Agreeing that all media (written, video, audio, and electronic etc.) produced, reproduced or purchased under the contract shall have prior approval from the Department before publication, production, distribution, or use.

1.40 Crediting the New Hampshire Department of Health and Human Services on all materials produced under this contract.

2. Reporting Requirements

2.1 The Contractor shall submit monthly reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program by the last day of the month, which will include, but not be limited to:

2.1.1 Statistical reports that must detail:

2.1.1.1 Number of families enrolled at the beginning and end of the month;

2.1.1.2 Number of referrals;

2.1.1.3 Number of families receiving TANF,

2.1.1.4 Early and Periodic Screening and Diagnosis services.

Contractor Initials:
Date: 5/16/14

2.1.1.5 Number of terminations;
2.1.1.6 Total number of units of services delivered, (Unit = 15 minutes)
2.1.1.7 Number of childcare cases and utilization data;
2.1.1.8 Year-To-Date unduplicated childcare count;
2.1.1.9 Narrative regarding impact of the services provided for families; and
2.1.1.10 Community impact of the services provided;
2.1.1.11 Family income, composed of earned income and child support receipts;
2.1.1.12 Number of families employed or in training;
2.1.1.13 Number of families reporting housing destabilization;
2.1.1.14 Number of expectant women and children receiving WIC services.

2.1.2 A narrative summary of the family services records.

2.2 The Contractor shall submit quarterly reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program no later than the 15th day of the month following the reporting period of each contract year, with the first report due on October 15, 2014. Quarterly reports shall include, but not be limited to:

2.2.1 A report highlighting the program activities for each quarter, which includes;
2.2.2 Describing the progress in achieving the stated outcomes;
2.2.3 Feedback from families, as to the effectiveness and satisfaction of the contracted services.
2.2.4 Submitting a Work Plan Outcome Report with S.M.A.R.T. Goals that are Specific, Measurable Attainable Realistic and Timely, and that, at minimum, includes:

2.2.4.1 Input/resources;
2.2.4.2 Activities/action plan;
2.2.4.3 Performance measures for outcomes;
2.2.4.4 Evaluation activities; and
2.2.4.5 Brief narrative describing strategies for Quality Improvement.

2.3 The Contractor shall submit Annual reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program by July 31st of each contract year, with the first report due on July 31, 2015. Annual reports shall include, but not be limited to:

2.3.1 Information regarding accomplishments and activities for the program;
2.3.2 Recommendations for service development and outcomes;
2.3.3 Systemic barriers; and
2.3.4 Family satisfaction survey results.

3. Requirements of Delivery of Services

3.1 In addition to the reporting requirements set forth in Section 2 Reporting Requirements, the Contract will:

3.1.1 Achieve a minimum 80% favorable rating on parent/family satisfaction surveys conducted annually;
3.1.2 Achieve each target set in the approved Work Plan.

Contractor Initials: GS
Date: 5/11/14

New Hampshire Department of Health and Human Services
Comprehensive Family Support Services
Exhibit A-1

Vendor: Good Beginnings of Sullivan County

PREVENTIVE CHILD CARE AUTHORIZATION AND BILLING INSTRUCTIONS, SFY16

1. The Contractor's maximum yearly-authorized amount for preventive child care dollars is $33,000. Preventive child care shall not be authorized in excess of the standard rate. (see page 2 of this Exhibit).

   1.1 Out of this maximum yearly amount, for those families that the Contractor determines should receive preventive child care, the Contractor shall authorize no more than twelve weeks of child care services at a time.

   1.2 The Contractor shall maintain utilization data that includes the family's name and authorized amounts; this information shall accompany the Contractor's billing invoice submitted to DCYF on a monthly basis.

2. To access the preventive child care service, the Contractor shall identify an appropriate provider.

   2.1 The Contractor shall contact the designated DCYF preventive child care Provider Relations Specialist to authorize the family's enrollment into this service and provide the Specialist with the required family and provider contact information necessary to complete the authorization process through NH Bridges, utilizing form 2096 (See Exhibit A-2).

   2.2 The Provider Relations Specialist shall complete the authorization process to generate child care billing forms that will automatically be sent to the designated provider on a weekly basis.

   2.3 If the Contractor identifies a new child care provider that is willing to be certified by DCYF to provide preventive child care, the Contractor shall contact the Provider Relations Specialist and provide the name and address of the provider. Preventive child care services cannot be authorized until the provider has been certified by DCYF.

3. If the Contractor determines that child care services are required beyond the initial twelve-week authorization, the Contractor shall follow steps 2.1 and 2.2 above.

4. If the Contractor determines that authorized child care is no longer needed or appropriate, the Contractor shall contact the Provider Relations Specialist to request that this service be terminated for the applicable family.

5. The Contractor shall routinely track the amount of child care that it authorizes through DCYF. Upon reaching the yearly allotment, the Contractor shall notify DCYF in writing (e-mail is acceptable), to ensure that no further authorizations are processed. The Contractor will receive quarterly reports from DCYF.

6. DCYF shall monitor preventive child care usage based on the utilization data provided by the Contractor. Should monitoring reveal that authorized child care services are not being utilized (the child care provider does not submit invoices for payments); DCYF shall notify the Contractor to determine whether the authorization should remain active in the NH Bridges system.

   6.1 The Contractor shall contact the family and child care provider to determine the status of child care usage and notify them of the decision whether to continue or rescind authorization for child care resources not yet utilized.

Contractor's Initials SG
Date 5/16/14

7. If within the contract year, DCYF monitoring indicates that the Contractor's maximum yearly-authorized amount for preventive child care has been reached or is about to be reached, DCYF will alert the Contractor.

CHILD CARE SCHOLARSHIP PROGRAM MAXIMUM WEEKLY STANDARD RATES EFFECTIVE JULY 1, 2013

Licensed Child Care Center

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$201.75
Full Time	18-35	$191.00
Full Time	36-78	$170.00
Full Time	79-155	$135.96
Half Time	1-17	$156.24
Half Time	18-35	$147.84
Half Time	36-78	$131.52
Half Time	79-155	$85.00
Part Time	1-17	$78.12
Part Time	18-35	$73.92
Part Time	36-78	$65.76
Part Time	79-155	$42.49

Licensed Family Home

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$155.00
Full Time	18-35	$152.50
Full Time	36-78	$147.50
Full Time	79-155	$65.18
Half Time	1-17	$120.00
Half Time	18-35	$118.08
Half Time	36-78	$114.24
Half Time	79-155	$50.00
Part Time	1-17	$60.00
Part Time	18-35	$59.04
Part Time	36-78	$57.12
Part Time	79-155	$25.00

License-Exempt Center

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	[illegible]
Full Time	18-35	[illegible]
Full Time	36-71	[illegible]
Full Time	72-78	$85.00
Full Time	79-155	$67.98
Half Time	1-17	[illegible]
Half Time	18-35	[illegible]
Half Time	36-71	[illegible]
Half Time	72-78	$65.76
Half Time	79-155	$42.50
Part Time	1-17	[illegible]
Part Time	18-35	[illegible]
Part Time	36-71	[illegible]
Part Time	72-78	$32.88
Part Time	79-155	$21.24

License Exempt Family Home

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$108.50
Full Time	18-35	$106.75
Full Time	36-78	$103.25
Full Time	79-155	$45.63
Half Time	1-17	$84.00
Half Time	18-35	$82.66
Half Time	36-78	$79.97
Half Time	79-155	$35.00
Part Time	1-17	$42.00
Part Time	18-35	$41.33
Part Time	36-78	$39.98
Part Time	79-155	$17.50

Full Time Level = 31 or more hours per week
Half Time Level = 16 to 30 hours per week
Part Time Level = 1 to 15 hours per week

Providers caring for children with disabilities can be reimbursed an additional amount per week.
Full time = $50.00 per week, Half time = $30.00 per week, and Part time = $15.00 per week. Call (603) 271-7313 for information regarding Form 2628, Verification for a Child with a Disability.

Contractor's Initials GG
Date 5/14/13

EXHIBIT A-2

STATE OF NEW HAMPSHIRE
Department of Health and Human Services
Division for Children, Youth and Families

Form 2096
May 2009

REFERRAL FOR PREVENTIVE CHILD CARE SERVICES

Date: _____

CHILD/FAMILY INFORMATION

Name of Child: _____ _____ _____
LAST FIRST MI

Date of Birth _____ Social Security # _____

Name of Parent _____

Street Address: _____

Town or City _____ State _____ Zip Code _____

CHILD CARE INFORMATION

Name of Child Care Provider _____

Street Address _____

Town or City _____ State _____ Zip Code _____

RESOURCE ID NUMBER _____

Start Date of Child Care Services _____

Projected End Date of Child Care Services _____ (No longer that 12 weeks)

Number of hours of child care approved by the Comprehensive Family Support Agency as identified in the Family Service Plan.

☐ **Full Time** (31 or more hrs) ☐ **Half Time** (16-30 hrs/week) ☐ **Part Time** (1-15 hrs/week)

FAMILY RESOURCE AND SUPPORT AGENCY INFORMATION

Name of Family Resource and Support Agency _____

Address _____

Em ail Address _____

FRS Worker _____ Telephone Number _____

PD 09-15

Contractor Initials SK
Date 5/12/14

Method and Conditions Precedent to Payment

1. Subject to the availability of Federal funds, and in consideration for the Contractor's compliance with the terms and conditions of this agreement, and for the services provided by the Contractor pursuant to Exhibit A, Scope of Services, and expenses incurred, the Department shall pay the Contractor an amount not to exceed, Form P-37, block 1.8, Price Limitation.

   1.1. This contract is funded with funds from the following Catalog of Federal Domestic Assistance (CFDA) #'s, for the provision of services pursuant to Exhibit A, Scope of Services.
   - # 93.667, Federal Agency Department of Health and Human Services, Administration for Children and Families, Social Services Block Grant;
   - # 93.645, Federal Agency Department of Health and Human Services, Administration for Children and Families, Stephanie Tubbs Jones Child Welfare Services Program;
   - # 93.556, Federal Agency Department of Health and Human Services, Administration for Children and Families, Promoting Safe and Stable Families;
   - # 93.558, Federal Agency Department of Health and Human Services, Administration for Children and Families, Temporary Assistance for Needy Families; and
   - # 93.994, Federal Agency Department of Health and Human Services, Administration for Children and Families, Maternal and Child Health Services Block Grant to the States.

   1.2. The contractor agrees to provide the services in Exhibit A, Scope of Services in compliance with funding requirements.

2. Payment for said services shall be made monthly, but not less than quarterly:

   2.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this agreement. The invoice, provided by the Department, must be completed, signed, and returned to the Department in order to initiate payment. In lieu of hard copies, invoices may be assigned an electronic signature and emailed. Hard copies shall be mailed to:

   Fiscal Administrator
   Division for Children, Youth and Families
   Department of Health and Human Services
   129 Pleasant Street
   Concord, NH 03301

   Email: dbclark@dhhs.state.nh.us

   2.2 Expenditures shall be in accordance with the approved line item budget shown in exhibit B-1 and Exhibit B-2.

   2.3 Payments may be withheld pending receipt of required reports, plans, and updates as defined in Exhibit A.

   2.4 A final payment request shall be submitted no later than sixty days after the contact ends.

Contractor Initials _____
Date 5/16/14

2.5 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; and

2.6 When the contract price limitation is reached, the program shall continue to operate at full capacity at no charge to the State of New Hampshire for the duration of the contract period.

2.7 Notwithstanding paragraph 18 of the P-37, an amendment limited to the adjustment of the amounts between budget line items and/or State Fiscal Years, related items, and amendments of related budget exhibits, can be made by written agreement of both parties and do not require additional approval of the Governor and Executive Council.

Contractor Initials: [illegible]
Date 4/16/12

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

Bidder/Program Name: Good Beginnings of Sullivan County

Budget Request for: Comprehensive Family Support Services

Budget Period: July 1, 2014 - June 30, 2015

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 148,232.00	$ 10,920.00	$ 159,152.00	$ 23,323.00	$ 10,920.00	$ 34,243.00	$ 124,909.00	$ -	$ 124,909.00
2. Employee Benefits	$ 13,740.00	$ 1,201.00	$ 14,941.00	$ -	$ 1,201.00	$ 1,201.00	$ 13,740.00	$ -	$ 13,740.00
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 1,000.00	$ 500.00	$ 1,500.00	$ 1,000.00	$ 500.00	$ 1,500.00	$ -	$ -	$ -
6. Travel	$ 10,500.00	$ 500.00	$ 11,000.00	$ 4,842.00	$ 500.00	$ 5,000.00	$ 5,658.00	$ -	$ 5,658.00
7. Occupancy	$ -	$ 6,361.00	$ 6,361.00	$ -	$ 6,361.00	$ 6,361.00	$ -	$ -	$ -
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ -	$ 2,000.00	$ 2,000.00	$ -	$ 2,000.00	$ 2,000.00	$ -	$ -	$ -
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ 5,000.00	$ 5,000.00	$ -	$ 5,000.00	$ 5,000.00	$ -	$ -	$ -
Insurance	$ -	$ 2,500.00	$ 2,500.00	$ -	$ 2,500.00	$ 2,500.00	$ -	$ -	$ -
Board Expenses	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -		$ -		$ -	$ -	$ -
11. Staff Education and Training	$ 2,000.00	$ -	$ 2,000.00		$ -		$ 2,000.00	$ -	$ 2,000.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Emergency Fund for Families	$ 2,000.00	$ -	$ 2,000.00	$ 2,000.00	$ -	$ 2,000.00	$ -	$ -	$ -
	$ -	$ -	$ -	$ -			$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 177,472.00	$ 29,982.00	$ 207,454.00	$ 31,165.00	$ 29,982.00	$ 60,805.00	$ 146,307.00	$ -	$ 146,307.00

Indirect As A Percent of Direct 16.9%

Contractor Initials 26

Date 5/14/14

Budget One Budget Period

Exhibit B-2

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

Bidder/Program Name: Good Beginnings of Sullivan County

Budget Request for: Comprehensive Family Support Services
(Name of RFP)

Budget Period: July 1, 2015 - June 30, 2016

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 148,232.00	$ 10,920.00	$ 159,152.00	$ 23,323.00	$ 10,920.00	$ 34,243.00	$ 124,909.00	$ -	$ 124,909.00
2. Employee Benefits	$ 13,740.00	$ 1,201.00	$ 14,941.00	$ -	$ 1,201.00	$ 1,201.00	$ 13,740.00	$ -	$ 13,740.00
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 1,000.00	$ 500.00	$ 1,500.00	$ 1,000.00	$ 500.00	$ 1,500.00	$ -	$ -	$ -
6. Travel	$ 10,500.00	$ 500.00	$ 11,000.00	$ 4,842.00	$ 500.00	$ 5,000.00	$ 5,658.00	$ -	$ 5,658.00
7. Occupancy	$ -	$ 6,361.00	$ 6,361.00	$ -	$ 6,361.00	$ 6,361.00	$ -	$ -	$ -
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ -	$ 2,000.00	$ 2,000.00	$ -	$ 2,000.00	$ 2,000.00	$ -	$ -	$ -
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ 5,000.00	$ 5,000.00	$ -	$ 5,000.00	$ 5,000.00	$ -	$ -	$ -
Insurance	$ -	$ 2,500.00	$ 2,500.00	$ -	$ 2,500.00	$ 2,500.00	$ -	$ -	$ -
Board Expenses	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -		$ -		$ -	$ -	$ -
11. Staff Education and Training	$ 2,000.00	$ -	$ 2,000.00		$ -		$ 2,000.00	$ -	$ 2,000.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specify details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Emergency Fund for Families	$ 2,000.00	$ -	$ 2,000.00	$ 2,000.00	$ -	$ 2,000.00	$ -	$ -	$ -
	$ -	$ -	$ -	$ -			$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 177,472.00	$ 29,982.00	$ 207,454.00	$ 31,165.00	$ 29,982.00	$ 60,805.00	$ 146,307.00	$ -	$ 146,307.00
Indirect As A Percent of Direct		16.9%							

Contractor Initials 26
Date 5/16/14

Budget One Budget Period

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 fundors 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 fundors, 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. **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:

16.1. Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function

16.2. 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

16.3. Monitor the subcontractor's performance on an ongoing basis

16.4. Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed

16.5. 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.

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.

ADDITIONAL SPECIAL PROVISIONS

1. The Division reserves the right to renew the Agreement for up to four additional years, subject to continued availability of funds, satisfactory performance of services, and approval by the Governor and Executive Council.

Contractor Initials: SG
Date: 5/16/14

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 GRANTEES 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

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: Good Beginnings of Sullivan County

5/16/14
Date

Ellie Tsetsi
Name: Ellie Tsetsi
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: Great Beginnings of Sullivan County

5/14/14
Date

Name: Ellie Tebbi
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 (I)(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: Good Beginnings of Sullivan County

5/16/14
Date

Ellie Tsetsi
Name: Ellie Tsetsi
Title: Executive Director

CERTIFICATION REGARDING THE AMERICANS WITH DISABILITIES ACT COMPLIANCE

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

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

Contractor Name: Good Beginnings of Sullivan County

5/16/14
Date

Name: Ellie Tsetsi
Title: Executive Director

Contractor Initials EG
Date 5/16/14

New Hampshire Department of Health and Human Services
Exhibit H

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: Good Beginnings of Sullivan County

5/16/14
Date

Name: Ellie Tsets
Title: Executive Director

HEALTH INSURANCE PORTABLITY 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, TitleXIII, 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.

l. "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.

(3) **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

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:

- The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
- The unauthorized person used the protected health information or to whom the disclosure was made;
- Whether the protected health information was actually acquired or viewed
- 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 (l). 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

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

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.

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.

NH DHHS	Good Beginnings of Sullivan County
The State	Name of the Contractor
Signature of Authorized Representative	Signature of Authorized Representative
Mary Ann Conway	Ellie Tsetsi
Name of Authorized Representative	Name of Authorized Representative
Associate Commissioner	Executive Director
Title of Authorized Representative	Title of Authorized Representative
5/28/14	5/16/14
Date	Date

New Hampshire Department of Health and Human Services
Exhibit J

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

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of individual Federal grants equal to or greater than $25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of $25,000 or more. If the initial award is below $25,000 but subsequent grant modifications result in a total award equal to or over $25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.
In accordance with 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), the 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: Good Beginnings of Sullivan County

5/16/14
Date

Name: Ellie Tsetsi
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: 107210754

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?

   X 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: _____

State of New Hampshire
Department of Health and Human Services
Amendment #3 to the Comprehensive Family Support Services

This 3rd Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #3") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Home Healthcare, Hospice and Community Services, Inc. (hereinafter referred to as "the Contractor"), a nonprofit with a place of business at 312 Marlboro Street, Keene, NH, 03431.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80), and May 18, 2016 (Item #9A), and March 21, 2018 (Item #14B), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules or terms and conditions of the contract; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-2 Additional Special Provisions, Paragraph #1, the State may modify the scope of work and the payment schedule of the contract upon written agreement of the parties and approval from the Governor and Executive Council; and

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

WHEREAS, all terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #3 remain in full force and effect; and

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

1. Form P-37 General Provisions, Block 1.6, Account Number to add:

   05-095-045-450010-61270000-102-500731
   05-095-042-421010-29580000-644-504187

2. Form P-37 General Provisions, Block 1.7, Completion Date, to read:

   June 30, 2020.

3. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:

   $1,353,300.

4. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:

   Nathan D. White, Director.

5. Form P-37, General Provisions, Block 1.10, State Agency Telephone Number, to read:

   603-271-9631.

6. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 2.2, to read:

   2.2 Expenditures shall be in accordance with the approved line item budget shown in Exhibit B-1, B-2, B-3 - Amendment #1, B-4 – Amendment #2, Exhibit B-5 Amendment #2, and Exhibit B-6, Budget Amendment #3.

7. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 1.2 to read:

    1.2 The Contractor agrees to provide the services in Exhibit A, Scope of Service in compliance with funding requirements, which includes an in-kind match of an amount equal to a minimum of 25% of the federal Title IV-B grant identified in Subsection 1.1, above and 25% of the federal Promoting Safe and Stable Families grant identified in Subsection 2.2, above.

8. Add Exhibit B, Methods and Conditions Precedent to Payment, Section 1.3 to read:

    1.3 The Contractor shall ensure the annual 25% required match in Section 1.2 above, is in non-federal contributions either in cash or in-kind related to directly providing Title IV-B and Promoting Safe and Stable Families project activities and goals related to Comprehensive Family Support Services as approved by the Department.

9. Add Exhibit B-6, Budget Amendment #3.

10. Add Exhibit K, DHHS Information Security Requirements

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

5/29/19
Date

Name: Christine Santaniello
Title: Director

Home Healthcare, Hospice and Community Services, Inc.

05 28 2019
Date

Name: Maura McQueeney
Title: ~~Interim President~~ / CEO

Acknowledgement of Contractor's signature:

State of NEW HAMPSHIRE, County of CHESHIRE on 5.28.19, before the undersigned officer, personally appeared the person identified directly above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

Signature of Notary Public or Justice of the Peace

JO-ANNE L. YARDLEY
Name and Title of Notary or Justice of the Peace

My Commission Expires: JO-ANNE L. YARDLEY, Notary Public
State of New Hampshire
My Commission Expires June 29, 2021

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

OFFICE OF THE ATTORNEY GENERAL

6/4/19
Date

Name: Anne M. Edwards
Title: Associate Attorney General

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

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

Instructions: Fill out the Direct/Indirect columns only for both Contractor Share and Funded by DHHS. Everything else will automatically populate.

Contractor name Home Healthcare, Hospice and Community Service, Inc.

Budget Request for: Comprehensive Family Support Services

Budget Period: July 1, 2019 through June 30, 2020

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	$ 220,258.00	$ -	$ 220,258.00	$ 1,137.00	$ -	$ 1,137.00	$ 219,121.00	$ -	$ 219,121.00
2. Employee Benefits	$ 52,862.00	$ -	$ 52,862.00	$ -	$ -	$ -	$ 52,862.00	$ -	$ 52,862.00
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ 2,500.00	$ -	$ 2,500.00	$ -	$ -	$ -	$ 2,500.00	$ -	$ 2,500.00
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 4,400.00	$ -	$ 4,400.00	$ -	$ -	$ -	$ 4,400.00	$ -	$ 4,400.00
6. Travel	$ 18,644.00	$ -	$ 18,644.00	$ 5,228.00	$ -	$ 5,228.00	$ 13,416.00	$ -	$ 13,416.00
7. Occupancy	$ 7,065.00	$ -	$ 7,065.00	$ -	$ -	$ -	$ 7,065.00	$ -	$ 7,065.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 2,400.00	$ -	$ 2,400.00	$ -	$ -	$ -	$ 2,400.00	$ -	$ 2,400.00
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 2,500.00	$ -	$ 2,500.00	$ -	$ -	$ -	$ 2,500.00	$ -	$ 2,500.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 310,629.00	$ -	$ 310,629.00	$ 6,365.00	$ -	$ 6,365.00	$ 304,264.00	$ -	$ 304,264.00

Indirect As A Percent of Direct 0.0%

Contractor Initials

Date 05282019

A. Definitions

The following terms may be reflected and have the described meaning in this document:

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, " Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.

2. "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.

3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

   Confidential Information also 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 Protected Health Information (PHI), Personal Information (PI), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.

5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.

6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss or misplacement of hardcopy documents, and misrouting of physical or electronic

mail, all of which may have the potential to put the data at risk of unauthorized access, use, disclosure, modification or destruction.

7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.

8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.

9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.

10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.

11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.

12. "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.

I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR

A. Business Use and Disclosure of Confidential Information.

1. The Contractor must not use, disclose, maintain or transmit Confidential Information except as reasonably necessary as outlined under this Contract. Further, Contractor, including but not limited to all its directors, officers, employees and agents, must not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
2. The Contractor must not disclose any Confidential Information in response to a

request for disclosure on the basis that it is required by law, in response to a subpoena, etc., without first notifying DHHS so that DHHS has an opportunity to consent or object to the disclosure.

3. If DHHS notifies the Contractor that DHHS 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 Contractor must be bound by such additional restrictions and must not disclose PHI in violation of such additional restrictions and must abide by any additional security safeguards.
4. The Contractor agrees that DHHS Data or derivative there from disclosed to an End User must only be used pursuant to the terms of this Contract.
5. The Contractor agrees DHHS Data obtained under this Contract may not be used for any other purposes that are not indicated in this Contract.
6. The Contractor agrees to grant access to the data to the authorized representatives of DHHS for the purpose of inspecting to confirm compliance with the terms of this Contract.

II. METHODS OF SECURE TRANSMISSION OF DATA

1. Application Encryption. If End User is transmitting DHHS data containing Confidential Data between applications, the Contractor attests the applications have been evaluated by an expert knowledgeable in cyber security and that said application's encryption capabilities ensure secure transmission via the internet.
2. Computer Disks and Portable Storage Devices. End User may not use computer disks or portable storage devices, such as a thumb drive, as a method of transmitting DHHS data.
3. Encrypted Email. End User may only employ email to transmit Confidential Data if email is encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
4. Encrypted Web Site. If End User is employing the Web to transmit Confidential Data, the secure socket layers (SSL) must be used and the web site must be secure. SSL encrypts data transmitted via a Web site.
5. File Hosting Services, also known as File Sharing Sites. End User may not use file hosting services, such as Dropbox or Google Cloud Storage, to transmit Confidential Data.
6. Ground Mail Service. End User may only transmit Confidential Data via *certified* ground mail within the continental U.S. and when sent to a named individual.
7. Laptops and PDA. If End User is employing portable devices to transmit Confidential Data said devices must be encrypted and password-protected.
8. Open Wireless Networks. End User may not transmit Confidential Data via an open

wireless network. End User must employ a virtual private network (VPN) when remotely transmitting via an open wireless network.

9. Remote User Communication. If End User is employing remote communication to access or transmit Confidential Data, a virtual private network (VPN) must be installed on the End User's mobile device(s) or laptop from which information will be transmitted or accessed.
10. SSH File Transfer Protocol (SFTP), also known as Secure File Transfer Protocol. If End User is employing an SFTP to transmit Confidential Data, End User will structure the Folder and access privileges to prevent inappropriate disclosure of information. SFTP folders and sub-folders used for transmitting Confidential Data will be coded for 24-hour auto-deletion cycle (i.e. Confidential Data will be deleted every 24 hours).
11. Wireless Devices. If End User is transmitting Confidential Data via wireless devices, all data must be encrypted to prevent inappropriate disclosure of information.

III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS

The Contractor will only retain the data and any derivative of the data for the duration of this Contract. After such time, the Contractor will have 30 days to destroy the data and any derivative in whatever form it may exist, unless, otherwise required by law or permitted under this Contract. To this end, the parties must:

A. Retention

1. The Contractor agrees it will not store, transfer or process data collected in connection with the services rendered under this Contract outside of the United States. This physical location requirement shall also apply in the implementation of cloud computing, cloud service or cloud storage capabilities, and includes backup data and Disaster Recovery locations.
2. The Contractor agrees to 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.
3. The Contractor agrees to provide security awareness and education for its End Users in support of protecting Department confidential information.
4. The Contractor agrees to retain all electronic and hard copies of Confidential Data in a secure location and identified in section IV. A.2
5. The Contractor agrees Confidential Data stored in a Cloud must be in a FedRAMP/HITECH compliant solution and comply with all applicable statutes and regulations regarding the privacy and security. All servers and devices must have currently-supported and hardened operating systems, the latest anti-viral, anti-hacker, anti-spam, anti-spyware, and anti-malware utilities. The environment, as a

whole, must have aggressive intrusion-detection and firewall protection.

6. The Contractor agrees to and ensures its complete cooperation with the State's Chief Information Officer in the detection of any security vulnerability of the hosting infrastructure.

B. Disposition

1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor 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 by the Contractor 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 and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute of Standards and Technology, U. S. Department of Commerce. The Contractor 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 Contractor prior to destruction.

2. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.

3. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

IV. PROCEDURES FOR SECURITY

A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:

1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.

2. The Contractor will 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.).

3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.

4. The Contractor will 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.

5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.

6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor 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 Contractor, including breach notification requirements.

7. The Contractor 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 Contractor and any applicable sub-contractors prior to system access being authorized.

8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.

9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.

10. The Contractor 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 Information Security Office leadership member within the Department.

11. 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.

12. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.

13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at https://www.nh.gov/doit/vendor/index.htm for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.

14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer and the State's Security Officer of any security breach immediately, at the email addresses provided in Section VI. This includes 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.

15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.

16. The Contractor must ensure that all End Users:
    a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.
    b. safeguard this information at all times.
    c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.
    d. send emails containing Confidential Information only if encrypted and being sent to and being received by email addresses of persons authorized to receive such information.

e. limit disclosure of the Confidential Information to the extent permitted by law.

f. Confidential Information received under this Contract and individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).

g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.

h. in all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.

i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.

Contractor is responsible for oversight and compliance of their End Users. DHHS reserves the right to conduct onsite inspections to monitor compliance with this Contract, including the privacy and security requirements provided in herein, HIPAA, and other applicable laws and Federal regulations until such time the Confidential Data is disposed of in accordance with this Contract.

V. LOSS REPORTING

The Contractor must notify the State's Privacy Officer and Security Officer of any Security Incidents and Breaches immediately, at the email addresses provided in Section VI.

The Contractor must further handle and report Incidents and Breaches involving PHI in accordance with the agency's documented Incident Handling and Breach Notification procedures and in accordance with 42 C.F.R. §§ 431.300 - 306. In addition to, and notwithstanding, Contractor's compliance with all applicable obligations and procedures, Contractor's procedures must also address how the Contractor will:

1. Identify Incidents;
2. Determine if personally identifiable information is involved in Incidents;
3. Report suspected or confirmed Incidents as required in this Exhibit or P-37;
4. Identify and convene a core response group to determine the risk level of Incidents and determine risk-based responses to Incidents; and

5. Determine whether Breach notification is required, and, if so, identify appropriate Breach notification methods, timing, source, and contents from among different options, and bear costs associated with the Breach notice as well as any mitigation measures.

Incidents and/or Breaches that implicate PI must be addressed and reported, as applicable, in accordance with NH RSA 359-C:20.

VI. PERSONS TO CONTACT

A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov

B. DHHS Security Officer:

DHHSInformationSecurityOffice@dhhs.nh.gov

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 HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on May 21, 1993. 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: **189752**

Certificate Number: **0004521042**

IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 29th day of May A.D. 2019.

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

I, Allen Mendelson, do hereby certify that:
(Name of the elected Officer of the Agency; cannot be contract signatory)

1. I am a duly elected Officer of Home Healthcare, Hospice and Community Services, Inc.
(Agency Name)

2. The following is a true copy of the resolution duly adopted at a meeting of the Board of Directors of

the Agency duly held on April 4, 2019:
(Date)

RESOLVED: That the Interim CEO
(Title of Contract Signatory)

is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

3. The foregoing resolutions have not been amended or revoked, and remain in full force and effect as of

the 28th day of May, 2019.
(Date Amendment Signed)

4. Maura McQueeney is the duly elected Interim CEO
(Name of Contract Signatory) (Title of Contract Signatory)

of the Agency.

(Signature of the Elected Officer)

STATE OF NEW HAMPSHIRE

County of Cheshire

The forgoing instrument was acknowledged before me this 28th day of May, 2019,

By Allen Mendelson.
(Name of Elected Officer of the Agency)

(Notary Public/Justice of the Peace)

(NOTARY SEAL) JO-ANNE L. YARDLEY, Notary Public
State of New Hampshire
My Commission Expires June 29, 2021

Commission Expires: _____

HOMEHEA-02 MCORMIER

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 04/10/2019

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

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

PRODUCER
Berkshire Insurance Group, Inc
PO Box 4889
Pittsfield, MA 01202

CONTACT NAME: Maureen Cormier
PHONE (A/C, No, Ext): (866) 636-0244 FAX (A/C, No): (413) 447-1977
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Philadelphia Indemnity Insurance Company	18058
INSURER B : ATLANTIC CHARTER INSURANCE GROUP	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Home Healthcare Hospice & Community Services, Inc.
VNA at HCS, Inc.
PO Box 564
Keene, NH 03431

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR			PHPK1925589	01/04/2019	01/04/2020	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 3,000,000
	POLICY PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$ 3,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						X PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N N	N/A		WCA00539807	07/01/2018	07/01/2019	E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
A	Professional Liab			PHPK1925589	01/04/2019	01/04/2020	per claim	1,000,000
A	Professional Liab			PHPK1925589	01/04/2019	01/04/2020	Policy aggregate	3,000,000

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

CERTIFICATE HOLDER

State of New Hampshire
Department of Health & Human Services
129 Pleasant St.
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
Maureen Cormier

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Home Healthcare
Hospice &
Community Services

Comfort, care and support
when home is *where you want to be . . .*

Mission of Home Healthcare, Hospice and Community Services:

To provide services which enable people to function throughout life at their optimal level of health, well-being and independence, according to their personal beliefs and choices.

312 Marlboro Street
PO Box 564
Keene, NH 03431
603-352-2253 • 800-541-4145

Arborway
PO Box 343
Charlestown, NH 03603
603-826-3322

45 Main Street
PO Box 496
Peterborough, NH 03458
603-532-8353

Fax 603-358-3904 • www.HCSservices.org • info@hcsservices.org

Home Healthcare, Hospice & Community Services

The VNA at HCS

—Services at home—

Visiting Nurses

Hospice care at home

Hospice care in long term care facilities
and assisted living facilities

Bereavement Support Groups

Geriatric Care Management

Physical Therapy

Occupational Therapy

Speech Therapy

Medical Social Work

Home Health Aides

Homemakers

Customized Care Private Duty

Meals-On-Wheels

—Community Services—

Maternal and Child Health Services

Castle Center Life Enrichment Program

Friendly Meals Community Dining for seniors

Friendly Bus transportation for seniors

City Express public transportation in Keene

Community Wellness Programs

Workplace Wellness Services

Our Mission -

To provide services which enable people to function throughout life at their optimal level of health, well-being and independence, according to their personal beliefs and choices.

—Communities we serve—

Acworth
Alstead
Antrim
Bennington
Charlestown
Chesterfield
Dublin
Fitzwilliam
Francestown
Gilsum
Greenfield
Greenville
Hancock
Harrisville
Hinsdale
Jaffrey
Keene
Langdon
Lyndeborough
Marlborough
Marlow
Mason
Nelson
New Boston
New Ipswich
Peterborough
Richmond
Rindge
Roxbury
Sharon
Stoddard
Sullivan
Surry
Swanzey
Temple
Troy
Walpole
Westmoreland
Wilton
Winchester

A United Way Agency

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES, INC. AND AFFILIATE

CONSOLIDATED FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2018 AND 2017

CliftonLarsonAllen LLP

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES, INC.
AND AFFILIATE
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YEARS ENDED JUNE 30, 2018 AND 2017

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CliftonLarsonAllen LLP
CLAconnect.com

INDEPENDENT AUDITORS' REPORT

Board of Directors
Home Healthcare, Hospice and Community Services, Inc. and Affiliate
Keene, New Hampshire

We have audited the accompanying consolidated financial statements of Home Healthcare, Hospice and Community Services, Inc. and Affiliate (the Association), which comprise the consolidated balance sheet as June 30, 2018 and 2017, and the related consolidated statements of operations, changes in net assets, and cash flows for the year then ended, and the related notes to the consolidated financial statements.

Management's Responsibility for the Consolidated Financial Statements

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

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

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

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

Board of Directors
Home Healthcare, Hospice and Community Services, Inc. and Affiliate

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Home Healthcare, Hospice and Community Services, Inc. and Affiliate as of June 30, 2018 and 2017, and the results of their operations, changes in their net assets, and their cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

CliftonLarsonAllen LLP

Boston, Massachusetts
January 16, 2019

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES, INC.
AND AFFILIATE
CONSOLIDATED BALANCE SHEETS
JUNE 30, 2018 AND 2017

	2018	2017
ASSETS		
CURRENT ASSETS		
Cash and Cash Equivalents	$ 247,576	$ 358,264
Investments	17,938	18,536
Patient Accounts Receivable, Less Allowance for Uncollectible Accounts of $620,128 in 2018 and $575,388 in 2017	2,132,956	2,333,470
Other Receivables	191,155	495,268
Prepaid Expenses	249,650	358,493
Total Current Assets	2,839,275	3,564,031
ASSETS LIMITED AS TO USE	12,248,325	11,810,868
PROPERTY AND EQUIPMENT, NET	2,978,403	3,259,469
Total Assets	$ 18,066,003	$ 18,634,368
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Line of Credit	$ 667,125	$ 199,846
Accounts Payable and Accrued Expenses	502,305	575,920
Accrued Payroll and Related Expenses	1,114,892	1,163,015
Deferred Revenue	622,004	547,274
Total Current Liabilities	2,906,326	2,486,055
NET ASSETS		
Unrestricted	14,205,505	15,054,604
Temporarily Restricted	719,941	859,478
Permanently Restricted	234,231	234,231
Total Net Assets	15,159,677	16,148,313
Total Liabilities and Net Assets	$ 18,066,003	$ 18,634,368

See accompanying Notes to Consolidated Financial Statements.

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES, INC.
AND AFFILIATE
CONSOLIDATED STATEMENTS OF OPERATIONS
YEARS ENDED JUNE 30, 2018 AND 2017

	2018	2017
OPERATING REVENUE		
Patient Service Revenue	$ 14,463,382	$ 15,856,383
Provision for Bad Debt	(367,378)	(899,032)
Net Patient Service Revenue	14,096,004	14,957,351
Other Operating Revenue	2,561,188	3,057,136
Net Assets Released from Restrictions Used for Operations	45,441	8,766
Total Operating Revenue	16,702,633	18,023,253
OPERATING EXPENSES		
Salaries and Related Expenses	13,428,756	13,892,443
Other Operating Expenses	5,130,498	4,846,139
Depreciation	455,303	481,026
Total Operating Expenses	19,014,557	19,219,608
OPERATING LOSS	(2,311,924)	(1,196,355)
OTHER REVENUE AND GAINS		
Contributions and Fundraising Income	425,576	104,374
Investment Income, Net	167,938	152,418
Realized and Unrealized Gains on Investments	697,024	843,702
Total Other Revenue and Gains	1,290,538	1,100,494
DEFICIENCY OF REVENUE OVER EXPENSES	(1,021,386)	(95,861)
Contributions of Long-Lived Assets	-	97,431
Net Assets Released from Restrictions Used for Capital	172,287	-
INCREASE (DECREASE) IN UNRESTRICTED NET ASSETS	$ (849,099)	$ 1,570

See accompanying Notes to Consolidated Financial Statements.

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES, INC. AND AFFILIATE
CONSOLIDATED STATEMENTS OF CHANGES IN NET ASSETS
YEARS ENDED JUNE 30, 2018 AND 2017

	2018	2017
UNRESTRICTED NET ASSETS		
Deficiency of Revenue of Expenses	$ (1,021,386)	$ (95,861)
Contributions of Long-Lived Assets	-	97,431
Net Assets Released from Restrictions Used for Capital	172,287	-
Increase (Decrease) in Unrestricted Net Assets	(849,099)	1,570
TEMPORARILY RESTRICTED NET ASSETS		
Contributions	-	107,231
Investment Income	15,074	13,047
Realized and Unrealized Gains on Investments	63,117	73,700
Net Assets Released from Restrictions Used for Operations	(45,441)	(8,766)
Net Assets Released from Restrictions Used for Capital	(172,287)	-
Increase (Decrease) in Temporarily Restricted Net Assets	(139,537)	185,212
CHANGE IN NET ASSETS	(988,636)	186,782
Net Assets - Beginning of Year	16,148,313	15,961,531
NET ASSETS - END OF YEAR	$ 15,159,677	$ 16,148,313

See accompanying Notes to Consolidated Financial Statements.

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES, INC.
AND AFFILIATE
CONSOLIDATED STATEMENTS OF CASH FLOWS
YEARS ENDED JUNE 30, 2018 AND 2017

	2018	2017
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in Net Assets	$ (988,636)	$ 186,782
Adjustments to Reconcile Change in Net Assets to Net Cash Used by Operating Activities:		
Depreciation	455,303	481,026
Provision for Bad Debts	367,378	899,032
Contributed Long-Lived Assets	-	(97,431)
Realized and Unrealized Gains (Losses) on Investments	(760,141)	(917,402)
Investment Income Restricted for Reinvestment	(15,074)	(13,047)
(Increase) Decrease in:		
Investments	598	135
Patient Accounts Receivable	(166,864)	(595,652)
Other Receivables	304,113	132,177
Prepaid Expenses	108,843	(52,802)
Increase (Decrease) in:		
Accounts Payable and Accrued Expenses	(73,615)	137,126
Accrued Payroll and Related Expenses	(48,123)	41,768
Deferred Revenue	74,730	(312,417)
Net Cash Used by Operating Activities	(741,488)	(110,705)
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of Investments	(2,814,287)	(3,991,311)
Proceeds from Sale of Investments	3,152,045	4,256,375
Capital Expenditures	(174,237)	(229,396)
Net Cash Provided by Investing Activities	163,521	35,668
CASH FLOWS FROM FINANCING ACTIVITIES		
Proceeds from Line of Credit	1,730,000	3,368,846
Payments on Line of Credit	(1,262,721)	(3,289,000)
Net Cash Provided by Financing Activities	467,279	79,846
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(110,688)	4,809
Cash and Cash Equivalents - Beginning of Year	358,264	353,455
CASH AND CASH EQUIVALENTS - END OF YEAR	$ 247,576	$ 358,264
SUPPLEMENTAL DISCLOSURE		
Interest Paid	$ 25,300	$ 25,414

See accompanying Notes to Consolidated Financial Statements.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

Home Healthcare, Hospice and Community Services, Inc. and Affiliate is a nonstock, nonprofit corporation in New Hampshire whose primary purpose is to act as a holding company and provide management services to its affiliate.

Affiliate

VNA at HCS, Inc. is a nonstock, nonprofit corporation in New Hampshire whose primary purposes are to provide home healthcare, hospice, and community services.

Principles of Consolidation

The consolidated financial statements include the accounts of Home Healthcare, Hospice and Community Services, Inc. and its affiliate, VNA at HCS, Inc. (collectively, the Association). They are related through a common board membership and common management. All significant intercompany balances and transactions have been eliminated in consolidation.

The Association prepares its consolidated financial statements in accordance with U.S. generally accepted accounting principles (U.S. GAAP) established by the Financial Accounting Standards Board (FASB). References to U.S. GAAP in these notes are to the FASB Accounting Standards Codification (ASC).

Income Taxes

The Association is a public charity under Section 501(c)(3) of the Internal Revenue Code. As a public charity, the Association is exempt from state and federal income taxes on income earned in accordance with its tax-exempt purpose. Unrelated business income is subject to state and federal income tax. Management has evaluated the Association's tax positions and concluded that the Association has no unrelated business income or uncertain tax positions that require adjustment to the consolidated financial statements.

Use of Estimates

The preparation of consolidated financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements. Estimates also affect the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents

Cash and cash equivalents include highly liquid investments with an original maturity of three months or less, excluding assets limited as to use.

The Association has cash deposits in a major financial institution which may exceed federal depository insurance limits. The Association has not experienced any losses in such accounts. Management believes it is not exposed to any significant risk with respect to these accounts.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Allowance for Uncollectible Accounts

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible accounts by analyzing the Association's past history and identification of trends for all funding sources in the aggregate. In addition, balances in excess of 365 days are fully reserved. Management regularly reviews revenue data in evaluating the sufficiency of the allowance for uncollectible accounts. Amounts not collected after all reasonable collection efforts have been exhausted are applied against the allowance for uncollectible accounts.

A reconciliation of the allowance for uncollectible accounts follows as of June 30:

	2018	2017
Balance - Beginning of Year	$ 575,388	$ 422,974
Provision	367,378	899,032
Write-Offs	(322,638)	(746,618)
Balance - End of Year	$ 620,128	$ 575,388

Investments

Investments in short-term investment options are reported as current assets. Investments held for long-term return are reported as noncurrent assets.

The Association reports investments at fair value and has elected to report all gains and losses in the excess Deficit of Revenue Over Expenses to simplify the presentation of these amounts in the consolidated statement of operations, unless otherwise stipulated by the donor or state law.

Investments, in general, are exposed to various risks, such as interest rate, credit, and overall market volatility risks. As such, it is reasonably possible that changes in the values of investments will occur in the near term and that such changes could materially affect the amounts reported in the consolidated balance sheets, statements of operations, and statements of changes in net assets.

Assets Limited as to Use

Assets limited as to use includes designated assets set aside by the Board of Directors and donor contributions.

Property and Equipment

Property and equipment are carried at cost less accumulated depreciation. Assets with an estimated useful life of more than one year and a historical cost in excess of $5,000 are capitalized. Maintenance, repairs, and minor renewals are expensed as incurred and renewals and betterments are capitalized. Provision for depreciation is computed using the straight-line method over the useful lives of the related assets.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Temporarily and Permanently Restricted Net Assets

Temporarily restricted net assets are those whose use by the Association has been limited by donors.

Permanently restricted net assets have been restricted by donors to be maintained by the Association in perpetuity, the income from which is expendable and is recognized as temporarily restricted net assets.

Deferred Revenue

Deferred revenue represents advances on episodic payments that have not yet been earned. Revenue is recognized over the period in which treatment is provided (60 days) on a straight-line basis.

Patient Service Revenue

Providers of home health services to clients eligible for Medicare home health benefits are paid on a prospective basis, with no retrospective settlement. The prospective payment is based on the scoring attributed to the acuity level of the client at a rate determined by federal guidelines.

Providers of hospice services to clients eligible for Medicare hospice benefits are paid on a fee for service basis, with no retrospective settlement, provided the Association's aggregate annual Medicare reimbursement is below a predetermined aggregate capitated rate. Revenue is recognized as the services are performed based on the fixed rate amount.

Charges for services to all patients are recorded as revenue when services are rendered at the net realizable amounts from patients, third-party payors, and others, including estimated retroactive adjustments under reimbursement agreements with third-party payors. Retroactive adjustments are accrued on an estimated basis in the period the related services are rendered and in future periods as final settlements are determined. Patients unable to pay full charge, who do not have other third-party resources, are charged a reduced amount based on the Association's published sliding fee scale. Reductions in full charge are recognized when the service is rendered.

Contributions

Unconditional promises to give cash and other assets are reported at fair value at the date the promise is received, which is then treated as cost. The gifts are reported as either temporarily or permanently restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified as unrestricted net assets and reported in the statement of operations as net assets released from restrictions. Donor-restricted contributions whose restrictions are met in the same year as received are reflected as unrestricted contributions in the accompanying consolidated financial statements.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Cost Allocations

The Association operates several related programs. Costs directly attributable to a program are charged to the respective program services. Management and general costs of the Association have been allocated between the programs on the basis of actual direct program costs.

Deficiency of Revenue Over Expenses

The statement of operations includes deficiency of revenue over expenses. Increases in unrestricted net assets which are excluded from deficiency of revenue over expenses, consistent with industry practice, including contributions of, and net assets released from donor restrictions related to, long-lived assets.

Reclassifications

Certain reclassifications have been made to prior year amounts to conform with the current year presentation.

Subsequent Events

For financial reporting purposes, subsequent events have been evaluated by management through January 16, 2019 , which is the date the consolidated financial statements were available to be issued.

New Accounting Pronouncements

Presentation of Financial Statements of Not-for-Profit Entities

The Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) No. 2016-14, *Presentation of Financial Statements of Not-for-Profit Entities (Topic 958)*, which will modify the presentation of net asset classifications and enhance disclosures about liquidity and functional classification of expenses. The ASU is effective for financial statements issued for fiscal years beginning after December 15, 2017. Management has not yet evaluated the effects of the new standard on its consolidated financial statements.

Revenue from Contracts with Customers

The FASB issued ASU No. 2014-09, *Revenue from Contracts with Customers (Topic 606)*, which requires entities to identify performance obligations within contracts with customers and allocate the transaction price to those performance obligations using their standalone selling prices. The ASU is effective for financial statements issued for fiscal years beginning after December 15, 2018. Management has not yet evaluated the effects of the new standard on its consolidated financial statements.

NOTE 2 INVESTMENTS AND ASSETS LIMITED AS TO USE

Investments and assets limited as to use, stated at fair value, are as follows as of June 30:

	2018	2017
Cash and Cash Equivalents	$ 106,923	$ 136,370
U.S. Government and Corporate Bonds	3,335,084	3,418,610
Marketable Securities	5,656,193	5,236,249
Mutual Funds	3,168,063	3,038,175
Total Investments and Assets Limited as to Use	$ 12,266,263	$ 11,829,404
Unrestricted Investments	$ 17,938	$ 18,536
Assets Limited as to Use:		
Board-Designated for Future Use	11,363,748	10,828,438
Donor-Restricted, Temporarily	650,346	748,199
Donor-Restricted, Permanently	234,231	234,231
Total Assets Limited as to Use	12,248,325	11,810,868
Total Investments and Assets Limited as to Use	$ 12,266,263	$ 11,829,404

Fair Value Measurement

FASB ASC Topic 820, *Fair Value Measurement*, defines fair value as the price that would be received to sell an asset or paid to transfer a liability (an exit price) in an orderly transaction between market participants and also establishes a fair value hierarchy which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. The fair value hierarchy within ASC Topic 820 distinguishes three levels of inputs that may be utilized when measuring fair value.

Level 1 – Quoted prices (unadjusted) for identical assets or liabilities in active markets that the entry has the ability to access as of the measurement date.

Level 2 – Significant observable inputs other than Level 1 prices, such as quoted prices for similar assets or liabilities, quoted prices in markets that are not active, and other inputs that are observable or can be corroborated by observable market data.

Level 3 – Significant unobservable inputs that reflect an entity's own assumptions about the assumptions that market participants would use in pricing an asset or liability.

All of the Association's investments were measured on a recurring basis.

NOTE 2 INVESTMENTS AND ASSETS LIMITED AS TO USE (CONTINUED)

	2018			
	Level 1	Level 2	Level 3	Total
Corporate Bonds	$ -	$ 1,135,706	$ -	$ 1,135,706
Government Bonds	2,199,378	-	-	2,199,378
Equity Securities	5,656,193	-	-	5,656,193
Mutual Funds	3,168,063	-	-	3,168,063
Assets Limited as to Use at Fair Value	$ 11,023,634	$ 1,135,706	$ -	12,159,340
Cash and Cash Equivalents				106,923
Total Assets Limited as to Use				$ 12,266,263

	2017			
	Level 1	Level 2	Level 3	Total
Corporate Bonds	$ -	$ 1,164,599	$ -	$ 1,164,599
Government Bonds	2,254,011	-	-	2,254,011
Equity Securities	5,236,249	-	-	5,236,249
Mutual Funds	3,038,175	-	-	3,038,175
Assets Limited as to Use at Fair Value	$ 10,528,435	$ 1,164,599	$ -	11,693,034
Cash and Cash Equivalents				136,370
Total Assets Limited as to Use				$ 11,829,404

Investment income and gains for cash equivalents and investments consist of the following as of June 30:

	2018	2017
Unrestricted Net Assets		
Investment Income, Net	$ 167,938	$ 152,418
Realized and Unrealized Gains on Investments	697,024	843,702
Restricted Net Assets		
Investment Income	15,074	13,047
Realized and Unrealized Gains on Investments	63,117	73,700
Total Unrestricted and Restricted Net Assets	$ 943,153	$ 1,082,867

NOTE 3 PROPERTY AND EQUIPMENT

Property and equipment consists of the following as of June 30:

	2018	2017
Land	$ 471,403	$ 471,403
Building and Improvements	5,384,931	5,384,931
Furniture, Fixtures, and Equipment	3,028,445	2,854,208
Total Cost	8,884,779	8,710,542
Less: Accumulated Depreciation	5,906,376	5,451,073
Total Property and Equipment, Net	$ 2,978,403	$ 3,259,469

NOTE 4 LINE OF CREDIT

The Association has an unsecured $1,000,000 line of credit payable on demand with a local bank with interest at 1% above the bank's base rate (6.00% and 5.25% at June 30, 2018 and 2017, respectively). The outstanding balance was $667,125 and $199,846 at June 30, 2018 and 2017, respectively.

NOTE 5 TEMPORARILY AND PERMANENTLY RESTRICTED NET ASSETS

Temporarily and permanently restricted net assets consist of the following as of June 30:

	2018	2017
Temporarily Restricted:		
Jones Equipment	$ -	$ 142,258
Haskell Equipment	339,825	305,939
Operations	98,797	91,186
Meal Sites	1,697	2,057
Respite	4,089	4,089
Hospice	1,252	-
Hospice Memorial Garden	123,926	115,186
Johnson Family Fund	5,757	19,327
Bednar Fund	-	9,094
Barbara Duckett Scholarship	75,003	72,910
Motor Vehicles	69,595	97,432
Total Temporarily Restricted	$ 719,941	$ 859,478
Permanently Restricted:		
Hospice	$ 10,000	$ 10,000
Operations	8,623	8,623
Johnson Family Fund	10,202	10,202
Bednar Fund	50,000	50,000
Haskell Endowment Fund	120,570	120,570
Jones Endowment Fund	34,836	34,836
Total Permanently Restricted	$ 234,231	$ 234,231

NOTE 6 ENDOWMENTS

The Association has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds, absent explicit donor stipulations to the contrary. As a result of this interpretation, the Association classifies as a donor-restricted endowment (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent donor-restricted endowment gifts, and (c) accumulations to the donor-restricted endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the Association in a manner consistent with the standard of prudence prescribed by UPMIFA.

In accordance with the UPMIFA, the Association considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

1. The duration and preservation of the fund;
2. The purposes of the organization and the donor-restricted endowment fund;
3. General economic conditions;
4. The possible effect of inflation and deflation;
5. The expected total return from income and the appreciation of investments;
6. Other resources of the Association;
7. The investment policies of the Association;
8. The spending policy; and
9. Funds with deficiencies.

Return Objectives and Risk Parameters

The investment portfolio is managed to provide for the long-term support of the Association. Accordingly, these funds are managed with disciplined, longer-term investment objectives and strategies designed to meet cash flow and spending requirements. Management of the assets is designed to attain the maximum total return consistent with acceptable and agreed upon levels of risk. The Association benchmarks its portfolio performance against a number of commonly used indices.

Strategies Employed for Achieving Objectives

To satisfy its long-term rate of return objectives, the Association relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Association targets an asset allocation strategy wherein assets are diversified among several asset classes. The pursuit of maximizing total return is tempered by the need to minimize the volatility of returns and preserve capital. As such, the Association seeks broad diversification among assets having different characteristics with the intent to endure lower relative performance in strong markets in exchange for greater downside protection in weak markets.

NOTE 6 ENDOWMENTS (CONTINUED)

Spending Policy

The Association's spending policy is equal to investment returns. All available investment returns earned on endowments are expended, or released from endowment in the year earned.

NOTE 7 PATIENT SERVICE REVENUE

Patient service revenue is as follows as of June 30:

	2018	2017
Medicare	$ 9,710,931	$ 11,144,888
Medicaid	991,348	849,769
Other Third-Party Payors	2,818,951	2,745,183
Private Pay	942,152	1,116,543
Total	$ 14,463,382	$ 15,856,383

Laws and regulations governing the Medicare and Medicaid programs are complex and subject to interpretation. Compliance with such laws and regulations can be subject to future government review and interpretation, as well as significant regulatory action including fines, penalties, and exclusion from the Medicare and Medicaid programs. The Association believes that it is in substantial compliance with all applicable laws and regulations. However, there is at least a reasonable possibility that recorded estimates could change by a material amount in the near term. Differences between amounts previously estimated and amounts subsequently determined to be recoverable or payable are included in net patient service revenue in the year that such amounts become known.

The Association provides care to patients who meet certain criteria under its charity care policy without charge or at amounts less than its established rates. Because the Association does not pursue collection of amounts determined to qualify as charity care, they are not reported as revenue.

The Association provided services in other health related activities, primarily to indigent patients, at rates substantially below cost. For certain activities, services were provided without charge. The Association estimates the costs associated with providing the other health related activities by applying Medicare cost report methodology to determine program costs less any net patient revenue generated by the program. The estimated costs incurred in these activities amounted to $1,047,857 and $1,762,256 for the years June 30, 2018 and 2017, respectively.

NOTE 7 PATIENT SERVICE REVENUE (CONTINUED)

The Association is able to provide these services with a component of funds received through local community support and federal and state grants. Local community support consists of contributions received directly from the public, United Way, municipal appropriations, and investment income earned from assets limited as to use. Federal and state grants consisted of monies received from the state of New Hampshire.

NOTE 8 FUNCTIONAL EXPENSES

The Association provides various services to residents within its geographic location. Expenses related to providing these services are as follows as of June 30:

	2018	2017
Program Services	$ 14,961,207	$ 15,751,865
Administrative and General	4,053,350	3,467,743
Total	$ 19,014,557	$ 19,219,608

NOTE 9 MALPRACTICE INSURANCE

The Association insures its malpractice risks on a claims made basis. There was one known malpractice claim outstanding at June 30, 2018 and 2017. There were no unasserted claims or incidents which require loss accrual at June 30, 2018 or 2017. The Association intends to renew coverage on a claims made basis and anticipates that such coverage will be available.

Litigation

The Association is involved in litigation arising in the normal course of business. After consultation with legal counsel, management estimates these matters will be resolved without a material adverse effect on the Association's future financial position or results of operations.

NOTE 10 RETIREMENT PLAN

The Association sponsors a defined contribution plan. The retirement contributions by the Association amounted to $165,184 and $145,139 for 2018 and 2017, respectively.

NOTE 11 CONCENTRATION OF RISK

The Association grants credit without collateral to its patients, most of whom are local residents and are insured under third-party payor agreements. Following is a summary of accounts receivable, by funding source:

	2018	2017
Medicare	65%	50%
Medicaid	3%	5%
Other Third-Party Payors	32%	45%
Total	100%	100%

NOTE 12 CONTINGENCIES

Third-Party Payors

A significant portion of the Association's net revenues and accounts receivable are derived from services reimbursable under the Medicaid and the Medicare programs. There are numerous healthcare reform proposals being considered on the federal and state levels. The Association cannot predict at this time whether any of these proposals will be adopted or, if adopted and implemented, what effect such proposals would have on the Organization.

A significant portion of the Association's revenues are derived from services under the Medicare program (see Note 2). Under this program, cost reports are subject to audit for a period of three years from the date of issuance of a Notification of Provider Reimbursement by the fiscal intermediary. It is not possible at this time to determine whether the Association will be audited or if a retroactive rate adjustment would result.

Medicare fiscal intermediaries and other payors periodically conduct pre-payment or post-payment medical reviews or other audits of the Association's hospice reimbursement claims. In order to conduct these reviews, the payor requests documentation from the Association and then reviews the documentation to determine compliance with applicable rules and regulations, including the eligibility of patients to receive hospice benefits, the appropriateness of the care provided to those patients, and the documentation of the care. The Association cannot predict whether medical reviews or similar audits by federal or state agencies or commercial payors of the Association hospice program will result in material recoupments or denials, which could have a material adverse effect on the Association's financial condition and results of operations.

A portion of the Association's revenues are derived from services reimbursable under the Medicaid program (see Note 2). The base year costs utilized in calculating the Medicaid prospective rates are subject to audit which could result in a retroactive rate adjustment for all years in which that base year's costs are utilized in calculating the prospective rate. It is not possible at this time to determine whether the Association will be audited or if a retroactive rate adjustment would result.

CliftonLarsonAllen

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Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.

Home Healthcare, Hospice and Community Services, Inc.
FY2019 Board of Directors

Chair: Allen Mendelson

Vice-Chair: Jane Larmon

Treasurer: Julie Greenwood

Secretary: Susan Abert, Esq.

Director-at-Large: Betsy Cotter

Mike Chelstowski

Mary Davis

Julie Green

Eric Horne

Maureen O'Brien

Leslie Pitts, MD, FAAFP

Brian Reilly, MD

Judy Sadoski

David Therrien

Director at Large
Betsy Cotter

EX-OFFICIO

Maura McQueeney, Interim CEO
HCS, VNA at HCS
312 Marlboro St.
Keene, NH 03431
352-2253 x121

Updated 03/11/2019

Staci J. Branon

OBJECTIVE

Seeking a professional position that will allow me to continue my professional career path.

EDUCATION

University of Massachusetts, Lowell
Bachelor of Science in Criminal Justice
Minor in Psychology

WORK HISTORY

8/2010- *Social Worker, Home Healthcare, Hospice and Community Services*

As a Maternal Child Health Social Worker, I provide assists clients and families in developing and implementing an appropriate plan of care to meet their needs. I conduct case finding activities in the community, and help families access all available support services for a healthy family.

6/2009-*Monadnock Family Service, Family Intervention Specialist*

In the position of Family Intervention Specialist, I visit families in their home and try to prevent abuse and neglect in potential situations. Often times, the families are in crises, whether it be food, shelter or financial short comings. More often than not, there are mental illnesses or substance abuse problems and we help families through those circumstances as well by referring them to appropriate agencies. When the crisis is stabilized, we can then focus on our primary goals of empowering parents to use proper parenting techniques.

2/2009- *Monadnock Family Services, Children's' Group Leader & CFSA*

As a Children's Group Leader, I monitor children while their parents attend classes to better themselves. I tend to the children's needs and ensure that their needs are met. I also maintain a curriculum to parallel what the parents are learning in their class, so children and parents are both educated on the same topics.

As a Community & Family Services Associate, I bring children to my home to try to portray what a healthy environment is where as they may not get that at home. I follow guidelines to initiate treatments to individual children, to work on certain goals, and to give them a break from their family and the family a break from them.

2004-2009 *Stay at home mom*

2002-2004 *Department of Health and Human Services, Division of Family Services, Family Services Specialist*

Interviewed clients one on one to determine eligibility of benefits. Personally oversaw cases and reviewed them until the benefits were available to the client. Conducted monthly eligibility reviews with clients to ensure eligibility had not lapsed.

Also, maintained consistent, quality customer service to clients by meeting with them. Made the effort to meet with clients and answer their questions to the fullest of my ability, either in person or by phone and make sure they had all resources available to them.

2001-2002 *Department of Health and Human Services, Division of Family Services, Clerical Interviewer*

Interviewed clients to determine the proper service for their specialized needs. Prepared clients' applications for processing and intake interviews. Also performed routine clerical duties such as data entry, mailings, answering phones and typing reports.

2001-2005 *Daniel Webster College, Head Volleyball Coach*

Organized and conducted structured team practices in preparation for games. Also, trained and instructed players on proper techniques and implementation of their skills.

2000-2001 *Kitchen Etc., Cashier/ Merchandiser*

Greeted customers as they entered the store and assisted in any manner necessary to insure customer's needs were met. Services included customer service, cashing customers out, merchandising and answering the phone.

1999-2001 *Esleeck Manufacturing Company, Secretary/ Clerical*

Completed multi-task assignments in the administrative assistant position. Accomplished several duties at once including data entry, answering telephones and professional client relations. Also, performed numerous skills such as balancing monthly books and fixed asset accounts and reviewing invoices.

2000 *University of Massachusetts, Work Environment Department*

Organized and analyzed data for an asthma study which was conducted by the university. Also structured tasks which were to be carried out within the department, including professional relations, answering phones, and various operations for a successful department.

Sarah Davis

WORK EXPERIENCE

Social Worker

Home Healthcare, Hospice & Community Services
Healthy Starts Program - Keene, NH –

2015 -12 to 2018 -04

Job Description: Provide assistance to clients and families in developing and implementing an appropriate plan of care to meet their needs. Conduct case finding activities in the community, and help families access all available support services for a healthy family.

Case Manager

Easter Seals of New Hampshire - Brattleboro, VT –

2015-12 to 2018-04

Job Description: provide family-centered support services to families; identify potential resources for resolving clients' health, psychosocial, or financial problems; work directly with the Department for Children Youth and Families, CASA, and mental health agencies to coordinate care for the families; participate in interdisciplinary team meetings and trainings; create treatment plans, monthly reports and court reports.

Mental Health Worker

The Brattleboro Retreat - Brattleboro, VT –

2015-05 to 2015 – 12

Job Description: help meet the needs of children, adolescents and adults who have been hospitalized for mental health and addiction issues; provide direct supervision and patient support, engage patients in therapeutic activities, organize and run group programs.

Children's Case Manager

MFS in Keene - Keene, NH –

2010-06 to 2015-05

Job Description: provided community-based, family-centered support services to families; developed and facilitated services, partnered with community resources to address needs; consulted with community agencies and committees to identify potential resources for resolving clients' health, psychosocial, or financial problems; participated in interdisciplinary meetings.

Eighth-Grade Inclusion Teacher

SAU29 - Keene, NH –

2007-08 to 2010-08

Job Description: worked alongside students in the classroom, tutored them in academics and guided their behavior all within a team environment.

EDUCATION

BA in Sociology

Keene State College - Keene, NH –

2001 – 2006

Associate in Chemical Dependency

Keene State College - Keene, NH –

2002-01 to 2004-05

Minor in Art

Keene State College - Keene, NH –

PUBLICATIONS

My Boat and Me

http://9780692929766

ADDITIONAL INFORMATION

1. Dependable and organized; strong work ethic
2. Work well with others and independently
3. Great communication skills; personable
4. Strong ability to multi task

Amy DeLisle, BSW

Objective:

I hope to obtain a challenging position in the field of social work where I can use my advocacy and problem solving skills to benefit families within my community.

Education:

Rochester Institute of Technology, Rochester, NY, May 1999
Bachelor of Science in Social Work

Skills: Client advocacy skills
Understanding of child development
Experience working with families
Curriculum experience in Love and logic, 123 Magic and Nurturing Parenting
Knowledge of local resources
Recent experience facilitating group sessions
Good problem solving skills
Management and supervising experience
Valuable team member
Sensitive to cultural values and diverse populations
Successful grant writing and managing experience

Work Experience:

Social Worker, Home Healthcare, Hospice & Community Services, Healthy Starts Program
Keene, NH 3/5/2015 - Present

Provide assistance to clients and families in developing and implementing an appropriate plan of care to meet their needs. Conduct case finding activities in the community, and help families access all available support services for a healthy family.

Social Worker, Community Preschool Team/Jonathan Daniels Preschool
Keene School District _SAU29 8/25/2014 – 3/1/2015
Responsibilities include completing social / emotional assessments for special education students, serving as a liaison between teachers and parents for identified students, working with families to help make preschool successful for students, facilitating a parent support group, evaluating family needs and referring accordingly.

Program Coordinator for ALIVE Program
NC Cooperative Extension Service, Bakersville, NC 6/30-2010 – 7/25/2014
Responsibilities include writing, managing and implementing a JCPC funded grant, providing diverse life skills to adjudicated youth. Responsible for planning programs teaching youth cooking, gardening, communication skills and interpersonal skills, managing a grant budget of $32,000, advocating for youth within the community as well as acting as a positive role model for youth.

Parent Educator
NC Cooperative Extension Service, Baskerville, NC 12/2005 – 6/2010
Responsibilities include facilitating group and individual parenting education classes, planning session curriculum with cultural values in mind, continued follow up with families and other caseworkers, writing and managing a grant to provide parenting education to community, marketing program to community agencies such as DCYF, juvenile court, local schools and families.

Office Assistant
Alpine Real Estate Company, Baskerville, NC 5/2004 – 6/2007
Responsibilities include keeping website up to date, designing monthly real estate ad, organizing real estate files and office finances, as well as general office work.

Job Coach, One on One worker
Resources for Seniors, Inc., Raleigh, NC 10/2001 – 8/2003
Responsibilities included providing one on one care for a client suffering from a brain injury. This included working with him to recover independent functioning and rebuild everyday living skills. Provided training in anger management, social skills and personal wellness. As a job coach I provided support and skill building at the work place.

Rebecca Joki RN, BSN

Education

Master of Nursing student, present
Southern New Hampshire University
On-line, Manchester, NH.

Bachelor of Science in Nursing, May 1999
Fitchburg State College
Fitchburg, Ma.

Experience

Pediatric Manager, October 2013-Present
Home Healthcare Hospice and Community Services
Keene, NH
Supervision of RNs, LPNs and LNAs in the Pediatric program. Manage each child's medical needs, scheduling and psych-social needs with a family-centered approach. Provide education and training for staff and families. Increased caseload by 150% in a year.

Customized Care Clinical Manager, September 2009-October 2013
Home Healthcare Hospice and Community Services
Keene, NH
Supervision of RNs, LPNs, and LNAs in the Customized Care department as well as the Choices For Independence program. Responsible for the coordination of the Katie Beckett(pediatric) program.

Support Services Manager, May 2006-September 2009
Home Health Hospice & Community Services
Keene, NH.
Manage the Home Health Aids in the VNA, as well as the Choices For Independence program.

Registered Nurse, September 2001-May 2006
Home Health Hospice & Community Services
Worked in pediatric private duty. Also worked as substitute RN supervisor in private duty. Made routine VNA visits as well as assisted with telemonitoring installations.

RN/LNA supervisor, Sept 1999-Sept 2001
Cedarcrest Inc. Keene, NH.

Medication administration and treatments, assessments, scheduled and supervised 2nd shift LNAs.

Medical Assistant/RN, Summer 1999
Dr. J. B. Krasner, Sudbury, MA.
General practice, assisted with the flow of the office.
Phlebotomy, intake and triage.

Community Activities

Monadnock Center for Violence Prevention
Board Member serving on governance committee
May 2010-present
Board Chair 2012, 2013

Big Brothers Big Sisters
August 2010-August 2014

Girl Scouts of America:
Lifetime member
Received the Gold Award in 1995.

RACHEL KOWALSKY

OBJECTIVE

To obtain employment in a setting that will benefit from both my knowledge of the outdoors and counseling.

EDUCATION

2006 - 2008 Antioch University New England Keene, NH
MA Clinical Mental Health Counseling

2004 - 2004 East Carolina University Greenville, NC
BA Psychology

1990 - 1996 Lyndon State College Lyndonville, VT
BS Communications Minor: Psychology

PROFESSIONAL MEMBERSHIPS

2006 American Mental Health Counseling Association Member

2004 PSI CHI National Honor Society Inductee

PRACTICAL AND INTERNSHIP EXPERIENCE

2007 - 2008 FOCUS Cheshire Medical Center Keene, NH
Second Year Intern

Responsible for adolescent therapy (ages 12 to 18) in a partial hospitalization milieu setting. Duties include participation in various activities, psyco-educational groups, group and individual therapy sessions corresponding to individual treatment plans. Family therapy facilitator to assigned clients and participation in multi family group therapy. Other activities include daily staff meetings, school meetings, and writing daily charts.

2007 - 2007 Clinical and Support Options Inc Athol, MA
First Year Intern

Responsible to carry a small caseload of clients (ages 10 to 40). Duties include carrying out the initial diagnostic interview and documentation of the interview. Weekly therapy sessions (Play therapy, CBT, RBT, Anger Management, and Talk therapy). Other duties include: Attendance to all individual and group supervisions, Grand Rounds, and staff meetings.

2006 - 2006 Clinical and Support Options Inc. Athol, MA
Practicum Student

Responsible to explain the intake process to new clients entering the agency system and observing the intake under a licensed clinician. Other duties include: Observation of therapeutic groups within the agencies SOAP program and documentation of client's participation. Other duties include: All supervision meetings, Grand Rounds, Staff and Community Organization Meetings.

WORK EXPERIENCE

2015 – Present Home Healthcare, Hospice & Community Services Keene, NH
Healthy Starts
Social Worker
Provide assistance to clients and families in developing and implementing an appropriate plan of care to meet their needs. Conduct case finding activities in the community, and help families access all available support services for a healthy family.

2014 - 2015 YOU Inc., Cottage Hill Academy Baldwinville, MA
Clinician
Work with children and adolescents in short term crisis stabilization treatment. Provide individual, group, and family therapy to a case load of 6 students. Responsible to write all supporting documentation, clinical notes, and reports.
Feb 2014 to October 2014 Crotched Mountain School Greenfield, NH
Para Educator II
Provide one to one classroom support for students with emotional, developmental, and other pervasive disabilities. Also provide residential support on vacations and holidays. Taking students on activities and providing social skills training.
2012-2013 Greater Nashua Mental Health Center Nashua, NH
Child and family Outreach Therapist
Provide therapeutic services to adolescents, children, and their families in an out patient clinic, at school, or in the home. Responsibilities include treatment planning and team consultation, referral to appropriate services, and monitoring of progress. Other responsibilities include: completion of required documentation for records, agency trainings and seminars, weekly staff meetings, and collateral contact meetings.

2010- 2012 Becket Family of Services Keene, NH
Permanency Specialist/Case Manager/Therapist
Provide intensive in home services to adolescents that are involved in the juvenile justice system. Responsible for following through from referral to intake to treatment planning for adolescents, providing individual and family therapy, support for court appearances, educational support, and advocacy for the child. Other responsibilities include: completion of required documentation for records, court reports, weekly and monthly updates, agency trainings and seminars, weekly staff meetings, Monthly agency meetings, and collateral contact meetings.

2008 – 2010 Phoenix House Academy Dublin, NH
Primary Counselor
Carry a case load of adolescent substance abuse clients (6 maximum ages 13 to 18). Responsible for treatment planning, assessment, individual and group therapy in a therapeutic community setting. Additional duties include: monitoring daily milieu activities, maintaining records, communication with parents and law enforcement as needed. Attendance at weekly staff meetings, treatment team meetings, and required trainings.

References available upon request

Rebecca Landry

PROFESSIONAL EXPERIENCE

Home Healthcare, Hospice, & Community Services
Keene, NH

Position: Home Visitor (January 2013 – Present)
* Community liaison for HCS programs with families and individuals thoughout the service area.
* Provide safe, efficient personal interaction with pregnant and parenting families while promoting independence.
* Teach prenatal care, parenting skills, early intervention and children's health, help establish goals and encouraging achievement of these goals.
* Reports and documents pertinent observations, including changes in client's condition and need, appropriately.

Monadnock Community Hospital
Peterborough, NH

Position: Reception (January 2010 - March 2012)
* Compile and record medical charts, reports, and correspondence, using typewriter or personal computer.
* Maintain medical records, technical library and correspondence files.
* Transmit correspondence and medical records by mail, e-mail, or fax.
* Operate office equipment such as voice mail messaging systems, and use word processing, spreadsheet, and other software applications to prepare reports, invoices, financial statements, letters, case histories and medical records.
* Greet visitors, ascertain purpose of visit, and direct them to appropriate staff.
* Answer telephones, and direct calls to appropriate staff.
* Perform various clerical and administrative functions, such as ordering and maintaining an inventory of supplies.
* Receive and route messages and documents to appropriate staff.
* Schedule and confirm patient diagnostic appointments.

Monadnock Family Services
Keene, New Hampshire

Position: Children's Intake Coordinator (June 2009 - January 2010)
* Verify Insurance benefits, obtain, and maintain authorizations.

* Set payment plan based on sliding fee scale.
* Perform various clerical and administrative functions, such as ordering and maintaining an inventory of supplies.
* Greet visitors, ascertain purpose of visit, and direct them to appropriate staff.
* Interview patients to complete documents, case histories, and forms such as intake and insurance forms.
* Maintain medical records, technical library and correspondence files.
* Compile and record medical charts, reports, and correspondence, using typewriter or personal computer.
* Answer telephones, and direct calls to appropriate staff.

Bard Chiropractic
Peterborough, New Hampshire

Position: Chiropractic Assistant (June 2004 - June 2009)
* Verify insurance coverage.
* Perform various clerical and administrative functions, such as ordering and maintaining an inventory of supplies.
* Greet visitors, ascertain purpose of visit, and direct them to appropriate staff.
* Assist with physiological therapy.
* Transcribe recorded messages and practitioners' diagnoses and recommendations into patients' medical records.
* Compile and record medical charts, reports, and correspondence, using typewriter or personal computer.
* Operate office equipment such as voice mail messaging systems, and use word processing, spreadsheet, and other software applications to prepare reports, invoices, financial statements, letters, case histories and medical records.
* Answer telephones, and direct calls to appropriate staff.
* Prepare correspondence and assist physicians or medical scientists with preparation of reports, speeches, articles and conference proceedings.
* Interview patients to complete documents, case histories, and forms such as intake and insurance forms.
* Obtain and maintain authorizations.
* Maintain medical records, technical library and correspondence files.
* Schedule and confirm patient diagnostic appointments, surgeries and medical consultations.
* Perform bookkeeping duties, such as credits and collections, preparing and sending financial statements and bills, and keeping financial records.
* Transmit correspondence and medical records by mail, e-mail, or fax.
* Receive and route messages and documents such as laboratory results to appropriate staff.

EDUCATION

Conant High School
Jaffrey, New Hampshire
Diploma, June 1994

ADDITIONAL SKILLS

* Ability to work well under pressure.
* Ability to communicate well.
* Ability to multi-task.
* Great with people.

Mary Mullen-LaValley

Objective

Acquisition of a teaching position that will render use of my talents and educational expertise as well as provide me with the opportunity to serve those in need of care and support.

Experience

Home Healthcare, Hospice & Community Services **2012 - present**
Healthy Starts Home Visitor
Keene, NH
Community liaison for HCS programs with families and individuals throughout the service area. Provide safe, efficient personal interaction with pregnant and parenting families while promoting independence. Teach prenatal care, parenting skills, early intervention and children's health, help establish goals and encouraging achievement of these goals. Report and document pertinent observations, including changes in client's condition and need, appropriately.

Monadnock Family Services, Educator/Home Visitor **2006 – 2012**
Keene, NH
Provide education and home visiting services to young at-risk mothers in collaboration with the VNA at HCS Maternal Child Health Program. NH Certified education, K-5 (2009) and NH CAD Certified Advocate/Counselor, Domestic and Sexual Abuse (2006).

Westmoreland Elementary School/Middle School, Special Ed Teacher **1999 - 2006**
Westmoreland, NH
Special education tutor, K-5 and 8, as well as continued education service contract (21 year old student). Provided differentiated, appropriate and motivated education techniques for various behavioral and emotional needs. Originated and implemented academic plans, individual and whole class.

New Hampshire Technical Institute, Public Relations Facilitator **1995 – 1996**
Claremont, NH
Public Relations Facilitator of Adult Education

Bessie C. Rowell Elementary School, Kindergarten Teacher **1976 - 1978**

Education

University of New Hampshire **1976**
BA Elementary Education
Special education concentration

Keene State College **Currently Enrolled**
Masters of Education

CREDENTIALS:

New Hampshire Licensed Alcohol and Drug Counselor (MLADC) #558
New Hampshire Licensed Clinical Social Worker –#1664

FORMAL EDUCATION:

Adelphi University, Garden City, New York, M.S.W. (Master of Social Work)

Empire State College, Hauppauge, New York, B.S. (Community and Human Services)

Centenary College, Hackettstown, New Jersey, A.A. (Early Childhood Education)

EMPLOYMENT EXPERIENCES:

Over twenty years experience in various Health and Human Services modalities. Responsibilities include program development and administration, staff development and clinical supervision, budget and grant management, community outreach and needs assessments. Treatment modalities have been developed to service a diversified client population (i.e., adolescent, developmentally and mentally challenged, gender-specific, family, criminal justice and substance disorders.)

HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES: Clinical Social Worker/Case Manager, 312 Marlboro Street, Keene, NH 03431 (5/24/10- present). Goals and Accomplishments include:

- Conduct psychosocial needs assessments & provide both home visits and office visits with flexible schedule to accommodate clients' needs.
- Promote wellness and link client to community resources, social and public benefits.
- Identify gaps and barriers in services and advocate for underserved populations.
- Audit client records for program and State compliance utilizing evidence-based practices and assessment tools.
- Help empower families with multigenerational household to identify, educate and advocate for service needs.
- Provide clinical (mental health/developmental limitation needs) and substance abuse evaluations.
- Work with community providers, parent groups, and public services to form cohesive and individualized treatment plans based on the strengths and needs of the family.
- Participate in school conferences, IEP reviews, conduct assessments and link service providers for family.

PHOENIX HOUSES OF NEW ENGLAND: Program Director for Dublin Academy, Dublin, NH 03444 (9/1/08 – 2/01/2010): Goals and Accomplishments included:

- Administrative oversight of program operations and delivery of clinical services to an adolescent population.
- Maintaining program integrity and encouraging staff development through supervision and trainings on adolescent developmental stages; ethics and confidentiality; admission screening tools and diagnostic assessment.
- Outreach to local community through community-based activities and providers.
- Working closely with schools, courts, probation and other legal agents to help determine treatment level options for adolescent population. Redesigned Family Treatment program and increased family participation.
- Responsibility for all administrative duties associated with operating a residential treatment facility.
- Prevented anticipated deficit by assessing needs, identifying problems and modifying lines.

PHOENIX HOUSES OF NEW ENGLAND; Program Director (9/03- 10/06)--Clinical Supervisor (10/06- 11/30/08): Tapestry Residential Women's Program, Brattleboro, VT 05201: Responsibility for overall operations, budget, staffing and program development. Provide clinical supervision and staff development. Residents are referred to one of two programs directly by the Vermont Department of Corrections to participate in treatment for 6 months to one year (Tap I) or 1 week to 90 days (Tap II) versus being incarcerated. Goals and Accomplishments included:

- Addressing gender-related issues by using evidence-based treatment methods in individual and group modalities in the areas of substance use disorders; parenting skill development; family treatment and PTSD/trauma (domestic violence, sexual/emotional abuse).
- Community-based services provided in areas of vocational/educational/ employment services; legal assistance (criminal, family courts) and advocacy. The residents had direct access to many other community-based support networks and numerous human service and health providers.
- Developed Policy & Procedure Manual specifically for a women's treatment program integrating TC, medical and psychiatric services—gender-specific.
- Restructured and revised program to better meet the needs of the changing population and to be compliant with funding source protocol.
- Latest three-year outcome report indicates 62% of all admissions successfully completed program—average success rate in demographic area is 25%.
- Participated and organized community involvement to promote communication among local government officials, community leaders and service providers.
- Worked to identify gaps in services and advocate for services to help women reintegration into their community.
- Developed short-term residential program to direct women to services versus sanction in jail due to violation of probation/FSU due to alcohol/drug relapses.

PHOENIX HOUSES OF NEW YORK (WAS A.P.P.L.E), East Hampton, New York 11937 Project Director of Outpatient Services and Community Program Development. (12/28/88- 09/28/03) Additionally, Clinical Social Worker, at the Adult/Adolescent Residential Program (2002-2003): Developed and administrated a community-based substance abuse outpatient program on the East End of Long Island. Responsibility for overall operations, budget, grants, staffing and program development in conjunction with community needs. Additionally, I was the Clinical Social Worker, part-time, for an adult/adolescent residential facility for two years. Goals and Accomplishments included:

- Developed multi-diversified program format to meet the needs of a rural population.
- Provided clinical supervision and diversified in-service trainings.
- Created departmental policy and procedures, in collaboration with local and State funding source regulations
- Program maintained "no deficiency outcome" audit result consistently (OASAS.)
- Conducted ongoing needs assessments to identify changing treatment needs and develop appropriate services to address community needs.
- Actively participated and an officer in local and regional community action committees to identify problem areas and gaps in services in the community.
- Advocated for underserved population and promoted need for services to funding sources, government and area treatment providers.
- Researched funding streams and available grants. Awarded annual local and public grants from Southampton and East Hampton to maintain and enhance services yearly.
- Created large resource file of all private and public service providers in the region to ensure clients ability to access services and providers.
- Budget: Met outcome and cost objectives successfully each year.
- Conducted clinical assessments, intakes, crisis interventions, individual, family and group work for adults and adolescents.

MARYHAVEN CENTER OF HOPE, Case Management Services, 16 W. Main Street, Riverhead, NY 11968; Case Manager. (5/ 24/88- 12/20/88): Case management services with chronic psychiatric and developmentally challenged adult population. Duties included:

- Conducting psychosocial needs assessments to determine individual strengths, limitations and goals.
- Providing both home visits, office visits and establishing a flexible schedule to accommodate clients' needs.
- Advocating to ensure access to private and public social benefits and to develop support system.
- Crisis Intervention, learning behavioral modification and other clinical skill development.
- Creating legal, medical, psychiatric and other relevant community- based resources.

SOUTHAMPTON HOSPITAL, 240 Meeting House Lane, Southampton, NY 11968; Discharge Planning/Office Manager (1981- 1987). Responsibilities included:

- Creating and enhancing the department's legal, medical, psychiatric community based resource file.
- Providing Crisis Intervention and brief counseling services in the E.R. and for patients and families.
- Department scheduling and daily operation.
- Patient placement with local SNF or other appropriate level of care facilities.
- Home health care referrals; post-discharge planning with key medical personnel and family members.
- Assessing needs of patient and working with hospital medical staff to arrange care plan for necessary services.
- Liaison between community-based health care services and hospital medical personnel.
- Learning medical social work and case management skills.
- Developing the Discharge Planning Department policy & procedure manual.

ADDITIONAL CLINICAL SKILLS: I have maintained a small private practice since 1999, and:

- Participate in local educational and outreach projects for family, schools and community groups focusing on issues and topics related to substance disorders, adolescents and families (i.e., developmental stages and parenting skills.)
- Conduct assessments and treatment evaluations for substance use disorders; co-occurring or emotional dysfunctions; and behavioral disorders.
- Work directly with legal agents (courts, attorneys, probation and parole, DMV), CPS, family courts and various school districts to address treatment needs and provide assistance in assessments and placement.
- Offer counseling and crisis intervention services for adults, adolescents, couples, and families.
- Experienced in psychopharmacology, medical and psychiatric social work.
- Utilize short-term therapy, cognitive, behavioral and insight-oriented psychotherapy for persons with affective, personality, anxiety and adjustment disorders, behavioral and substance abuse disorders.
- Cultural and Ethnic sensitivity training, various evidence-based training and working experiences.

REFERENCES AVAILABLE UPON REQUEST

Penelope R Vaine

Objective

To use my knowledge, energy and expertise to provide support and advocacy to those who need it.

Employment

(April 2010 – Present) Home Healthcare, Hospice and Community Services (VNA at HCS, Inc.)

Maternal & Child Health Coordinator

Coordination of program, supervision and scheduling of home visits

(March 2009- April 2010) Home Health Care Hospice and Community Services

Social Worker Maternal Child Health Program

Responsible for a caseload of 50 children and pregnant women needing parenting education, health care, connection to community resources and developmental screenings. Coordinated and collaborated with other agencies to advocate for each client. Maintained appropriate documentation.

(May 2008 – present) The United Church of Winchester

Director of Christian Education

Responsible for designing and implementing a vibrant Christian Education program for the Congregation.

(March 2007– present) Mobile Home Supply of New England

Owner/Manager

Self taught to manage, market, and sell supplies for retail mobile home supply shop.

(2000-2007) The Winchester Learning Center

Executive Director

From dream to reality, organized a nonprofit community supported Child Care, Preschool and Family Resource Program. Implemented unique, Waldorf-inspired curriculum to meet the needs of the children and their families. Under the direction of a Board of Directors, managed daily operations, programming, staffing, fiscal management, fundraising and grant writing. Developed an extensive parent education and support network for families.

(1999-1999) Winchester Elementary School

Substitute Teacher

Provided one on one tutoring care for preschool children with special needs. Coordinated care and educational plans with professional team.

(1993-2000) Home Child Care

Director

Created a joyful home child care program which was Licensed by the State of NH and registered with Family Works. Provided a variety of developmentally appropriate activities to promote creativity, confidence and independence. Established support network for parents. Supervised two high school interns.

(1989-1993) Home Health Care Hospice and Community Services

Director

Responsible for managing and operating the Castle Center for Adult Day Care. Program provided quality care and socialization for elderly and handicapped participants. Supervised team of RN's CNA's and aides; and dozens of volunteers. Secured funding annually from the United Way and the NH Dept of Elderly and Adult Services.

Education

(September 1980- May 1985) Wheelock College, Boston Mass

Bachelor of Social Work

References

Roberta Royce The Winchester Learning Center, Winchester, NH 03470 (603) 239-7347

Jed Butterfield 60 Colony Hill Road, Richmond, NH 03470 (603) 239-8780

Volunteer experience

2009 – present **C.A.S.T.**

Co facilitator of Community and School Together, a network of concerned citizens who desire to improve the quality of life for all residents. The group has been meeting monthly for 14 years in the town of Winchester.

2007 – present **Town of Winchester**

Participant in the Revitalization Committee which is preparing a plan to revitalize downtown Winchester.

1994-present **The United Church of Winchester**

Sunday School teacher, Vacation Bible School Co-Coordinator, Fabulous Family Friday Organizer, Religious Education Board Chair, Tweens Leader, Assistant Moderator, Search Team

1998-2000

Board of Directors **Winchester Learning Center**

1996-2000

Vice Chair~ Board of Trustees **Conant Public Library**

Melinda Vonderhorst

Work Experience

Home Healthcare, Hospice and Community Services, Keene NH, 2009-present
Registered Nurse Katie Becket Program: Provides skilled nursing care to medically-complex children in their home. Administers medications and treatments, documenting all assessed data. Communicates effectively with child's family and members of interdisciplinary team. Provides client and family education, taking time to listen and respond to questions and concerns with compassion.

Licensed Nursing Assistant, Customized Care & Katie Becket Program (2009-2014): Assisted with ADLs, nutrition and exercise. Worked under direct supervision of RN and part of interdisciplinary team that provided quality care to the client and their families.

Credentials/Education

- State of New Hampshire Licensed Registered Nurse, valid through 4/2016
- American Heart Association BLS for Healthcare Providers through 6/2017
- *Bachelor of Science in Nursing,* Southern New Hampshire University, (online RN-BSN program) expected 10/2016
- *Associate of Science in Nursing,* River Valley Community College, Keene,NH Graduated 5/2014 Magna Cum Laude

Other

Volunteer, David's House Lebanon, NH 2000-2012
Hospitality Assistant: Welcome and acquaint guests with the house and its policies, field incoming calls. Provide emotional support to families.

Volunteer, Pregnancy Resource Center of the Monadnock Region
Keene, NH 2001-2012
Peer Counselor: Provide support for women and their partners facing unplanned pregnancy, Training in Parenting Series mentored classes,provides referrals to community agencies.

Member, Phi Theta Kappa Honor Society
Member, American Nursing Association and New Hampshire Nursing Association

Healthy Starts at HCS

Key Personnel
Comprehensive Family Support Services
May 2019

Name	Job Title	FTE	Salary	% Paid from this Contract	Amount Paid from this Contract
Penny Vaine	Program Manager	1	59,085.00	10%	5938.00
Maryanne Strong	Social Worker	.80	38,034.00	100%	38,225.00
Rachel Kowalsky	Social Worker	.80	35,892.00	100%	36,071.00
Staci Branon	Social Worker	.80	35,009.00	100%	35,184.00
Amy Delisle	Social Worker	.80	34,663.00	60%	20,901.00
Becky Landry	Home Visitor	.80	26,210.00	33%	8,692.00
Sarah Davis	Social Worker	.80	34,663.00	100%	34,836.00
New Hire	Social Worker	.53	22,880.00	100%	22,994.00
Mary Mullen LaValley	Lactation Consultant, TIECS	1	39,753.00	.05%	2,100.00
Bekki Joki	Nurse	1	70,524.00	13%	9,450.00
Mindy Vonderhorst	Nurse	occasional	5,824.00	11%	5,824.00
		total	$404,552.00 includes 2% increase		$220,258.00

14B mac

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

Jeffrey A. Meyers
Commissioner

Christine Tappan
Associate Commissioner

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

March 9, 2018

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division For Children, Youth and Families, to enter into **sole source** amendments with the vendors identified below, for the provision of Comprehensive Family Support Services by increasing the price limitation by $4,606,197 from $6,424,788 to $11,030,985 and by extending the contract completion date from June 30, 2018 to June 30, 2019 effective upon Governor and Executive Council approval. 97.59% Federal Funds, 2.41% General Funds.

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway NH	$585,228	$274,561	$859,789	O: 6/18/14 #80 A1: 6/10/15 #5D A2: 5/18/16 #9A
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$572,508	$461,375	$1,033,883	O: 6/18/14 #80 A1: 5/18/16 #9A
Greater Seacoast Community Health (f/k/a Families First)	TBD	100 Campus Drive, Suite 12 Portsmouth NH	$585,228	$464,555	$1,049,783	O: 6/18/14 #80 A1:6/10/15 #5C A2: 5/18/16 #9A

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
TLC Family Resource Center (formerly Good Beginnings of Sullivan County)	170625-B001	109 Pleasant Street Claremont NH	$585,228	$423,075	$1,008,303	O: 6/18/14 #80 A1: 5/18/16 #9A
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$585,228	$463,279	$1,048,507	O: 6/18/14 #80 A1: 5/18/16 #9A
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$585,228	$451,881	$1,037,109	O: 6/18/14 #80 A1: 5/18/16 #9A
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$585,228	$279,375	$864,603	O: 6/18/14 #80 A1: 6/10/15 AG A2: 5/18/16 #9A
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$585,228	$279,375	$864,603	O: 6/18/14 #80 A1: 6/10/15 AG A2: 5/18/16 #9A
		Total	$6,424,788	$4,606,197	11,030,985	

Funds to support this request are available in the following accounts in State Fiscal Year 2018 and in State Fiscal Year 2019, with the ability to adjust encumbrances between state fiscal years through the Budget Office without further approval from the Governor and Executive Council, if needed and justified.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

05-095-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, TEMPORARY ASSISTANCE FOR NEEDY FAMILES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

This request is **sole source** because the funding being added in State Fiscal Year 2018 exceeds 10% of the total contract value for each contract. The addional funding is being utilized by the vendors to increase staff capacity to provide services to families who had a an abuse/neglect assessment conducted by the Division for Children, Youth and Families that was closed unfounded or unfounded with conerns.

The purpose of these amendments is to increase capacity for programs and utilize one (1) of the two (2) years available for renewing services, as specified in Exhibit C-2 of the original agreements.

Comprehensive Family Support Services assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents and give families an opportunity to learn and grow.

Below is a breakdown of those served in 2016 through the original Comprehensive Family Support Services contracts:

- Families served, 1,027.
- Family members served, 2,979.
- Total children served 1,695
- 50% of families served had a single caregiver.
- 48% of families served have mental health issues.
- 33 % of families served have chronic health issues.
- 93% of children served have child Medicaid insurance.
- 12% of adults served are without any insurance

Considering those served and program outcomes from 2014 to 2016 there have been considerable success for those who have participated and successfully completed or graduated from the program. Success is measured by future avoidance of DCYF services. Families are tracked for 3 years following the completion of services. Below are the outcome measures for the period identified

- 2014, 91.8%
- 2015, 93.1%
- 2016, 93.6%

Over the last several years the State of New Hampshire has seen a significant increase in the volume of families with open abuse and neglect cases. This translates to many more children in out of home care and significant increase in cost to the State of New Hampshire. By providing the additional resources through these amendments, the vendors will be able to increase services offered to the State's most vulnerable population.

With the increased funding, the vendors will be able to increase their ability to expand their service array to clients within their community by being able to employ one (1) to two (2) full time employees in order to manage their current wait list and to support the Division for Children, Youth and Families with assessments where substance abuse is an identified concern. Vendors will work with their communities to increase referrals for TANF exempt clients with children under the age of one (1) year. Vendors will increase their capacity to offer and implement prevention services to those most in need.

The services offered by these vendors are available to any family in the State of New Hampshire with children under the age of 21 years, with priority given to those families referred by the Division for Children Youth and Families. The Division for Children, Youth and Families will refer families who have had an abuse/neglect assessments closed unfounded or unfounded with concerns to the appropriate vendor in the service area. Families would then receive prevention services to assist them with decreasing famly stressors.

Although, prevention services are offered through the original Comprehensive Family Support Services contracts, these amendments will increase the vendor's capacity to provide additional resources. The additional services will allow vendors to increase the number of families served and the services offered, which include but are not limited to:

- Education.
- Parenting support.
- Case management.
- Assisted referrals.
- Home visiting resources.
- Budget management.
- Child development/

The Deppartment anticipates that by increasing the availability and quality of prevention services offered statewide there will be a reduction in incidents of child abuse and neglect, which would result in a reduction of open abuse/neglect cases with the Division for Children, Youth and Families.

The following performance measures/objectives will be used to measure the effectiveness of the agreement:

- 60% of families referred will enter and complete services. (Performance Measure)
- 95% of families who complete services will not be referred to DCYF within the following 3 years.(Performance Measure)

- Increase the number of families served with children under the age of 1. (Performance Measure)
- Increase the number of parents served under the age of 21. (Performance Measure)

Should Governor and Executive Council not authorize this request, the flexibility of community based family services may not be available to address the needs of children and families statewide, which could result in an increase in the Division for Children, Youth and Families involvement for out-of-home placement. Additionally families will not receive services that could assist with preventing the separation of children from their families by providing services that would result in parents providing a safe, stable and supportive family environment for their children.

Area served: Statewide

Source of Funds: 97.59% Federal Funds from Title IV-B Subpart I (CFDA#:93.645, FAIN: 1801NHCWSS), Promoting and Stable Families (CFDA#: 93.556, FAIN: 1801FPSS),Title XX Grants – SSBG (CFDA#: 93.667, FAIN: 1801NHSOSR), temporary Assistance to Needy Families (CFDA#: 93.558, FAIN: 17NHTANF), MCH Block Grant, 2.41% General Funds.

In the event that the Federal (or Other) Funds are no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

Christine Tappan
Associate Commissioner

Approved by:

Jeffrey A. Meyers
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$823.00		$823.00
2016	102-500734	Social Service Contract	42106802	$1,907.00		$1,907.00
2017	102-500734	Social Service Contract	42106802	$823.00		$823.00
2018	102-500734	Social Service Contract	42106802	$1,907.00		$1,907.00
2019	102-500734	Social Service Contract	42106802	$0.00	$1,365.00	$1,365.00
			Total:	**$5,460.00**	**$1,365.00**	**$6,825.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**
			Sub-Total:	**$187,260.00**	**$46,815.00**	**$234,075.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**
			Sub-Total:	**$919,996.00**	**$229,999.00**	**$1,149,995.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2016	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2017	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2018	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2019	102-500734	Social Service Contract	42106603	$0.00	$8,982.00	$8,982.00
			Total:	**$35,928.00**	**$8,982.00**	**$44,910.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**
			Sub-Total:	**$3,171,968.00**	**$792,992.00**	**$3,964,960.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$64,127.00	$64,127.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$64,127.00	$64,127.00
			Total:	**$0.00**	**$128,254.00**	**$128,254.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
			Total:	**$0.00**	**$318,248.00**	**$318,248.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
			Total:	**$0.00**	**$318,248.00**	**$318,248.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$138,384.00	$138,384.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$138,384.00	$138,384.00
			Total:	**$0.00**	**$276,768.00**	**$276,768.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$158,486.00	$158,486.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$158,486.00	$158,486.00
			Total:	**$0.00**	**$316,972.00**	**$316,972.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$152,787.00	$152,787.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$152,787.00	$152,787.00

Total:	**$0.00**	**$305,574.00**	**$305,574.00**

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
			Total:	**$0.00**	**$133,068.00**	**$133,068.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
			Total:	**$0.00**	**$133,068.00**	**$133,068.00**
			Sub-Total:	**$0.00**	**$3,000,000.00**	**$3,000,000.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, TEMPORARY ASSISTANCE FOR NEEDY FAMILES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2016	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2017	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2018	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2019	502-500891	Payments To Providers	45030206	$0.00	$31,290.00	$31,290.00
			Total:	**$125,160.00**	**$31,290.00**	**$156,450.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**
			Sub-Total:	**$1,600,000.00**	**$400,000.00**	**$2,000,000.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DICISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMINITY SERVICES, MATERIAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**
			Sub-Total:	**$245,564.00**	**$61,391.00**	**$306,955.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DICISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMINITY SERVICES, MATERIAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2016	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2017	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2018	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2019	102-500731	Contracts For Prog. Svc	90004015	$0.00	$75,000.00	$75,000.00
			Total:	**$300,000.00**	**$75,000.00**	**$375,000.00**
			Grand Total:	**$6,424,788.00**	**$4,606,197.00**	**$11,030,985.00**

State of New Hampshire
Department of Health and Human Services
Amendment #2 to the Comprehensive Family Support Services Contract

This second (2nd) Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #2") dated this 15th day of February, 2018, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Home Healthcare, Hospice and Community Services, Inc., (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 312 Marlboro Street, Keene, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80), and as amended (Amendment #1) approved by the Governor and Executive Council on May 18, 2016 (Item #9A) the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to Form P-37 General Provisions, Paragraph 18, the agreement may be amended and Exhibit C-2, Additional Special Provisions, Paragraph 1, the State may renew the agreement for up to four additional years by written agreement of the parties and approval of the Governor and Executive Council; and

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

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

1. Form P-37, General Provisions, Block 1.7, Completion Date, to read:

   June 30, 2019.

2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:

   $1,048,507.

3. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:

   E. Maria Reinemann, Esq., Director.

4. Form P-37, General Provisions, Block 1.10, State Agency Telephone Number, to read:

   (603) 271-9330.

5. Add Exhibit A-2 Amendment #2 Additional Scope of Services.
6. Delete Exhibit B – 4, Amendment #1 and replace with Exhibit B – 4, Amendment #2.
7. Add Exhibit B – 5, Amendment #2.

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

3/5/18
Date

Christine Tappan
Associate Commissioner

Home Healthcare, Hospice and Community Services, Inc.

3/1/18
Date

Susan Ashworth, Acting President/CEO

Acknowledgement:
State of New Hampshire, County of Cheshire on March 1, 2018, before theundersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.
Signature of Notary Public or Justice of the Peace

Karen Campbell, Notary

KAREN M. CAMPBELL, Notary Public
My Commission Expires June 4, 2019

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

OFFICE OF THE ATTORNEY GENERAL

3/7/18
Date

Name: Megan A. Lapb
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

Additional Scope of Services

1. Provisions Applicable to All Services

1.1. The Contractor will submit a detailed description of the language assistance services 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.

1.2. 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.

2. Scope of Work

2.1. The Contractor shall work with their community to increase referrals for Temporary Assistance to Needy Families (TANF) exempt clients with children under the age of one (1) years old.

2.2. The Contractor shall follow the Home Visiting New Hampshire model when providing services to TANF clients with children under the age of one (1) in order to assist them with successfully overcoming barriers to employment.

2.3. The Contractor shall provide mandatory training to their staff that includes, but is not limited to:

2.3.1. Trauma Informed Care/Practices.

2.3.2. Two (2) Generation Approach to Working with Families.

2.3.3. Strengthening Families Model.

2.3.4. FRC-Q Standards Training.

2.3.5. How to Report Abuse and/or Neglect.

2.3.6. Completing and Utilizing the North Carolina Assessment.

2.3.7. Creating and Utilizing Individual Service Plans.

2.3.8. Home Visiting Worker Safety.

2.3.9. Individual Agency Trainings (Human Resources Requirements).

2.4. The Contractor shall provide weekly supervision of all Home Visiting staff.

3. Staffing

3.1. The Contractor shall increase their ability to expand their service array to clients within their community by employing an additional two (2) Full Time Employees (FTEs) whose duties shall include, but are not limited to:

3.1.1. Manage current wait list.

3.1.2. Support the Department with "unfounded reports" from the Department where substance abuse is an identified as a concern.

3.1.3. Address the needs of clients that are referred by the Department who have had an assessment that is closed as "Unfounded, but with reasonable concerns".

Exhibit B-4 Amendment #2

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

Bidder/Program Name: VNA at HCS, Inc.

Budget Request for: Comprehensive Family Support Services

Budget Period: 7/1/17 -6/30/18

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 214,964.00	$ -	$ 214,964.00	$ 1,186.00	$ -	$ 1,186.00	$ 213,780.00	$ -	$ 213,780.00
2. Employee Benefits	$ 53,933.00	$ -	$ 53,933.00	$ 488.00	$ -	$ 488.00	$ 53,445.00	$ -	$ 53,445.00
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ 1,239.00	$ -	$ 1,239.00	$ 414.00	$ -	$ 414.00	$ 825.00	$ -	$ 411.00
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 5,150.00	$ -	$ 5,150.00	$ 75.00	$ -	$ 75.00	$ 5,075.00	$ -	$ 5,075.00
6. Travel	$ 23,502.00	$ -	$ 23,502.00	$ 1,200.00	$ -	$ 1,200.00	$ 22,302.00	$ -	$ 22,302.00
7. Occupancy	$ 7,065.00	$ -	$ 7,065.00	$ 2,000.00	$ -	$ 2,000.00	$ 5,065.00	$ -	$ 5,065.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 2,301.00	$ -	$ 2,301.00	$ 500.00	$ -	$ 500.00	$ 1,801.00	$ -	$ 1,801.00
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 1,500.00	$ -	$ 1,500.00	$ -	$ -	$ -	$ 1,500.00	$ -	$ 1,500.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Patient assistance	$ 1,500.00	$ -	$ 1,500.00	$ 500.00	$ -	$ 500.00	$ 1,000.00	$ -	$ 1,000.00
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 311,158.00	$ -	$ 311,158.00	$ 6,365.00	$ -	$ 6,365.00	$ 304,793.00	$ -	$ 304,379.00

Indirect As A Percent of Direct 0.0%

Contractor Initials: SA

Date: 3/1/18

Exhibit B-5 Amendment #2

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

Bidder/Program Name: VNA at HCS, Inc.

Budget Request for: Comprehensive Family Support Services

Budget Period: 7/1/18 -6/30/19

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 214,968.00	$ -	$ 214,968.00	$ 1,188.00	$ -	$ 1,188.00	$ 213,780.00	$ -	$ 213,780.00
2. Employee Benefits	$ 53,933.00	$ -	$ 53,933.00	$ 488.00	$ -	$ 488.00	$ 53,445.00	$ -	$ 53,445.00
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ 1,239.00	$ -	$ 1,239.00	$ 414.00	$ -	$ 414.00	$ 825.00	$ -	$ 411.00
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 5,150.00	$ -	$ 5,150.00	$ 75.00	$ -	$ 75.00	$ 5,075.00	$ -	$ 5,075.00
6. Travel	$ 23,502.00	$ -	$ 23,502.00	$ 1,200.00	$ -	$ 1,200.00	$ 22,302.00	$ -	$ 22,302.00
7. Occupancy	$ 7,065.00	$ -	$ 7,065.00	$ 2,000.00	$ -	$ 2,000.00	$ 5,065.00	$ -	$ 5,065.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 2,301.00	$ -	$ 2,301.00	$ 500.00	$ -	$ 500.00	$ 1,801.00	$ -	$ 1,801.00
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 1,500.00	$ -	$ 1,500.00	$ -	$ -	$ -	$ 1,500.00	$ -	$ 1,500.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Patient assistance	$ 1,500.00	$ -	$ 1,500.00	$ 500.00	$ -	$ 500.00	$ 1,000.00	$ -	$ 1,000.00
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 311,158.00	$ -	$ 311,158.00	$ 6,365.00	$ -	$ 6,365.00	$ 304,793.00	$ -	$ 304,379.00
Indirect As A Percent of Direct		0.0%							

Contractor Initials: SA

Date: 3/1/18

9A mac

Jeffrey A. Meyers
Commissioner

Lorraine Bartlett
Director

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

DIVISION FOR CHILDREN, YOUTH & FAMILIES

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

March 21, 2016

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Children, Youth and Families to exercise a renewal option with the vendors identified below for the provision of Comprehensive Family Support Services by increasing the price limitation by $3,212,394 from $3,212,394 to $6,424,788 and extending the contract completion date from June 30, 2016 to June 30, 2018, effective July 1, 2016 or date of Governor and Executive Council approval, whichever is later. 95.34% Federal Funds, 4.66% General Funds

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 5/2215 AG
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 5/22/15 AG
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1 5/22/15 AG
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 #5D
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$ 286,254	$ 286,254	$ 572,508	O: 6/18/14 #80
Families First of the Greater Seacoast	166629-B001	100 Campus Drive, Suite 12 Portsmouth NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1:6/10/15 #5C
TLC Family Resource Center (formerly Good Beginnings of Sullivan County)	170625-B001	109 Pleasant Street Claremont NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 AG
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 AG
		Total	$3,212,394	$3,212,394	$6,424,788	

Funds to support this request are available in the following accounts in State Fiscal Year 2017 and anticipated to be available in State Fiscal Year 2018, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between state fiscal years through the Budget Office if needed and justified without further approval from the Governor and Executive Council.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMLIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, SOCIAL SERVICES BLOCK GRANT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHLD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHLD HEALTH

Please see attachment for fiscal details.

EXPLANATION

The purpose of this request is to renew contract services with these vendors for an additional two years. For a detailed summary of the changes please see attachment.

Comprehensive Family Support Services assist pregnant women and families with children up to the age of twenty-one (21) by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents to give families an opportunity to learn and grow.

The Division for Children, Youth and Families and the Division of Public Health Services have blended three family health and support related programs in to one program which is now represented as the Comprehensive Family Support Services.

Currently, there are twenty-five (25) community based family resource centers in operation across the State which provide a range of support services to families and children that focus on strengthening, supporting and building on the strengths and skills of individuals while also ensuring developmental screening for children six (6) and under. These centers are often key local stakeholders in groups that assess and advocate for the needs of local families.

The original contracts were competitively bid.

These contracts contain language which allows for the right to renew for up to four additional years based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

The Comprehensive Family Support Services program has served a total of 871 families and 1664 children in 2014. As a result, ninety-five percent (95%) of the families served achieved successful outcomes and remained uninvolved in a Division abuse or neglect case. The Division is satisfied with the services provided and is requesting approval to exercise two years of the renewal option reserving the Division's option to renew for the remaining two years based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

Should the Governor and Executive Council not authorize this request, the flexibility of community based family services may not be available to address the needs of children and families throughout the state which could cause an increase in the Division for Children, Youth and Families involvement for out of home placements. The services provided through these agreements help prevent separation of children from their families and afford them a safe, stable and supportive family environment.

Area Served: Statewide

Source of Funds: 95.34% Federal Funds
4.66% General Funds

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

Respectfully submitted,

Mary Ann Cooney
Associate Commissioner

Approved by:

Jeffrey A. Meyers
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$823	$0	$823
2016	102-500734	Social Service Contract	42106802	$1,907	$0	$1,907
2017	102-500734	Social Service Contract	42106802	$0	$823	$823
2018	102-500734	Social Service Contract	42106802	$0	$1,907	$1,907
			Total:	$2,730	$2,730	$5,460

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180
			Sub-Total	$93,630	$93,630	$187,260

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636
			Sub-Total	$459,998	$459,998	$919,996

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$8,982	$0	$8,982
2016	102-500734	Social Service Contract	42106603	$8,982	$0	$8,982
2017	102-500734	Social Service Contract	42106603	$0	$8,982	$8,982
2018	102-500734	Social Service Contract	42106603	$0	$8,982	$8,982
			Total:	$17,964	$17,964	$35,928

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	**$156,802**	**$156,802**	**$313,604**
			Sub-Total	**$1,585,984**	**$1,585,984**	**$3,171,968**

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$31,290	$0	$31,290
2016	502-500891	Social Service Contract	45030206	$31,290	$0	$31,290
2017	502-500891	Social Service Contract	45030206	$0	$31,290	$31,290
2018	502-500891	Social Service Contract	45030206	$0	$31,290	$31,290
			Total:	**$62,580**	**$62,580**	**$125,160**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484
			Sub-Total	$800,000	$800,000	$1,600,000

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324
			Sub-Total	$122,782	$122,782	$245,564

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004105	$75,000	$0	$75,000
2016	102-500731	Contracts for Program Services	90004105	$75,000	$0	$75,000
2017	102-500731	Contracts for Program Services	90004105	$0	$75,000	$75,000
2018	102-500731	Contracts for Program Services	90004105	$0	$75,000	$75,000
			Total:	$150,000	$150,000	$300,000
			Sub-Total	$3,212,394	$3,212,394	$6,424,788

State of New Hampshire
Department of Health and Human Services
Amendment #1 to the Comprehensive Family Support Services Contract

This first (1st) Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #1") dated this 2nd day of March, 2016, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Home Healthcare, Hospice and Community Services, Inc., (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 312 Marlboro Street, Keene, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18, "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 by Governor and Executive Council of the State of New Hampshire", and Exhibit C-2, Additional Special Provisions, Paragraph 1, the State may renew the agreement for up to four additional years, by written agreement of the parties; and

WHEREAS the State and the Contractor have agreed to, amend the Scope of Services, Method, Schedule and Condition Precedent to payment, increase the price limitation and extend the Contract for two (2) additional years; and

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

To amend as follows:

1. Form P-37, General Provisions, Item 1.7, Completion Date, to read:

   June 30, 2018

2. Form P-37, General Provisions, Item 1.8, Price Limitation, to read:

   $585,228

3. Add Exhibit A, Scope of Services, Paragraph 1.34.1:

   1.34.1 Which includes entering all on-line data for the Watch Me Grow Program.

4. Exhibit A, Scope of Services, Paragraph 1.7 to read:

   1.7 Facilitating identification and evaluation of programs/services, using the Relationship Tool, Ages and Stages Questionnaire, Edinburgh Postnatal Depression, TWEAK, Adverse Childhood Experience Assessment, Healthy Homes "One Touch" assessment," North Carolina Assessment Scale", and the Child and Adolescent Needs and Strengths Assessment, for families experiencing conditions that include, but are not limited to:

   1.7.1 Current founded or unfounded child protective services report;

   1.7.2 Previous founded child protective services report;

   1.7.3 Closed DCYF case;

   1.7.4 Child's low birth weight and neuro developmental delays;

   1.7.5 History of, or current, parental or caregiver substance abuse;

   1.7.6 Low socioeconomic status of the family (defined as <300% percent of the Federal Poverty Level);

   1.7.7 Problematic marital relationship;

1.7.8 Family history, including history of domestic violence;
1.7.9 Child's insecure attachment in early years;
1.7.10 Pregnancy;
1.7.11 Recent birth of a child (within 6-12 months);
1.7.12 Expected birth of an additional child (within 6 months);
1.7.13 Birth of a child or expected birth of a child with special health care needs;
1.7.14 More than 1 child under the age of 3 years;
1.7.15 Families, teen parent, or single parent experiencing multiple stressors;
1.7.16 Physical or social isolation;
1.7.17 Home conditions present a health and safety risk to family members;
1.7.18 Chronic health problems, which interfere with care giving;
1.7.19 Child or family with chronic health, behavioral or developmental issues that impact on parenting;
1.7.20 ASQ & ASQ-SE results that indicate possible delay;
1.7.21 Families impacted by traumatic events;
1.7.22 Receiving TANF cash assistance or any of the Medicaid options; and
1.7.23 Any other factors that may contribute to unhealthy social and emotional outcomes.

5. Add Exhibit B-3 – Amendment #1.
6. Add Exhibit B-4 – Amendment #1.
7. Exhibit B, Method and Conditions Precedent to Payment , Paragraph 2.2 to read:

   2.2 Expenditures shall be in accordance with the approved line item budget shown in Exhibits B-1, B-2, B-3 – Amendment #1, and B-4 – Amendment #1.

8. Exhibit B, Method, Schedule, and Conditions Precedent to payment, to add:

   2.7 Notwithstanding paragraph 18 of the P-37, an amendment limited to the adjustment of amounts between budget line items and/or State Fiscal Years, related items, and amendment of related budget exhibits, can be made by written agreement of both parties and does not require additional approval of the Governor and Executive Council.

9. Replace Exhibit C – Special Provisions with:

   Exhibit C – Amendment # 1

10. Replace Exhibit C – Amendment #1, Paragraph 9 with the following:

    9 **Audit**: Contractor shall submit an annual audit to the Department within 107 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 Add Exhibit C-2, Additional Special Provisions, Paragraph 2

2. Subparagraph 14.1.1 of the General Provisions of this contract, is deleted and the following subparagraph is added:

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 $3,000,000 aggregate; and

11 Replace Standard Exhibit G, Certification Regarding the Americans with Disabilities Act Compliance with:

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

Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement, and the obligations of the parties there under, shall remain in full force and effect in accordance with the terms and conditions set forth herein.

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

4/3/16
Date

Mary Ann Cooney
Associate Commissioner

Home Healthcare, Hospice and Community Services, Inc.

3/3/2016
Date

Cathy J. Sorenson / President / CEO
Name/Title

Acknowledgement:
State of NH, County of Cheshire on 3/3/2016, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.
Signature of Notary Public or Justice of the Peace

Karen M. Campbell, Notary
Name and Title of Notary or Justice of the Peace

KAREN M. CAMPBELL, Notary Public
My Commission Expires June 4, 2019

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

OFFICE OF THE ATTORNEY GENERAL

4/27/16
Date

Name:
Title: Megan A-Y
Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

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

Bidder/Program Name: VNA at HCS, Inc.

Budget Request for: 15-DHHS-OHS-OCYF-01
(Name of RFP)

Budget Period: 7/1/16 - 6/30/17

1. Total Salary/Wages	$ 95,063.00	$ -	$ 95,063.00	$ 1,188.00		$ 1,188.00	$ 94,475.00	$ -	$ 94,475.00
2. Employee Benefits	$ 39,770.00	$ -	$ 39,770.00	$ 488.00		$ 488.00	$ 39,282.00	$ -	$ 39,282.00
3. Consultants	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
Educational	$ 414.00	$ -	$ 414.00	$ 414.00		$ 414.00	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
Office	$ 75.00	$ -	$ 75.00	$ 75.00		$ 75.00	$ -	$ -	$ -
6. Travel	$ 13,200.00	$ -	$ 13,200.00	$ 1,200.00		$ 1,200.00	$ 12,000.00	$ -	$ 12,000.00
7. Occupancy	$ 2,000.00	$ -	$ 2,000.00	$ 2,000.00		$ 2,000.00	$ -	$ -	$ -
8. Current Expenses	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
Telephone	$ 500.00	$ -	$ 500.00	$ 500.00		$ 500.00	$ -	$ -	$ -
Postage	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
Insurance	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 550.00	$ -	$ 550.00	$ -		$ -	$ 550.00	$ -	$ 550.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
Dues		$ -	$ -	$ -		$ -	$ -	$ -	$ -
HCS Management Fee	$ -	$ -	$ -	$ -		$ -		$ -	$ -
Patient Assistance	$ 500.00	$ -	$ 500.00	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -
TOTAL	$ 152,672.00	$ -	$ 152,672.00	$ 6,365.00	$ -	$ 6,365.00	$ 146,307.00	$ -	$ 146,307.00
Indirect As A Percent of Direct		0.0%				4.35%			

Contractor Initials OP
Date 3/3/2016

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

Bidder/Program Name: VNA at HCS, Inc.

Budget Request for: 15-DHHS-OHS-OCYF-81
(Name of RFP)

Budget Period: 7/1/17 - 6/30/18

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
1. Total Salary/Wages	$ 94,743.00	$ -	$ 94,743.00	$ 1,188.00		$ 1,188.00	$ 93,555.00		$ 93,555.00
2. Employee Benefits	$ 39,026.00	$ -	$ 39,026.00	$ 488.00		$ 488.00	$ 38,538.00		$ 38,538.00
3. Consultants	$ -	$ -	$ -	$ -		$ -	$ -		$ -
4. Equipment:	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Rental	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Repair and Maintenance	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -		$ -	$ -		$ -
5. Supplies:	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Educational	$ 414.00	$ -	$ 414.00	$ 414.00		$ 414.00	$ -		$ -
Lab	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Pharmacy	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Medical	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Office	$ 75.00	$ -	$ 75.00	$ 75.00		$ 75.00	$ -		$ -
6. Travel	$ 13,200.00	$ -	$ 13,200.00	$ 1,200.00		$ 1,200.00	$ 12,000.00		$ 12,000.00
7. Occupancy	$ 3,664.00	$ -	$ 3,664.00	$ 2,000.00		$ 2,000.00	$ 1,664.00		$ 1,664.00
8. Current Expenses	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Telephone	$ 500.00	$ -	$ 500.00	$ 500.00		$ 500.00	$ -		$ -
Postage	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Subscriptions	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Audit and Legal	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Insurance	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Board Expenses	$ -	$ -	$ -	$ -		$ -	$ -		$ -
9. Software	$ -	$ -	$ -	$ -		$ -	$ -		$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -		$ -	$ -		$ -
11. Staff Education and Training	$ 550.00	$ -	$ 550.00	$ -		$ -	$ 550.00		$ 550.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -		$ -	$ -		$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Dues		$ -	$ -	$ -		$ -	$ -		$ -
HCS Management Fee	$ -	$ -	$ -	$ -		$ -			$ -
Patient Assistance	$ 500.00	$ -	$ 500.00	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -
TOTAL	$ 152,872.00	$ -	$ 152,872.00	$ 6,365.00	$ -	$ 6,365.00	$ 146,307.00	$ -	$ 146,307.00
Indirect As A Percent of Direct		0.0%				4.35%			

Contractor Initials GP
Date 3/3/2016

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.ojp.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

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.

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.

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: Home Healthcare Hospice and Community Services

March 3, 2016
Date

Cathy J. Sorenson
Name: Cathy J. Sorenson
Title: President/CEO

SDM

IV 80

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

DIVISION FOR CHILDREN, YOUTH & FAMILIES

Nicholas A. Toumpas
Commissioner

Mary Ann Cooney
Associate Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

May 23, 2014

95.34 % Federal Funds
4.66 % General Funds

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to enter into agreements with the vendors identified below, for the provision of Comprehensive Family Support Services, in an amount not to exceed $3,212,394, effective July 1, 2014 or date of Governor and Council approval, whichever is later, through June 30, 2016.

Vendor	Vendor Number	Location	Amount
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway, NH	$292,614
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$286,254
Families First of the Greater Seacoast	166629-B001	100 Campus Drive, Suite 12 Portsmouth NH	$292,614
Good Beginnings of Sullivan County	170625-B001	109 Pleasant Street Claremont NH	$292,614
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$292,614
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$292,614
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$292,614
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$292,614
		Total	$3,212,394

Funds to support this request are available in the following accounts in State Fiscal Year 2015 and are anticipated to be available in State Fiscal Year 2016, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified without further approval from the Governor and Executive Council.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, SOCIAL SERVICES BLOCK GRANT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

Comprehensive Family Support Services assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents and give families an opportunity to learn and grow.

The Division for Children, Youth and Families and Division of Public Health Services /Maternal Child Health Services blended three family health and support related programs, into one program. This Comprehensive Family Support Services represents such efforts.

New Hampshire DHHS Comprehensive Family Support Services:

In 2002, The Division for Children, Youth and Families, launched a family support partnership, entitled Comprehensive Family Support Services. Support and prevention-based services and programs were provided to thousands families and individuals throughout the state. Due to the success of these prevention-oriented programs, the Division for Children, Youth and Families has recognized the benefit of provider services to families as an effort to keep them from becoming involved in other systems of care.

Currently, there are 25 community-based family resource centers in operation across the State of New Hampshire, which provide a range of support services to families and children that focus on strengthening, supporting and building on the strengths and skills of individuals while also ensuring developmental screening for children six and under. These centers are often key local stakeholders in groups that assess and advocate for the needs of local families.

New Hampshire DHHS Home Visiting NH:

In 2001, the Division of Public Health Services Maternal and Child Health Section began Home Visiting New Hampshire, a statewide, family focused and child centered, preventive program that provides, health, education, support and linkages to community services to eligible, pregnant women and their families in their home until her child is twelve (12) months old. Contractors provide these services in nine (9) of the Division for Children, Youth and Families service areas. The goals of Home Visiting New Hampshire are to promote healthy pregnancy and birth outcomes, promote a safe and nurturing environment for children, and enhance families' life course and development.

Child and Family Health Support Services:

Child and Family Health Support Services have been available through local community health and home visiting agencies for approximately twenty years with funds that had previously supported the state's network of "well baby clinics". These services provide assistance with health care enrollment, referrals, case management, care coordination, education and counseling relative to the child and family and can be conducted by home, office visit or by telephone when appropriate. The goal of Child and Family Health Support Services is to promote the health and well-being of children from birth through age eighteen, with priority given to children birth through age ten.

This contract was competitively bid. On January 21, 2014 the Department issued a Request for Proposals to solicit proposals for the provision of Comprehensive Family Support Services to assist expectant women along with children and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. The request for proposals was available on the Department of Health and Human Services website from January 21, 2014 through March 10, 2014. There were 12 proposals submitted.

The proposals were evaluated by a team of Department of Health and Human Services employees with knowledge of the program requirements, the Division for Children, Youth and Families' Comprehensive Family Support Services program and the Division of Public Health Services, Maternal and Child Health Section. The team also included staff with significant business and management expertise.

The proposals were evaluated based on the criteria published in the Request for Proposals. Eleven of the twelve proposals were selected. The bid summary is attached.

The attached contract calls for the provision of these services for two years and reserves the Division's right to renew the agreement for up to four additional years, based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

Should Governor and Council not authorize this request, the flexibility of community-based family services may not be available to address the needs of children and families throughout the state which could cause an increase in the Division for Children, Youth and Families involvement for out-of-home placement, as these services help to prevent the separation of children from their families and afford them a safe, stable and supportive family environment.

Area Served: Statewide.

Source of Funds: 95.34% Federal Funds
4.66% General Funds

In the event that Federal Funds are no longer available, no additional General Funds will be requested to support this program.

Respectfully submitted,

Mary Ann Cooney
Associate Commissioner

Approved By:

Nicholas A. Toumpas
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$823
2016	102-500734	Social Service Contract	42106802	$1,907
			Total:	$2,730

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090
			Sub-total	**93,630.00**

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818
			Sub-total	459,998.00

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$8,982
2016	102-500734	Social Service Contract	42106603	$8,982
			Total:	$17,964

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802
			Sub-total	**1,585,984.00**

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$31,290
2016	502-500891	Social Service Contract	45030206	$31,290
			Total:	$62,580

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45130206	$36,871
2016	502-500891	Social Service Contract	45130206	$36,871
			Total:	$73,742

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742
			Sub-total	**800,000.00**

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162
			Sub-total	122,782.00

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004105	$75,000
2016	102-500731	Contracts for Program Services	90004105	$75,000
			Sub-total:	**$150,000**
			Grand total:	**3,212,394.00**

New Hampshire Department of Health and Human Services
Office of Business Operations
Contracts & Procurement Unit
Summary Scoring Sheet

Comprehensive Family Support Services
RFP Name

15-DHHS-OHS-DCYF-01
RFP Number

Bidder Name	Pass/Fail	Maximum Points	
1. Children Unlimited Inc. (Conway District)		200	
2. Families First (Seacoast District)		200	
3. The Family Resource Center (Berlin District)		200	
4. The Family Resource Center (Littleton District)		200	
5. Community Action Partnership of Strafford County (Rochester District)		200	
6. Lakes Region Community Services (Laconia District)		200	
7. Child and Family Services (Manchester District)		200	
8. Child and Family Services (Concord District)		200	
9. Child and Family Services (Southern District)		200	
10. Home Healthcare Hospice & Community Services (Keene District)		200	
11. Good Beginnings of Sullivan County (Claremont District)		200	
12. Monadnock Family Services (Keene District)		200	

Reviewer Names

1. John Harrington, Community and Family Support Specialist
2. Michael Donati, Administrator I
3. Deirdre Dunn, Program Specialist IV
4. Dague Clark, Fiscal Administrator

FORM NUMBER P-37 (version 1/09)

Subject: Comprehensive Family Support Services

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Health and Human Services		1.2 State Agency Address 129 Pleasant Street Concord NH 03301	
1.3 Contractor Name Home Healthcare, Hospice and Community Services, Inc.		1.4 Contractor Address 312 Marlboro Street P.O. Box 564 Keene NH 03431	
1.5 Contractor Phone Number (603) 352-2253	1.6 Account Number 05-095-042-421010-29680000-102-5000734-40130215 05-095-042-421010-29730000-102-500734-40130007 05-095-042-421010-29660000-102-500734-40130302 05-095-045-450010-61460000-502-500891-45030206 05-095-090-902010-51900000-102-500731-90004009	1.7 Completion Date June 30, 2016	1.8 Price Limitation $292,614
1.9 Contracting Officer for State Agency Eric D. Borrin		1.10 State Agency Telephone Number 603-271-9558	
1.11 Contractor Signature Cathy Sorenson		1.12 Name and Title of Contractor Signatory Cathy Sorenson, President/CEO	

1.13 Acknowledgement: State of NH, County of Cheshire

On 5/1/14, before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.

1.13.1 Signature of Notary Public or Justice of the Peace

[Seal] KMay

KIMBERLY K. MAY, Notary Public
My Commission Expires January 27, 2015

1.13.2 Name and Title of Notary or Justice of the Peace

Kimberly K. May, Notary Public

1.14 State Agency Signature May Ann Cory	1.15 Name and Title of State Agency Signatory Mary Ann Cory Associate Commissioner

1.16	**Approval by the N.H. Department of Administration, Division of Personnel** *(if applicable)*
By:	Director, On:
1.17	**Approval by the Attorney General (Form, Substance and Execution)**
By:	On: 6-3-14
1.18	**Approval by the Governor and Executive Council**
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, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("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. 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.

Gp 5/1/2014

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 consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written 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

Contractor Initials: CJP
Date: 5/1/14

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 $250,000 per claim and $2,000,000 per occurrence; and
14.1.2 fire and extended coverage insurance 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 fifteen (15) 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 endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) 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.

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: CP
Date: 5/1/14

Scope of Services

1. Scope of Services

The Contractor will provide Comprehensive Family Support Services, through a variety of methods including home visiting, to assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. The Contractor will perform duties, which include but are not limited to:

1.1 Providing the following services, at minimum, during the business hours of 8:00 a.m.-4:30 p.m., five (5) days per week (the main office will be staffed from 8:00 a.m.-4:30 p.m. seven days a week):

1.1.1 Age appropriate health education, as well as safety and injury prevention information according to the American Academy of Pediatrics' "Bright Futures – Guidelines for Health Supervision of Infants, Children and Adolescents", Third Edition or most recent edition;

1.1.2 Assistance with enrollment in Medicaid; the Contractor will:

1.1.2.1 Inform clients of the online process, NHEasy;

1.1.2.2 Provide assistance with completing and submitting applications/paperwork.

1.1.3 Child care resource and referral in partnership with the local Child Care Aware NH agency;

1.1.4 Developmental and social-emotional screening using ASQ & ASQ-SE Questionnaire through the Watch Me Grow Program ;

1.1.5 Domestic violence prevention and intervention services; the Contractor will:

1.1.5.1 Screen for Domestic Violence by using the Relationship tool, if domestic violence is suspected or determined the Contractor will:

1.1.5.1.1 Refer to client to the Monadnock Center for Violence Prevention

1.1.6 Family centered early childhood programs;

1.1.7 Child development education;

1.1.8 Family Centered Early Supports and Services Program; the Contractor will:

1.1.8.1 Refer clients/families to Monadnock Developmental Services.

1.1.9 Assistance with enrollment of child in Medical Home (Primary Care Provider); the Contractor will:

1.1.9.1 Provide assistance with completing and submitting applications/paperwork.

1.1.10 Family mentoring and advocacy programs;

1.1.11 Home visiting services in accordance with Home Visiting NH 2012;

Contractor Initials: CP
Date: 5/1/14

1.1.12 Independent Living skills training;

1.1.13 Life course planning;

1.1.14 Life skills training;

1.1.15 Literacy education and support;

1.1.16 Medical and health education including adherence of child to the American Academy of Pediatrics' "Recommendations for Preventive Pediatric Health Care" schedule;

1.1.17 Mental health services; the Contractor will:

1.1.17.1 Refer clients/families to the Monadnock Family Services.

1.1.18 Oral health services; the Contractor will:

1.1.18.1 Refer client/families to Dental Health Works or the Traveling Area Dental Services

1.1.19 Other health and social services (such as: family planning, fuel assistance, transportation etc.); the Contractor will:

1.1.19.1 Remain Healthy Homes Certified, which allows the Contractor to access homes for the following:

1.1.19.1.1 Increased risk for fire;

1.1.19.1.2 Lead poisoning;

1.1.19.1.3 Electrical injuries;

1.1.19.1.4 Falls;

1.1.19.1.5 Rodent bites; and

1.1.19.1.6 Other issues of concern

1.1.19.2 Coordinate rides to medical appointments;

1.1.19.3 Advocate for families as necessary.

1.1.20 Parent education and support; the Contractor will:

1.1.20.1 Implement the Growing Great Kids Program;

1.1.20.2 Use the Bright Futures Program;

1.1.20.3 Use the Ages and Stages Questionnaire to educate parents about developmental milestones.

1.1.21 Parents As Teachers home visiting curriculum;

1.1.22 Smoking cessation assistance;

1.1.23 Substance abuse services; the Contractor will:

1.1.23.1 Screen for substance abuse by utilizing the "TWEAK" assessment tool.

1.1.24 Trauma informed services; the Contractor will:

1.1.24.1 Use the ACE assessment; and

1.1.24.2 Refer clients/families to Monadnock Family Services

1.1.25 WIC program services. The Contractor will:

1.1.25.1 Provide assistance with completing and submitting applications/paperwork.

1.2 Coordinating outreach to the communities and families regarding the availability of the program and services. The Contractor will:

1.2.1 Place brochures detailing Comprehensive Family Support Services at:

1.2.1.1 Cheshire Medical Center
1.2.1.2 Dartmouth Hitchcock Clinic
1.2.1.3 Monadnock Community Hospital
1.2.1.4 The court house;
1.2.1.5 School nurses' offices; and
1.2.1.6 Other social service agencies within the region.

1.2.2 Continue to maintain the referral system with the local hospital and other social service agencies.

1.3 Offering home visitation and other services at times that allow for the utmost amount of family member/caregiver participation. The Contractor will:

1.3.1 Continue to have staff work flexible hours to meet times most comfortable for the family;

1.3.2 Encourage family support groups and family gatherings to encourage everyone in the family to participate in the child's; and

1.3.3 Develop support groups and restructure some materials to engage more fathers to be present and involved in family life.

1.4 Establishing and maintaining contact with local community groups and organizations that promote effective supports and services that result in safety, permanency and well-being of children and their families. The Contractor will:

1.4.1 Continue to have staff volunteer within the Monadnock United Way and other partner agencies;

1.4.2 Continue to have staff stay active with local community initiatives;

1.4.3 Participate in Managed Care Group in Keene, Monadnock Voices for Prevention and the Collective Impact Steering Committee (groups dedicated to the collaboration among agencies to ensure the needs of the children in the Monadnock region are being met);

1.4.4 Continue to have staff serve on partner agency boards.

Contractor Initials: GP
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1.5 Identifying additional resources and funding opportunities and reporting the results to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program. The Contractor will:

1.5.1 Research private foundations and federal government sources each year for additional funding opportunities.

1.6 Ensuring service delivery is flexible and support services are provided to families across a continuum of the three (3) preventive stages (Prevention, Early Intervention, and Crisis).

1.7 Facilitating identification and evaluation of programs/services, using the Relationship Tool, Ages and Stages Questionnaire, Edinburgh Postnatal Depression, TWEAK, Adverse Childhood Experience Assessment, Healthy Homes "One Touch" assessment, and the Child and Adolescent Needs and Strengths Assessment, for families experiencing conditions that include, but are not limited to:

1.7.1 Current founded or unfounded child protective services report;

1.7.2 Previous founded child protective services report;

1.7.3 Closed DCYF case;

1.7.4 Child's low birth weight and neuro developmental delays;

1.7.5 History of, or current, parental or caregiver substance abuse;

1.7.6 Low socioeconomic status of the family (defined as <300% percent of the Federal Poverty Level);

1.7.7 Problematic marital relationship;

1.7.8 Family history, including history of domestic violence;

1.7.9 Child's insecure attachment in early years;

1.7.10 Pregnancy;

1.7.11 Recent birth of a child (within 6-12 months);

1.7.12 Expected birth of an additional child (within 6 months);

1.7.13 Birth of a child or expected birth of a child with special health care needs;

1.7.14 More than 1 child under the age of 3 years;

1.7.15 Families, teen parent, or single parent experiencing multiple stressors;

1.7.16 Physical or social isolation;

1.7.17 Home conditions present a health and safety risk to family members;

1.7.18 Chronic health problems, which interfere with care giving; and

1.7.19 Child or family with chronic health, behavioral or developmental issues that impact on parenting;

1.7.20 ASQ & ASQ-SE results that indicate possible delay;

Contractor Initials: CP
Date: 5/1/14

1.7.21 Families impacted by traumatic events;

1.7.22 Receiving TANF cash assistance or any of the Medicaid options;

1.7.23 Any other factors that may contribute to unhealthy social and emotional outcomes.

1.8 Authorizing and managing the preventive child care award in accordance with Exhibit A-1, in an amount not to exceed the yearly-authorized amount for preventive child care dollars in paragraph 1 of Exhibit A-1.

1.9 Evaluating the progress of both parents/caregivers (if applicable) as well as the performance of the programs and services provided. The Contractor will:

1.9.1 Meet quarterly with the Client Services Advisory Committee (an oversight group) regarding policy and review of the quarterly quality measures;

1.9.2 Continue to have Maternal Child Health Program staff meet with referral sources and collaborating agencies on a regular basis for case review and discussions which include quality improvement

1.9.3 Provide all program participants a survey on an annual basis which includes:

1.9.3.1 Client experience with accessing care;
1.9.3.2 Staff interaction;
1.9.3.3 Likeliness to refer the program to others in the community.

1.10 Maintaining a family service record on each family in compliance with all Health Insurance Portability and Accountability Act (HIPPA) Privacy Rules. The family service record will include but not be limited to:

1.10.1 Referral information;

1.10.2 Release of information form;

1.10.3 Family assessment;

1.10.4 Child/Family services plan;

1.10.5 Case contact log;

1.10.6 Identification of primary care physician (PCP);

1.10.7 Linkages with prenatal/primary care and visit schedule as outlined in American Academy Pediatrics "Recommendations for Preventive Pediatric Health Care" schedule;

1.10.8 Progress notes;

1.10.9 Child care utilization and billing information; and

1.10.10 Case closure report.

1.11 Completing criminal background and central registry checks on all staff, sub-contractors, and volunteers working on this contract, who come in contact with children.

Contractor Initials: CP
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1.12 Ensuring all staff, sub-contractors, and volunteers, at minimum, possess:

1.12.1 An understanding of the principles of family support;

1.12.2 Skills to address the ethnic and cultural needs, resources and assets of their community;

1.12.3 Experience working with community groups;

1.12.4 Empathy for parents and families, and an understanding of family stressors;

1.12.5 A working knowledge of the array of services in the community;

1.12.6 Experience working directly with families;

1.12.7 Experience in the area of child welfare services;

1.12.8 Experience in the area of maternal and child health,

1.12.9 Experience in working in coordination with a multidisciplinary team, including but not limited to Registered Nurses, Advance Practice Registered Nurses, licensed clinical social workers, and/or other licensed health professionals.

1.12.10 Good organizational skills;

1.12.11 Good problem solving skills;

1.12.12 Clear and effective oral and written communication skills;

1.12.13 A valid driver's license and reliable automobile transportation;

1.12.14 The ability to work hours that are flexible and convenient for families; and

1.12.15 An understanding of how to access the range of services in the delivery system.

1.13 Ensuring all allied health professionals have the appropriate New Hampshire licenses whether directly employed, contracted or subcontracted.

1.14 Providing consultation services from a clinician or prescribing practitioner who is licensed, by the New Hampshire Board of Psychological Examiners, as a health care professional.

1.15 Submitting a Communication and Marketing Plan that ensures and describes involvement with DCYF District Office staff to promote Comprehensive Family Support Services.

1.15.1 Work collaboratively with the District Office in your catchment area and make the request to attend no fewer than two DO staff meetings a year, preferably quarterly.

1.16 Ensuring that staff attend meetings and trainings as required by the Division of Public Health Services, Maternal and Child Health Section, including but not limited to:

1.16.1 MCH Agency Directors' Meetings

1.16.2 MCH Coordinators Meetings

Contractor Initials: CP
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1.17 Ensuring that programs are staffed by a Program Director and an appropriate number of Home Visitors and/or paraprofessional home visitors, in accordance with "Parents As Teachers Guidance for determining caseload size for your affiliate", that is necessary to implement the program. The Contractor will ensure staff qualifications, as listed below:

1.17.1 The Program Director will:

1.17.1.1 Work a minimum of .5 FTE;

1.17.1.2 Supervise each Professional Home Visitors preferably on a weekly (at minimum bi-weekly) basis; and

1.17.1.3 Possess either:

1.17.1.3.1 A Master's degree in social work, counseling, nursing, public health or a related field, and two years of experience working with families and children in a social service, home health or other early childhood program setting; or

1.17.1.3.2 A Bachelor's degree in social work, counseling, nursing, public health or a related field, and five years of experience working with families and children in a social service, home health or other early childhood program setting, some of which must have been in a supervisory capacity.

1.17.2 Professional Home Visitors will:

1.17.2.1 Have knowledge of the eligibility requirements for Medicaid reimbursement;

1.17.2.2 Have access to clinical case consultation;

1.17.2.3 Have a minimum of two (2) years of supervised experience working with families; and

1.17.2.4 Possess a Bachelor's Degree in one of the following disciplines:

1.17.2.4.1 Social work

1.17.2.4.2 Counseling

1.17.2.4.3 Early childhood education

1.17.2.4.4 Nursing or a related field.

1.17.3 Paraprofessional home visitors shall have at minimum:

1.17.3.1 A high school diploma or general equivalency diploma; and

1.17.3.2 Two years' experience working with families in an early childhood program or health care support capacity.

Contractor Initials: CP
Date: 5/1/14

1.18 Ensuring that one home visitor and supervisor have and/or maintain Parents as Teachers "approved user" status, unless a waiver has been obtained from the Division for Children, Youth and Families.

1.19 Designating a liaison for all programmatic correspondence between the Department and the agency for matters including but not limited to:

1.19.1 Program announcements;

1.19.2 Clinical updates;

1.19.3 Reporting changes, errors and requests.

1.20 Notifying the Division for Children, Youth and Families (DCYF) in writing when hiring a new administrator or any staff person essential to carrying out this scope of services to work in the program. Notification must be provided to DCYF within 30 days of the hire date and will include:

1.20.1 A resume of the employee;

1.20.2 Date of hire; and

1.20.3 Job description for the position.

1.21 Requesting a waiver of the applicable staffing requirements before an agency hires new program personnel that do not meet the required staff qualifications. Waiver requests must be sent to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program and include:

1.21.1 Reason for request;

1.21.2 Name and job description of the position; and

1.21.3 Proposed qualifications for the position.

1.22 Notifying the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program in writing of the need for a budget revision if any critical position is vacant for more than one month or if at any time funded under this contract does not have adequate staffing to perform all required services for more than one month.

1.23 Reporting all cases of communicable diseases according to New Hampshire RSA 141-C and He-P 301, adopted June 03, 2008.

1.24 Coordinating and participating in public health activities as requested by the Division of Public Health Services during any disease outbreak and/or emergency, natural or man-made affecting the public's health.

1.25 Ensuring that all staff complies with the reporting requirements of New Hampshire RSA 169: C, Child Protection Act; RSA 161:F46, Protective Services to Adults; RSA 631:6, Assault and Related Offenses; and RSA 130: A, Lead Paint Poisoning and Control.

1.26 Promoting immunizations in accordance with RSA 141-C and the Immunization Rules promulgated there under.

1.27 Ensuring that services meet the requirements of Sec. 401 (a) (3) of the 42 USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF. One of the purposes of this requirement is to increase State flexibility to "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies" to the State/Federal regulation.

1.28 Complying with the confidentiality provisions of RSA 170-G: 8-a. All information regarding the Division's clients, client families, foster families, and other involved individuals that the Contractor may learn is strictly confidential and shall not be discussed with anyone except the Division's personnel in the performance of contracted services.

1.29 Maintaining the confidentiality of all clients and using client information only for the purpose of program administration, evaluation and quality improvement.

1.30 Ensuring that all staff understands that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.

1.31 Ensuring that all staff adheres to the Division of Family Assistance confidentiality policy in the General Manual and sign a statement saying that they agree to uphold the confidentiality standards. Failure to maintain confidentiality shall result in disciplinary actions.

1.32 Reporting personally identifiable health data to DHHS as requested, for all clients served under this contract for purposes of program evaluation and/or continuous quality improvement. Contractors are responsible for obtaining any authorizations for release of information from the clients that is necessary to comply with federal and state laws and regulations.

1.32.1 All forms developed for authorization for release of information must be approved by the Division for Children, Youth and Families prior to their use.

1.33 Informing the Division for Children, Youth and Families prior to initiating any research relating to this contract that uses clients as subjects and adhering to the legal requirements governing human subjects' research, if considering clinical or sociological research using clients as subjects.

1.34 Complying with all of the provisions of the Home Visiting NH 2012 and Watch Me Grow.

1.35 Using the MCH portion of these funds to provide or arrange for preventative health care for children in the service delivery area, in the event that the Community Health Center in the Contractor's service delivery area is defunded.

1.36 Providing culturally and linguistically appropriate services as well as providing clients of limited English Proficiency with interpretation services to ensure equal access to

quality health services in compliance with Title VI, language efficiency and Proficiency citation 45 CFR 80.3 (b) (2). The Contract will:

1.36.1 Stop the assessment process when there is a question regarding the client's ability to communicate until an interpreter can be secured;

1.36.2 Provide a list of interpreters as needed;

1.36.3 Provide client related forms in other languages as appropriate, or secure an interpreter for translation;

1.36.4 Provide large print versions of client information as necessary or read aloud documents for the visually impaired;

1.36.5 Provide a sign language interpreter or TDD upon a client's request for the hearing impaired.

1.37 Complying with all of the requirements of the Health Insurance Portability and Accountability Act (HIPPA) Privacy Rules, Public Law 104-191.

1.38 Agreeing that the Department of Health and Human Services and/or its funders will retain COPYRIGHT ownership for any and all original materials produced with the Department of Health and Human Services' contract funding, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports.

1.39 Agreeing that all media (written, video, audio, and electronic etc.) produced, reproduced or purchased under the contract shall have prior approval from the Department before publication, production, distribution, or use.

1.40 Crediting the New Hampshire Department of Health and Human Services on all materials produced under this contract.

2. Reporting Requirements

2.1 The Contractor shall submit monthly reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program by the last day of the month, which will include, but not be limited to:

2.1.1 Statistical reports that must detail:

2.1.1.1 Number of families enrolled at the beginning and end of the month;

2.1.1.2 Number of referrals;

2.1.1.3 Number of families receiving TANF,

2.1.1.4 Early and Periodic Screening and Diagnosis services,

2.1.1.5 Number of terminations;

2.1.1.6 Total number of units of services delivered, (Unit = 15 minutes)

2.1.1.7 Number of childcare cases and utilization data;

2.1.1.8 Year-To-Date unduplicated childcare count;

2.1.1.9 Narrative regarding impact of the services provided for families; and

2.1.1.10 Community impact of the services provided;

2.1.1.11 Family income, composed of earned income and child support receipts;

2.1.1.12 Number of families employed or in training;

2.1.1.13 Number of families reporting housing destabilization;

2.1.1.14 Number of expectant women and children receiving WIC services.

2.1.2 A narrative summary of the family services records.

2.2 The Contractor shall submit quarterly reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program no later than the 15th day of the month following the reporting period of each contract year, with the first report due on October 15, 2014. Quarterly reports shall include, but not be limited to:

2.2.1 A report highlighting the program activities for each quarter, which includes;

2.2.2 Describing the progress in achieving the stated outcomes;

2.2.3 Feedback from families, as to the effectiveness and satisfaction of the contracted services.

2.2.4 Submitting a Work Plan Outcome Report with S.M.A.R.T. Goals that are Specific, Measurable Attainable Realistic and Timely, and that, at minimum, includes:

2.2.4.1 Input/resources;

2.2.4.2 Activities/action plan;

2.2.4.3 Performance measures for outcomes;

2.2.4.4 Evaluation activities; and

2.2.4.5 Brief narrative describing strategies for Quality Improvement.

2.3 The Contractor shall submit Annual reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program by July 31st of each contract year, with the first report due on July 31, 2015. Annual reports shall include, but not be limited to:

2.3.1 Information regarding accomplishments and activities for the program;

2.3.2 Recommendations for service development and outcomes;

2.3.3 Systemic barriers; and

2.3.4 Family satisfaction survey results.

3. Requirements of Delivery of Services

3.1 In addition to the reporting requirements set forth in Section 2 Reporting Requirements, the Contract will:

3.1.1 Achieve a minimum 80% favorable rating on parent/family satisfaction surveys conducted annually;

3.1.2 Achieve each target set in the approved Work Plan.

New Hampshire Department of Health and Human Services
Comprehensive Family Support Services
Exhibit A-1

Vendor: Home Healthcare, Hospice and Community Services

PREVENTIVE CHILD CARE AUTHORIZATION AND BILLING INSTRUCTIONS, SFY16

1. The Contractor's maximum yearly-authorized amount for preventive child care dollars is $20,000. Preventive child care shall not be authorized in excess of the standard rate. (see page 2 of this Exhibit).

   1.1 Out of this maximum yearly amount, for those families that the Contractor determines should receive preventive child care, the Contractor shall authorize no more than twelve weeks of child care services at a time.

   1.2 The Contractor shall maintain utilization data that includes the family's name and authorized amounts; this information shall accompany the Contractor's billing invoice submitted to DCYF on a monthly basis.

2. To access the preventive child care service, the Contractor shall identify an appropriate provider.

   2.1 The Contractor shall contact the designated DCYF preventive child care Provider Relations Specialist to authorize the family's enrollment into this service and provide the Specialist with the required family and provider contact information necessary to complete the authorization process through NH Bridges, utilizing form 2096 (See Exhibit A-2).

   2.2 The Provider Relations Specialist shall complete the authorization process to generate child care billing forms that will automatically be sent to the designated provider on a weekly basis.

   2.3 If the Contractor identifies a new child care provider that is willing to be certified by DCYF to provide preventive child care, the Contractor shall contact the Provider Relations Specialist and provide the name and address of the provider. Preventive child care services cannot be authorized until the provider has been certified by DCYF.

3. If the Contractor determines that child care services are required beyond the initial twelve-week authorization, the Contractor shall follow steps 2.1 and 2.2 above.

4. If the Contractor determines that authorized child care is no longer needed or appropriate, the Contractor shall contact the Provider Relations Specialist to request that this service be terminated for the applicable family.

5. The Contractor shall routinely track the amount of child care that it authorizes through DCYF. Upon reaching the yearly allotment, the Contractor shall notify DCYF in writing (e-mail is acceptable), to ensure that no further authorizations are processed.

6. DCYF shall monitor preventive child care usage based on the utilization data provided by the Contractor. Should monitoring reveal that authorized child care services are not being utilized (the child care provider does not submit invoices for payments); DCYF shall notify the Contractor to determine whether the authorization should remain active in the NH Bridges system.

   6.1 The Contractor shall contact the family and child care provider to determine the status of child care usage and notify them of the decision whether to continue or rescind authorization for child care resources not yet utilized.

7. If within the contract year, DCYF monitoring indicates that the Contractor's maximum yearly-authorized amount for preventive child care has been reached or is about to be reached, DCYF will alert the Contractor.

Contractor's Initials CP
Date 5/1/14

New Hampshire Department of Health and Human Services
Comprehensive Family Support Services
Exhibit A-1

CHILD CARE SCHOLARSHIP PROGRAM MAXIMUM WEEKLY STANDARD RATES EFFECTIVE JULY 1, 2013

Licensed Child Care Center

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$201.75
Full Time	18-35	$191.00
Full Time	36-78	$170.00
Full Time	79-155	$135.96
Half Time	1-17	$156.24
Half Time	18-35	$147.84
Half Time	36-78	$131.52
Half Time	79-155	$85.00
Part Time	1-17	$78.12
Part Time	18-35	$73.92
Part Time	36-78	$65.76
Part Time	79-155	$42.49

Licensed Family Home

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$155.00
Full Time	18-35	$152.50
Full Time	36-78	$147.50
Full Time	79-155	$65.18
Half Time	1-17	$120.00
Half Time	18-35	$118.08
Half Time	36-78	$114.24
Half Time	79-155	$50.00
Part Time	1-17	$60.00
Part Time	18-35	$59.04
Part Time	36-78	$57.12
Part Time	79-155	$25.00

License-Exempt Center

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	
Full Time	18-35	
Full Time	36-71	
Full Time	72-78	$85.00
Full Time	79-155	$67.98
Half Time	1-17	
Half Time	18-35	
Half Time	36-71	
Half Time	72-78	$65.76
Half Time	79-155	$42.50
Part Time	1-17	
Part Time	18-35	
Part Time	36-71	
Part Time	72-78	$32.88
Part Time	79-155	$21.24

License Exempt Family Home

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$108.50
Full Time	18-35	$106.75
Full Time	36-78	$103.25
Full Time	79-155	$45.63
Half Time	1-17	$84.00
Half Time	18-35	$82.66
Half Time	36-78	$79.97
Half Time	79-155	$35.00
Part Time	1-17	$42.00
Part Time	18-35	$41.33
Part Time	36-78	$39.98
Part Time	79-155	$17.50

Full Time Level = 31 or more hours per week
Half Time Level = 16 to 30 hours per week
Part Time Level = 1 to 15 hours per week

Providers caring for children with disabilities can be reimbursed an additional amount per week.
Full time = $50.00 per week, Half time = $30.00 per week, and Part time = $15.00 per week. Call (603) 271-7313 for information regarding Form 2628, Verification for a Child with a Disability.

Contractor's Initials CP
Date 5/1/14

STATE OF NEW HAMPSHIRE
Department of Health and Human Services
Division for Children, Youth and Families

Form 2096
May 2009

REFERRAL FOR PREVENTIVE CHILD CARE SERVICES

Date: _____

CHILD/FAMILY INFORMATION

Name of Child: _____ _____ _____
LAST FIRST MI

Date of Birth _____ Social Security # _____

Name of Parent _____

Street Address: _____

Town or City _____ State _____ Zip Code _____

CHILD CARE INFORMATION

Name of Child Care Provider _____

Street Address _____

Town or City _____ State _____ Zip Code _____

RESOURCE ID NUMBER _____

Start Date of Child Care Services _____

Projected End Date of Child Care Services _____ (No longer that 12 weeks)

Number of hours of child care approved by the Comprehensive Family Support Agency as identified in the Family Service Plan.

☐ **Full Time** (31 or more hrs) ☐ **Half Time** (16-30 hrs/week) ☐ **Part Time** (1-15 hrs/week)

FAMILY RESOURCE AND SUPPORT AGENCY INFORMATION

Name of Family Resource and Support Agency _____

Address _____

Em ail Address _____

FRS Worker _____ Telephone Number _____

5/1/2014
yp

Method and Conditions Precedent to Payment

1. Subject to the availability of Federal funds, and in consideration for the Contractor's compliance with the terms and conditions of this agreement, and for the services provided by the Contractor pursuant to Exhibit A, Scope of Services, and expenses incurred, the Department shall pay the Contractor an amount not to exceed, Form P-37, block 1.8, Price Limitation.

   1.1. This contract is funded with funds from the following Catalog of Federal Domestic Assistance (CFDA) #'s, for the provision of services pursuant to Exhibit A, Scope of Services.
   - # 93.667, Federal Agency Department of Health and Human Services, Administration for Children and Families, Social Services Block Grant;
   - # 93.645, Federal Agency Department of Health and Human Services, Administration for Children and Families; Stephanie Tubbs Jones Child Welfare Services Program;
   - # 93.556, Federal Agency Department of Health and Human Services, Administration for Children and Families, Promoting Safe and Stable Families;
   - # 93.558, Federal Agency Department of Health and Human Services, Administration for Children and Families, Temporary Assistance for Needy Families; and
   - # 93.994, Federal Agency Department of Health and Human Services, Administration for Children and Families, Maternal and Child Health Services Block Grant to the States.

   1.2. The contractor agrees to provide the services in Exhibit A, Scope of Services in compliance with funding requirements.

2. Payment for said services shall be made monthly, but not less than quarterly:

   2.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this agreement. The invoice, provided by the Department, must be completed, signed, and returned to the Department in order to initiate payment. In lieu of hard copies, invoices may be assigned an electronic signature and emailed. Hard copies shall be mailed to:

Fiscal Administrator
Division for Children, Youth and Families
Department of Health and Human Services
129 Pleasant Street
Concord, NH 03301

Email: dbclark@dhhs.state.nh.us

   2.2 Expenditures shall be in accordance with the approved line item budget shown in exhibit B-1 and Exhibit B-2.

   2.3 Payments may be withheld pending receipt of required reports, plans, and updates as defined in Exhibit A.

Contractor Initials UP
Date 5/1/14

2.4 A final payment request shall be submitted no later than sixty days after the contact ends.

2.5 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; and

2.6 When the contract price limitation is reached, the program shall continue to operate at full capacity at no charge to the State of New Hampshire for the duration of the contract period.

Contractor Initials UP
Date 5/1/14

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

Bidder/Program Name: VNA at HCS

Budget Request for: 13-DHHS-OHS-OCTP-01
(Name of RFP)

Budget Period: 7/1/14 - 6/30/15

1. Total Salary/Wages	$ 95,537.00	$ 17,033.00	$ 112,570.00	$ 13,164.00	$ 2,443.00	$ 15,607.00	$ 82,073.00	$ 14,990.00	$ 96,063.00
2. Employee Benefits	$ 34,793.00	$ 4,701.00	$ 39,494.00	$ 8,010.00	$ 674.00	$ 8,684.00	$ 29,783.00	$ 4,027.00	$ 33,810.00
3. Consultants	$ -	$ 1,308.00	$ 1,308.00	$ -	$ 188.00	$ 188.00	$ -	$ 1,120.00	$ 1,120.00
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ 287.00	$ 287.00	$ -	$ 41.00	$ 41.00	$ -	$ 246.00	$ 246.00
Purchase/Depreciation	$ -	$ 804.00	$ 804.00	$ -	$ 114.00	$ 114.00	$ -	$ 690.00	$ 690.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ 153.00	$ 153.00	$ -	$ 22.00	$ 22.00	$ -	$ 131.00	$ 131.00
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ -	$ 431.00	$ 431.00	$ -	$ 62.00	$ 62.00	$ -	$ 369.00	$ 369.00
6. Travel	$ 11,636.00	$ 221.00	$ 12,057.00	$ 2,000.00	$ 32.00	$ 2,032.00	$ 9,636.00	$ 189.00	$ 10,025.00
7. Occupancy	$ -	$ 644.00	$ 644.00	$ -	$ 94.00	$ 94.00	$ -	$ 562.00	$ 562.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 1,997.00	$ 62.00	$ 2,059.00	$ 400.00	$ 9.00	$ 409.00	$ 1,597.00	$ 53.00	$ 1,650.00
Postage	$ -	$ 51.00	$ 51.00	$ -	$ 7.00	$ 7.00	$ -	$ 44.00	$ 44.00
Subscriptions	$ -	$ 7.00	$ 7.00	$ -	$ 2.00	$ 2.00	$ -	$ 5.00	$ 5.00
Audit and Legal	$ -	$ 137.00	$ 137.00	$ -	$ 20.00	$ 20.00	$ -	$ 117.00	$ 117.00
Insurance	$ -	$ 130.00	$ 130.00	$ -	$ 19.00	$ 19.00	$ -	$ 111.00	$ 111.00
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ 81.00	$ 81.00	$ -	$ 13.00	$ 13.00	$ -	$ 78.00	$ 78.00
11. Staff Education and Training	$ 747.00	$ 86.00	$ 833.00	$ 150.00	$ 12.00	$ 162.00	$ 597.00	$ 74.00	$ 671.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ 18.00	$ 18.00	$ -	$ 3.00	$ 3.00	$ -	$ 15.00	$ 15.00
		$ -	$ -	$ -	$ -	$ -		$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 144,630.00	$ 26,178.00	$ 170,808.00	$ 23,744.00	$ 3,758.00	$ 27,489.00	$ 123,868.00	$ 22,621.00	$ 146,307.00
Indirect As A Percent of Direct		18.1%							

Contractor's Initials: cp
Date: 5/1/14

Exhibit B-2

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

Bidder/Program Name: VNA at Home Healthcare, Hospice and Community Services

Budget Request for: 15-DHHS-OHS-OCYF-01
(Name of RFP)

Budget Period: 7/1/13 - 6/30/14

1. Total Salary/Wages	$ 95,257.00	$ 17,033.00	$ 112,290.00	$ 13,184.00	$ 2,443.00	$ 15,627.00	$ 62,073.00	$ 14,590.00	$ 94,843.00
2. Employee Benefits	$ 34,793.00	$ 4,701.00	$ 39,494.00	$ 5,016.00	$ 674.00	$ 5,690.00	$ 26,793.00	$ 4,027.00	$ 33,810.00
3. Consultants	$ -	$ 1,208.00	$ 1,208.00	$ -	$ 186.00	$ 186.00	$ -	$ 1,120.00	$ 1,120.00
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ 287.00	$ 287.00	$ -	$ 41.00	$ 41.00	$ -	$ 246.00	$ 246.00
Purchase/Depreciation	$ -	$ 804.00	$ 804.00	$ -	$ 114.00	$ 114.00	$ -	$ 690.00	$ 690.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ 153.00	$ 153.00	$ -	$ 22.00	$ 22.00	$ -	$ 131.00	$ 131.00
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ -	$ 431.00	$ 431.00	$ -	$ 62.00	$ 62.00	$ -	$ 369.00	$ 369.00
6. Travel	$ 11,838.00	$ 221.00	$ 12,057.00	$ 2,000.00	$ 32.00	$ 2,032.00	$ 8,838.00	$ 189.00	$ 10,025.00
7. Occupancy	$ -	$ 654.00	$ 654.00	$ -	$ 94.00	$ 94.00	$ -	$ 562.00	$ 562.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 1,997.00	$ 62.00	$ 2,059.00	$ 400.00	$ 9.00	$ 409.00	$ 1,587.00	$ 53.00	$ 1,650.00
Postage	$ -	$ 31.00	$ 31.00	$ -	$ 7.00	$ 7.00	$ -	$ 44.00	$ 44.00
Subscriptions	$ -	$ 7.00	$ 7.00	$ -	$ 2.00	$ 2.00	$ -	$ 5.00	$ 5.00
Audit and Legal	$ -	$ 137.00	$ 137.00	$ -	$ 20.00	$ 20.00	$ -	$ 117.00	$ 117.00
Insurance	$ -	$ 130.00	$ 130.00	$ -	$ 19.00	$ 19.00	$ -	$ 111.00	$ 111.00
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ 91.00	$ 91.00	$ -	$ 13.00	$ 13.00	$ -	$ 78.00	$ 78.00
11. Staff Education and Training	$ 747.00	$ 86.00	$ 833.00	$ 150.00	$ 12.00	$ 162.00	$ 587.00	$ 74.00	$ 671.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ 18.00	$ 18.00	$ -	$ 3.00	$ 3.00	$ -	$ 15.00	$ 15.00
		$ -	$ -	$ -	$ -	$ -		$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 144,630.00	$ 26,178.00	$ 170,808.00	$ 20,744.00	$ 3,758.00	$ 24,499.00	$ 123,888.00	$ 22,421.00	$ 146,307.00

Indirect As A Percent of Direct 16.1%

Contractor's Initials CJO
Date 5/1/14

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 fundors 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 fundors, 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. **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:

16.1. Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function

16.2. 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

16.3. Monitor the subcontractor's performance on an ongoing basis

16.4. Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed

16.5. 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.

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.

ADDITIONAL SPECIAL PROVISIONS

1. The Division reserves the right to renew the Agreement for up to four additional years, subject to continued availability of funds, satisfactory performance of services, and approval by the Governor and Executive Council.

Contractor Initials: ep
Date: 5/1/14

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 GRANTEES 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

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)

312 Marlboro Street, Keene, NH

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

Contractor Name:
Home Healthcare, Hospice and Community Services

5/1/2014
Date

Cathy Sorenson
Name: Cathy Sorenson
Title: President/CEO

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:

Home Healthcare, Hospice and Community Services

5/1/2014
Date

Cathy Sorenson
Name: Cathy Sorenson
Title: President/CEO

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 (I)(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:
Home Healthcare, Hospice and Community Services

5/1/2014
Date

Cathy Sorenson
Name: Cathy Sorenson
Title: VPresident/CEO

Contractor Initials cp
Date 5/1/2014

CERTIFICATION REGARDING THE AMERICANS WITH DISABILITIES ACT COMPLIANCE

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

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

Contractor Name:
Home Healthcare, Hospice and Community Services

5/1/2014
Date

Cathy Sorenson
Name: Cathy Sorenson
Title: President/CEO

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:

Home Healthcare, Hospice and Community Services

5/1/2014
Date

Cathy Sorenson
Name: Cathy Sorenson
Title: President/CEO

HEALTH INSURANCE PORTABLITY 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, TitleXIII, 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.

l. "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.

(3) 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

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:

- The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
- The unauthorized person used the protected health information or to whom the disclosure was made;
- Whether the protected health information was actually acquired or viewed
- 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 (l). 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

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

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.

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.

NH DHHS	Home Healthcare, Hospice and Community Services
The State	Name of the Contractor
Mary Ann Carey	Cathy J. Sorenson
Signature of Authorized Representative	Signature of Authorized Representative
Mary Ann Carey	Cathy Sorenson
Name of Authorized Representative	Name of Authorized Representative
Associate Commissioner	President/CEO
Title of Authorized Representative	Title of Authorized Representative
5/20/14	5/1/14
Date	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:
Home Healthcare, Hospice and Community Services

5/1/2014
Date

Cathy Sorenson
Name: Cathy Sorenson
Title: President/CEO

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: 048501936

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?

   X 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: _____

State of New Hampshire
Department of Health and Human Services
Amendment #3 to the Comprehensive Family Support Services

This 3rd Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #3") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Lakes Region Community Services Council, (hereinafter referred to as "the Contractor"), a nonprofit with a place of business at 719 North Main Street, Laconia, NH, 03247.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80), and May 18, 2016 (Item #9A), and March 21, 2018 (Item #14B), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules or terms and conditions of the contract; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-2 Additional Special Provisions, Paragraph #1, the State may modify the scope of work and the payment schedule of the contract upon written agreement of the parties and approval from the Governor and Executive Council; and

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

WHEREAS, all terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #3 remain in full force and effect; and

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

1. Form P-37 General Provisions, Block 1.6, Account Number to add:

   05-095-045-450010-61270000-102-500731
   05-095-042-421010-29580000-644-504187

2. Form P-37 General Provisions, Block 1.7, Completion Date, to read:

   June 30, 2020.

3. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:

   $1,336,203.

4. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:

   Nathan D. White, Director.

5. Form P-37, General Provisions, Block 1.10, State Agency Telephone Number, to read:

   603-271-9631.

6. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 2.2, to read:

   2.2 Expenditures shall be in accordance with the approved line item budget shown in Exhibit B-1, B-2, B-3 - Amendment #1, B-4 – Amendment #2, Exhibit B-5 Amendment #2, and Exhibit B-6, Budget Amendment #3.

7. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 1.2 to read:

    1.2 The Contractor agrees to provide the services in Exhibit A, Scope of Service in compliance with funding requirements, which includes an in-kind match of an amount equal to a minimum of 25% of the federal Title IV-B grant identified in Subsection 1.1, above and 25% of the federal Promoting Safe and Stable Families grant identified in Subsection 2.2, above.

8. Add Exhibit B, Methods and Conditions Precedent to Payment, Section 1.3 to read:

    1.3 The Contractor shall ensure the annual 25% required match in Section 1.2 above, is in non-federal contributions either in cash or in-kind related to directly providing Title IV-B and Promoting Safe and Stable Families project activities and goals related to Comprehensive Family Support Services as approved by the Department.

9. Add Exhibit B-6, Budget Amendment #3.

10. Add Exhibit K, DHHS Information Security Requirements

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

5/28/19
Date

Name: Christine Santaniello
Title: Director

Lakes Region Community Services Council,

5/23/2019
Date

Name: REBECCA L BRYANT
Title: President & CEO

Acknowledgement of Contractor's signature:

State of NH, County of Belknap on May 23, 2019 before the undersigned officer, personally appeared the person identified directly above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

Shelley A. Kelleher
Signature of Notary Public or ~~Justice of the Peace~~

SHELLEY A. KELLEHER, Notary Public
State of New Hampshire
My Commission Expires July 19, 2022

Name and Title of Notary or ~~Justice of the Peace~~

My Commission Expires: July 19, 2022

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

OFFICE OF THE ATTORNEY GENERAL

6/4/2019
Date

Name: Nancy J. Smith
Title: Sr. Asst. Atty General

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

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

Contractor name Lakes Region Community Services Council

Budget Request for: Comprehensive Family Support Services

Budget Period: July 1, 2019 through June 30, 2020

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	$ 262,743.00	$ -	$ 262,743.00	$ 67,247.00	$ -	$ 67,247.00	$ 195,496.00	$ -	$ 195,496.00
2. Employee Benefits	$ 97,797.00	$ -	$ 97,797.00	$ 25,599.00	$ -	$ 25,599.00	$ 72,198.00	$ -	$ 72,198.00
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ 3,000.00	$ -	$ 3,000.00	$ -	$ -	$ -	$ 3,000.00	$ -	$ 3,000.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -	$ 500.00	$ -	$ 500.00
6. Travel	$ 10,200.00	$ -	$ 10,200.00	$ -	$ -	$ -	$ 10,200.00	$ -	$ 10,200.00
7. Occupancy	$ 8,500.00	$ -	$ 8,500.00	$ -	$ -	$ -	$ 8,500.00	$ -	$ 8,500.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ -	$ -
Insurance	$ -	$ 2,921.00	$ 2,921.00	$ -	$ 2,921.00	$ 2,921.00	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 4,000.00	$ -	$ 4,000.00	$ -	$ -	$ -	$ 4,000.00	$ -	$ 4,000.00
12. Subcontracts/Agreements	$ 5,200.00	$ -	$ 5,200.00	$ -	$ -	$ -	$ 5,200.00	$ -	$ 5,200.00
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 391,940.00	$ 3,921.00	$ 395,861.00	$ 92,846.00	$ 3,921.00	$ 96,767.00	$ 299,094.00	$ -	$ 299,094.00

Indirect As A Percent of Direct 1.0%

Contractor Initials DB
Date 5/23/19

A. Definitions

The following terms may be reflected and have the described meaning in this document:

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, " Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.

2. "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.

3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

   Confidential Information also 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 Protected Health Information (PHI), Personal Information (PI), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.

5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.

6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss or misplacement of hardcopy documents, and misrouting of physical or electronic

mail, all of which may have the potential to put the data at risk of unauthorized access, use, disclosure, modification or destruction.

7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.

8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.

9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.

10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.

11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.

12. "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.

I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR

A. Business Use and Disclosure of Confidential Information.

1. The Contractor must not use, disclose, maintain or transmit Confidential Information except as reasonably necessary as outlined under this Contract. Further, Contractor, including but not limited to all its directors, officers, employees and agents, must not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
2. The Contractor must not disclose any Confidential Information in response to a

request for disclosure on the basis that it is required by law, in response to a subpoena, etc., without first notifying DHHS so that DHHS has an opportunity to consent or object to the disclosure.

3. If DHHS notifies the Contractor that DHHS 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 Contractor must be bound by such additional restrictions and must not disclose PHI in violation of such additional restrictions and must abide by any additional security safeguards.
4. The Contractor agrees that DHHS Data or derivative there from disclosed to an End User must only be used pursuant to the terms of this Contract.
5. The Contractor agrees DHHS Data obtained under this Contract may not be used for any other purposes that are not indicated in this Contract.
6. The Contractor agrees to grant access to the data to the authorized representatives of DHHS for the purpose of inspecting to confirm compliance with the terms of this Contract.

II. METHODS OF SECURE TRANSMISSION OF DATA

1. Application Encryption. If End User is transmitting DHHS data containing Confidential Data between applications, the Contractor attests the applications have been evaluated by an expert knowledgeable in cyber security and that said application's encryption capabilities ensure secure transmission via the internet.
2. Computer Disks and Portable Storage Devices. End User may not use computer disks or portable storage devices, such as a thumb drive, as a method of transmitting DHHS data.
3. Encrypted Email. End User may only employ email to transmit Confidential Data if email is encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
4. Encrypted Web Site. If End User is employing the Web to transmit Confidential Data, the secure socket layers (SSL) must be used and the web site must be secure. SSL encrypts data transmitted via a Web site.
5. File Hosting Services, also known as File Sharing Sites. End User may not use file hosting services, such as Dropbox or Google Cloud Storage, to transmit Confidential Data.
6. Ground Mail Service. End User may only transmit Confidential Data via *certified* ground mail within the continental U.S. and when sent to a named individual.
7. Laptops and PDA. If End User is employing portable devices to transmit Confidential Data said devices must be encrypted and password-protected.
8. Open Wireless Networks. End User may not transmit Confidential Data via an open

wireless network. End User must employ a virtual private network (VPN) when remotely transmitting via an open wireless network.

9. Remote User Communication. If End User is employing remote communication to access or transmit Confidential Data, a virtual private network (VPN) must be installed on the End User's mobile device(s) or laptop from which information will be transmitted or accessed.
10. SSH File Transfer Protocol (SFTP), also known as Secure File Transfer Protocol. If End User is employing an SFTP to transmit Confidential Data, End User will structure the Folder and access privileges to prevent inappropriate disclosure of information. SFTP folders and sub-folders used for transmitting Confidential Data will be coded for 24-hour auto-deletion cycle (i.e. Confidential Data will be deleted every 24 hours).
11. Wireless Devices. If End User is transmitting Confidential Data via wireless devices, all data must be encrypted to prevent inappropriate disclosure of information.

III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS

The Contractor will only retain the data and any derivative of the data for the duration of this Contract. After such time, the Contractor will have 30 days to destroy the data and any derivative in whatever form it may exist, unless, otherwise required by law or permitted under this Contract. To this end, the parties must:

A. Retention

1. The Contractor agrees it will not store, transfer or process data collected in connection with the services rendered under this Contract outside of the United States. This physical location requirement shall also apply in the implementation of cloud computing, cloud service or cloud storage capabilities, and includes backup data and Disaster Recovery locations.
2. The Contractor agrees to 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.
3. The Contractor agrees to provide security awareness and education for its End Users in support of protecting Department confidential information.
4. The Contractor agrees to retain all electronic and hard copies of Confidential Data in a secure location and identified in section IV. A.2
5. The Contractor agrees Confidential Data stored in a Cloud must be in a FedRAMP/HITECH compliant solution and comply with all applicable statutes and regulations regarding the privacy and security. All servers and devices must have currently-supported and hardened operating systems, the latest anti-viral, anti-hacker, anti-spam, anti-spyware, and anti-malware utilities. The environment, as a

whole, must have aggressive intrusion-detection and firewall protection.

6. The Contractor agrees to and ensures its complete cooperation with the State's Chief Information Officer in the detection of any security vulnerability of the hosting infrastructure.

B. Disposition

1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor 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 by the Contractor 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 and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute of Standards and Technology, U. S. Department of Commerce. The Contractor 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 Contractor prior to destruction.

2. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.

3. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

IV. PROCEDURES FOR SECURITY

A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:

1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.

2. The Contractor will 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.).

3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.

4. The Contractor will 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.

5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.

6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor 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 Contractor, including breach notification requirements.

7. The Contractor 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 Contractor and any applicable sub-contractors prior to system access being authorized.

8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.

9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.

10. The Contractor 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 Information Security Office leadership member within the Department.

11. 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.

12. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.

13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at https://www.nh.gov/doit/vendor/index.htm for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.

14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer and the State's Security Officer of any security breach immediately, at the email addresses provided in Section VI. This includes 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.

15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.

16. The Contractor must ensure that all End Users:

    a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.

    b. safeguard this information at all times.

    c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.

    d. send emails containing Confidential Information only if encrypted and being sent to and being received by email addresses of persons authorized to receive such information.

e. limit disclosure of the Confidential Information to the extent permitted by law.

f. Confidential Information received under this Contract and individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).

g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.

h. in all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.

i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.

Contractor is responsible for oversight and compliance of their End Users. DHHS reserves the right to conduct onsite inspections to monitor compliance with this Contract, including the privacy and security requirements provided in herein, HIPAA, and other applicable laws and Federal regulations until such time the Confidential Data is disposed of in accordance with this Contract.

V. LOSS REPORTING

The Contractor must notify the State's Privacy Officer and Security Officer of any Security Incidents and Breaches immediately, at the email addresses provided in Section VI.

The Contractor must further handle and report Incidents and Breaches involving PHI in accordance with the agency's documented Incident Handling and Breach Notification procedures and in accordance with 42 C.F.R. §§ 431.300 - 306. In addition to, and notwithstanding, Contractor's compliance with all applicable obligations and procedures, Contractor's procedures must also address how the Contractor will:

1. Identify Incidents;
2. Determine if personally identifiable information is involved in Incidents;
3. Report suspected or confirmed Incidents as required in this Exhibit or P-37;
4. Identify and convene a core response group to determine the risk level of Incidents and determine risk-based responses to Incidents; and

5. Determine whether Breach notification is required, and, if so, identify appropriate Breach notification methods, timing, source, and contents from among different options, and bear costs associated with the Breach notice as well as any mitigation measures.

Incidents and/or Breaches that implicate PI must be addressed and reported, as applicable, in accordance with NH RSA 359-C:20.

VI. PERSONS TO CONTACT

A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov

B. DHHS Security Officer:

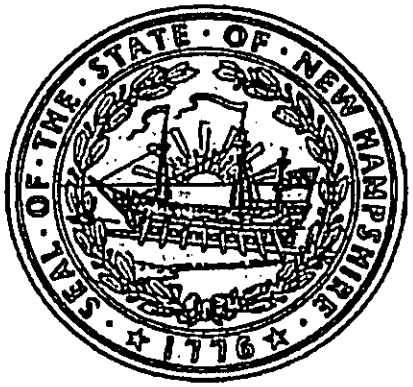
DHHSInformationSecurityOffice@dhhs.nh.gov

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 LAKES REGION COMMUNITY SERVICES COUNCIL is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on July 29, 1975. 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. 64109
Certificate Number : 0004493370



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 8th day of April A.D. 2019.

William M. Gardner
Secretary of State

LAKES REGION COMMUNITY SERVICES

Engage. Empower. Inspire.

CERTIFICATE OF VOTE
Without Seal

I, Lynn Hilbrunner, do hereby certify that:

1. I am the duly elected Clerk of the Board of Directors of Lakes Region Community Services Council.

2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of the Corporation duly held on April 15, 2019

   RESOLVED: That this Corporation enter into a contract with the State of New Hampshire, acting through its Department of Health and Human Services, Division for Children, Youth and Families, for the provision of Comprehensive Family Support Services.

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

3. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of the 23 day of MAY, 2019.

4. Rebecca L. Bryant is the duly elected President & CEO of the Corporation.

(Signature of Clerk of the Corporation)

State of New Hampshire
County of Belknap

The foregoing instrument was acknowledged before me this 23 day of May, 2019, by Lynn Hilbrunner.
(Name of Clerk of the Corporation)

Notary Seal

(Notary Public or Justice of the Peace)

Name *(Print)*: Judith A. Maguire

Title: Notary Public

My Commission Expires: 10-1-2019

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 04/12/2019

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

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

PRODUCER
Melcher & Prescott Insurance
426 Main Street
Laconia NH 03246

CONTACT NAME: Jill Martineau, CIC
PHONE (A/C, No, Ext): (603) 524-4535 FAX (A/C, No):
E-MAIL ADDRESS: jmartineau@melcher-prescott.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Mass Bay Insurance Company	22306
INSURER B: Citizen Insurance Company	31534
INSURER C: Granite State Work Comp Manuf	
INSURER D: Hanover Insurance Company	
INSURER E:	
INSURER F:	

INSURED
Lakes Region Community Services Council
P O Box 509
Laconia NH 03246

COVERAGES CERTIFICATE NUMBER: CL18121200698 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [X] LOC [ ] OTHER:			ZDV8974270	12/01/2018	12/01/2019	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 20,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 3,000,000
							PRODUCTS - COMP/OP AGG	$ 3,000,000
							Professional Liabil	$ 1,000,000
B	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			ABV8928387	12/01/2018	12/01/2019	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
							Medical payments	$ 5,000
A	[X] UMBRELLA LIAB [X] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $			UHV8929075	12/01/2018	12/01/2019	EACH OCCURRENCE	$ 5,000,000
							AGGREGATE	$ 5,000,000
								$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WC0120181000836	01/01/2019	01/01/2020	[ ] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

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

CERTIFICATE HOLDER

State of New Hampshire
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

Jill M. Martineau

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LAKES REGION
COMMUNITY
SERVICES

Engage. Empower. Inspire.

Mission Statement

Dedicated to serving the community by promoting Independence, dignity and opportunity.

Value Statements

As individuals and as a community agency, we:

- Value all people;
- Value a team approach in all we do;
- Value and respect one another;
- Value our relationships in the communities in which we live and work;
- Value our role as facilitators of relationships; and
- Value and recognize that our relationships evolve, grow and change over time.

Financial Statements

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

FOR THE YEARS ENDED
JUNE 30, 2018 AND 2017
AND
INDEPENDENT AUDITORS' REPORT

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

FOR THE YEARS ENDED JUNE 30, 2018 AND 2017

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Leone, McDonnell & Roberts
PROFESSIONAL ASSOCIATION
CERTIFIED PUBLIC ACCOUNTANTS
WOLFEBORO • NORTH CONWAY
DOVER • CONCORD
STRATHAM

To the Board of Directors of
Lakes Region Community Services Council, Inc.
Laconia, New Hampshire

INDEPENDENT AUDITORS' REPORT

We have audited the accompanying financial statements of Lakes Region Community Services Council, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2018 and 2017, and the related statements of cash flows, and notes to the financial statements for the years then ended, and the related statements of activities and functional expenses for the year ended June 30, 2018.

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 misstatements, whether due to fraud or error.

Auditors' Responsibility
Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. 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 Lakes Region Community Services Council, Inc. as of June 30, 2018 and 2017, and its cash flows for the years then ended, and the changes in its net assets for the year ended June 30, 2018 in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information
We have previously audited the Lakes Region Community Services Council, Inc.'s June 30, 2017 financial statements, and we expressed an unmodified opinion on those audited financial statements in our report dated October 12, 2017. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2017, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Report on Supplementary Information
Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of functional revenues on pages 17-19 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.

Leone, McDonnell & Roberts
Professional Association

Wolfeboro, New Hampshire
October 12, 2018

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2018 AND 2017

ASSETS

	2018	2017
CURRENT ASSETS		
Cash and cash equivalents	$ 4,830,595	$ 4,476,109
Certificates of deposits	-	251,277
Accounts receivable:		
Medicaid	580,310	628,782
Other, net of allowance for doubtful accounts of $50,000 at June 30, 2018 and 2017	168,049	199,615
Prepaid expenses	27,068	63,990
Total current assets	5,606,022	5,619,773
PROPERTY, PLANT AND EQUIPMENT, NET	3,649,931	3,716,911
OTHER ASSETS		
Deposits	37,779	37,779
Total assets	$ 9,293,732	$ 9,374,463

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Accounts payable	$ 772,947	$ 840,877
Accrued salaries, wages, and related expenses	614,648	421,686
Accrued earned time	302,089	304,442
Refundable advances	61,647	90,755
Other accrued expenses	126,213	131,492
Total current liabilities	1,877,544	1,789,252
LONG TERM LIABILITIES		
Due to affiliates, net	50,359	226,729
Total liabilities	1,927,903	2,015,981
NET ASSETS		
Unrestricted	6,013,888	5,956,378
Temporarily restricted	1,351,941	1,402,104
Total net assets	7,365,829	7,358,482
Total liabilities and net assets	$ 9,293,732	$ 9,374,463

See Notes to Financial Statements

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2018
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION

	Unrestricted	Temporarily Restricted	2018	2017
CHANGES IN NET ASSETS				
Revenues				
Program fees	$ 1,390,224	$ -	$ 1,390,224	$ 1,443,971
Medicaid	20,737,838	-	20,737,838	20,595,182
Client resources	81,244	-	81,244	82,810
Other third party payers	35,478	-	35,478	67,776
Public support	382,754	-	382,754	306,229
Private foundations	65,500	-	65,500	73,814
Production/service income	231,390	-	231,390	247,821
Investment	8,763	-	8,763	3,268
State of New Hampshire - DDS	1,373,522	-	1,373,522	1,215,688
Management fees	18,412	-	18,412	18,537
Other	421,164	-	421,164	527,746
Total revenues	24,746,289	-	24,746,289	24,582,642
Expenses				
Program services				
Service coordination	1,130,386	-	1,130,386	1,213,529
Day programs	3,927,925	-	3,927,925	4,430,934
Early intervention	660,425	-	660,425	637,233
Enhanced family care	3,302,910	-	3,302,910	3,513,957
Community options	183,127	-	183,127	239,746
Community residences	8,097,051	-	8,097,051	7,283,139
Transportation	126,967	-	126,967	58,604
Family support	3,743,831	-	3,743,831	3,511,677
Other DDS	46,283	-	46,283	42,747
Other programs	1,068,319	-	1,068,319	1,038,518
Supporting activities				
General management	2,249,930	50,163	2,300,093	1,969,720
Fundraising	151,625	-	151,625	149,573
Total expenses	24,688,779	50,163	24,738,942	24,089,377
CHANGE IN NET ASSETS	57,510	(50,163)	7,347	493,265
NET ASSETS, BEGINNING OF YEAR	5,956,378	1,402,104	7,358,482	6,865,217
NET ASSETS, END OF YEAR	$ 6,013,888	$ 1,351,941	$ 7,365,829	$ 7,358,482

See Notes to Financial Statements

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2018 AND 2017

	2018	2017
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	$ 7,347	$ 493,265
Adjustments to reconcile change in net assets to net cash from operating activities:		
Depreciation	236,345	245,253
(Increase) decrease in assets:		
Certificates of deposits	251,277	249,156
Accounts receivable	80,038	801,407
Prepaid expenses	36,922	11,007
Deposits	-	2,100
Increase (decrease) in liabilities:		
Accounts payable	(67,930)	(291,854)
Accrued salaries, wages, and related expenses	192,962	(119,684)
Accrued earned time	(2,353)	(10,359)
Refundable advances	(29,108)	33,014
Contingent liability, health insurance costs	-	(200,000)
Other accrued expenses	(5,279)	(53,749)
NET CASH PROVIDED BY OPERATING ACTIVITIES	700,221	1,159,556
CASH FLOWS FROM INVESTING ACTIVITIES		
Additions to property, plant and equipment	(169,365)	(125,799)
NET CASH USED IN INVESTING ACTIVITIES	(169,365)	(125,799)
CASH FLOWS FROM FINANCING ACTIVITIES		
Decrease in due to affiliates	(176,370)	(99,568)
NET CASH USED IN FINANCING ACTIVITIES	(176,370)	(99,568)
NET INCREASE IN CASH AND CASH EQUIVALENTS	354,486	934,189
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	4,476,109	3,541,920
CASH AND CASH EQUIVALENTS, END OF YEAR	$ 4,830,595	$ 4,476,109

See Notes to Financial Statements

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2018
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION

	Service Coordination	Day Programs	Early Intervention	Enhanced Family Care	Community Options
PERSONNEL COSTS					
Salaries and wages	$ 665,194	$ 2,360,480	$ 373,935	$ 202,504	$ 114,938
Employee benefits	182,300	645,673	103,156	55,667	31,384
Payroll taxes	49,100	179,271	26,865	14,204	7,851
PROFESSIONAL FEES AND CONSULTATIONS					
Clerical contracted staff	-	-	-	-	-
Client treatment & therapies	124,178	-	-	2,954,675	-
Accounting/auditing	-	-	-	-	-
Legal	4,055	-	-	-	-
Subcontract services	1,002	-	98,616	-	-
Other professional fees	27,217	28	72	-	-
STAFF DEVELOPMENT AND TRAINING					
Journals and publications	-	-	-	-	-
Conference/conventions	56	-	857	-	-
Other staff development	793	506	180	-	-
OCCUPANCY COSTS					
Rent	-	81,548	-	-	-
Mortgage payments	-	-	-	-	-
Utilities	-	11,508	-	128	-
Repairs and maintenance	55	2,227	-	4,625	-
Other occupancy costs	41,040	32,003	31,022	13,703	2,776
CONSUMABLE SUPPLIES					
Office supplies and equipment under $2,500	3,436	9,927	5,522	6	-
Building/household	-	1,310	-	-	-
Client	885	5,236	105	19,021	-
Medical supplies	-	69	-	1,003	-
ASSISTANCE TO INDIVIDUALS	2,091	-	24	-	-
PRODUCT SALES	-	25,729	-	-	-
EQUIPMENT RENTAL	2,194	2,962	-	439	-
EQUIPMENT MAINTENANCE	1,207	2,611	-	1,557	-
DEPRECIATION	-	11,020	-	-	-
ADVERTISING	-	181	-	570	-
PRINTING	508	-	-	2,425	-
TELEPHONE	31	8,535	-	-	-
POSTAGE	-	10	-	-	-
TRANSPORTATION	13,285	413,243	18,129	30,358	25,912
INSURANCE	-	-	-	-	-
MEMBERSHIP DUES	8,788	451	-	-	-
CLIENT PAYMENTS	34	123,616	1,022	174	-
INTEREST	-	-	-	-	-
OTHER	2,937	9,781	920	1,851	266
TOTAL FUNCTIONAL EXPENSES	$ 1,130,386	$ 3,927,925	$ 660,425	$ 3,302,910	$ 183,127

See Notes to Financial Statements

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2018
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION

	Community Residences	Transportation	Family Support	Other DDS	General Management
PERSONNEL COSTS					
Salaries and wages	$ 3,694,648	$ 19,671	$ 1,191,783	$ -	$ 1,054,238
Employee benefits	1,005,647	5,369	320,146	-	237,167
Payroll taxes	269,066	1,427	93,620	-	77,304
PROFESSIONAL FEES AND CONSULTATIONS					
Clerical contracted staff	-	-	-	-	-
Client treatment & therapies	128,286	-	1,458,407	-	-
Accounting/auditing	-	-	-	-	107,119
Legal	-	-	-	-	2,728
Subcontract services	2,231,303	-	350,437	-	135
Other professional fees	-	-	6,433	38,756	203,686
STAFF DEVELOPMENT AND TRAINING					
Journals and publications	-	-	-	-	972
Conference/conventions	-	-	3,128	2,668	7,900
Other staff development	-	-	53	-	25,705
OCCUPANCY COSTS					
Rent	210,710	-	310	-	-
Mortgage payments	8,805	-	-	-	-
Utilities	106,920	-	-	-	51,945
Repairs and maintenance	27,301	-	-	-	96,356
Other occupancy costs	55,910	-	11,217	-	(169,491)
CONSUMABLE SUPPLIES					
Office supplies and equipment under $2,500	15,888	70	-	-	39,815
Building/household	23,881	-	10	-	1,628
Client	125,258	-	5,491	25	7,065
Medical supplies	4,804	-	3,254	2,080	-
ASSISTANCE TO INDIVIDUALS	100	-	28,937	-	-
PRODUCT SALES	-	-	-	-	-
EQUIPMENT RENTAL	219	-	549	-	17,160
EQUIPMENT MAINTENANCE	5,866	3,700	-	-	40,116
DEPRECIATION	30,589	11,426	-	-	183,310
ADVERTISING	-	-	3,554	-	28,510
PRINTING	-	-	-	-	3,911
TELEPHONE	5,821	-	-	-	92,876
POSTAGE	-	-	-	-	17,825
TRANSPORTATION	145,628	85,304	186,097	2,565	182
INSURANCE	-	-	-	-	86,532
MEMBERSHIP DUES	-	-	78,954	-	49,353
CLIENT PAYMENTS	39	-	274	-	9,964
INTEREST	-	-	-	-	-
OTHER	362	-	1,177	189	26,082
TOTAL FUNCTIONAL EXPENSES	$ 8,097,051	$ 126,967	$ 3,743,831	$ 46,283	$ 2,300,093

See Notes to Financial Statements

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2018
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION

	Fundraising	Total DDS Funded	Total Non-DDS Funded	2018 Totals	2017 Totals
PERSONNEL COSTS					
Salaries and wages	$ 88,050	$ 9,765,441	$ 674,544	$ 10,439,985	$ 10,021,042
Employee benefits	24,637	2,611,146	186,385	2,797,531	2,757,432
Payroll taxes	6,399	725,107	53,151	778,258	745,874
PROFESSIONAL FEES AND CONSULTATIONS					
Clerical contracted staff	-	-	-	-	5,699
Client treatment & therapies	-	4,665,546	(11,749)	4,653,797	4,812,549
Accounting/auditing	-	107,119	-	107,119	127,486
Legal	-	6,783	-	6,783	10,064
Subcontract services	-	2,681,493	32,000	2,713,493	2,282,214
Other professional fees	395	276,587	-	276,587	306,130
STAFF DEVELOPMENT AND TRAINING					
Journals and publications	-	972	-	972	71
Conference/conventions	5,040	19,649	7,017	28,666	14,749
Other staff development	-	27,237	3,600	30,837	117,303
OCCUPANCY COSTS					
Rent	-	292,568	-	292,568	264,669
Mortgage payments	-	8,805	-	8,805	8,857
Utilities	-	170,501	134	170,635	156,023
Repairs and maintenance	-	130,564	92	130,656	130,679
Other occupancy costs	-	18,180	63,802	81,982	61,421
CONSUMABLE SUPPLIES					
Office supplies and equipment under $2,500	50	74,714	2,083	76,797	71,097
Building/household	40	26,869	108	26,977	20,626
Client	574	163,660	9,805	173,465	181,069
Medical supplies	-	11,210	177	11,387	9,305
ASSISTANCE TO INDIVIDUALS	30	31,182	6,614	37,796	35,758
PRODUCT SALES	-	25,729	-	25,729	36,756
EQUIPMENT RENTAL	219	23,742	1,537	25,279	32,159
EQUIPMENT MAINTENANCE	-	55,057	-	55,057	33,378
DEPRECIATION	-	236,345	-	236,345	245,253
ADVERTISING	1,139	33,954	-	33,954	30,125
PRINTING	5,839	12,683	-	12,683	8,761
TELEPHONE	-	107,263	-	107,263	94,523
POSTAGE	497	18,332	27	18,359	17,230
TRANSPORTATION	-	920,703	31,688	952,391	924,054
INSURANCE	-	86,532	-	86,532	87,579
MEMBERSHIP DUES	3,821	141,367	450	141,817	119,619
CLIENT PAYMENTS	-	135,123	1,150	136,273	162,771
OTHER	14,895	58,460	5,704	64,164	157,052
TOTAL FUNCTIONAL EXPENSES	$ 151,625	$ 23,670,623	$ 1,068,319	$ 24,738,942	$ 24,089,377

See Notes to Financial Statements

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

Lakes Region Community Services Council, Inc. (the Council) is a New Hampshire nonprofit corporation organized exclusively for charitable purposes to ensure there is a coordinated and efficient program of human services dealing effectively with the problems and needs of the developmentally impaired of Belknap County, lower Grafton County and the surrounding communities.

Basis of Accounting

The financial statements of Lakes Region Community Services Council, Inc. have been prepared on the accrual basis of accounting.

Basis of Presentation

The Council 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.

Unrestricted: Net assets that are not subject to donor-imposed stipulations. Unrestricted net assets may be designated for specific purposes by action of the Board of Directors.

Temporarily Restricted: Net assets whose use is limited by donor-imposed stipulations that will either expire with the passage of time or be fulfilled or removed by actions of the Council.

Permanently Restricted: Reflects the historical cost of gifts (and in certain circumstances, the earnings from those gifts), subject to donor – imposed stipulations, which require the corpus to be invested in perpetuity to produce income for general or specific purposes.

As of June 30, 2018 and 2017, the Council had unrestricted and temporarily restricted net assets.

Cash and Cash Equivalents

For the purposes of the Statements of Cash Flows, the Council considers all demand deposits, money market funds, and short-term investments with original maturities of three months or less to be cash equivalents.

Certificates of Deposits

The certificates of deposits are carried at fair value. Interest is accrued and recognized in income when earned.

Accounts Receivable

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts through a charge to activities and a credit to a valuation allowance based on historical account write-off patterns by the payor, adjusted as necessary to reflect current conditions. 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 Council has no policy for charging interest on overdue accounts nor are its accounts receivable pledged as collateral, except as disclosed in Note 3.

It is the policy of the Council to provide services to all eligible residents of central New Hampshire without regard to ability to pay. As a result of this policy, all charity care write-offs are recorded as reductions in revenue in the period in which services are provided. The accounts receivable allowance includes the estimated amount of charity care and contractual allowances included in the accounts receivable balances. The computation of the contractual allowance is based on historical ratios of fees charged to amounts collected.

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 restrictions. However, if a restriction is fulfilled in the same period in which the contribution is received, the Council reports the support as unrestricted.

Property, Plant and Depreciation

Property and equipment are recorded at cost or, if contributed, at estimated fair value at the date of contribution. Material assets with a useful life in excess of one year are capitalized. Depreciation is provided for using the straight-line method in amounts designed to amortize the cost of the assets over their estimated useful lives as follows:

Buildings and improvements	5 - 40 Years
Furniture, fixtures and equipment	3 - 10 Years

Costs for repairs and maintenance are expensed when incurred and betterments are capitalized. Assets sold or otherwise disposed of are removed from the accounts, along with the related accumulated depreciation, and any gain or loss is recognized.

Fair Value of Financial Instruments

The Council's financial instruments consist of cash, certificates of deposits, short-term receivables and payables and customer deposits. The carrying value for all such instruments, considering the terms, approximates fair value at June 30, 2018 and 2017.

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 incurred.

Summarized Financial Information
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 accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Council's financial statements for the year ended June 30, 2017, from which the summarized information was derived.

Accrued Earned Time
The Council has accrued a liability for future compensated leave time that its employees have earned and which is vested with the employee.

Income Taxes
The Council is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The Internal Revenue Service has determined the Council to be other than a private foundation.

Management has evaluated the Council's tax positions and concluded that the Council has maintained its tax-exempt status and has taken no uncertain tax positions that would require adjustment to the financial statements. With few exceptions, the Council is no longer subject to income tax examinations by the United States Federal or State tax authorities prior to 2015.

Advertising
The Council expenses advertising costs as incurred.

Functional Allocation of Expenses
The costs of providing the various programs and other activities have been summarized on a functional basis. Accordingly, costs have been allocated among the program services and supporting activities benefited.

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

2. PROPERTY AND EQUIPMENT

As of June 30, 2018 and 2017, property and equipment consisted of the following:

	2018	2017
Buildings and improvements	$ 3,936,642	$ 3,920,342
Leasehold improvements	393,215	327,817
Furniture, fixtures and equipment	741,192	700,482
Vehicles	173,352	117,452
Land	152,200	152,200
Construction in progress	2,643	11,585
Total	5,399,244	5,229,878
Less accumulated depreciation	1,749,313	1,512,967
Property and equipment, net	$ 3,649,931	$ 3,716,911

Depreciation expense for the years ended June 30, 2018 and 2017 amounted to $236,345 and $245,253, respectively.

3. DEMAND NOTE PAYABLE

The Council maintains a revolving line of credit with a bank. The revolving line of credit provides for maximum borrowings up to $3,000,000 and is renewable annually. Effective February 2, 2018 the Council renewed the revolving line of credit through December 31, 2018, and is collateralized by all of the business assets of the Council and guaranteed by related nonprofit organizations (see Note 8). At June 30, 2018 and 2017, the interest was stated at the bank's prime rate of 5.00% and 4.25%, respectively. There was no amount outstanding on this line of credit at June 30, 2018 and 2017.

4. RESTRICTIONS ON NET ASSETS

During the year ended June 30, 2012, the Council received donated surplus property in the form of a building. The temporarily restricted net assets at June 30, 2018 and 2017 consist of the net value of the building. The use of this building is restricted by deed for thirty years from the date of donation. As depreciation expense reduces the net book value of the building, temporarily restricted net assets are adjusted accordingly.

5. RETIREMENT PLAN

The Council maintains a retirement plan for all eligible employees. During the years ended June 30, 2018 and 2017, the Council made matching contributions of 100% of a participant's salary reduction that was not in excess of 1.5% of the participant's compensation. All employees who work one thousand hours per year are eligible to participate after one year of employment. The Council's contribution to the retirement plan for the years ended June 30, 2018 and 2017 was $59,488 and $53,148, respectively.

6. CONCENTRATION OF RISK

For the years ended June 30, 2018 and 2017, approximately 84% of the total revenue was derived from Medicaid. The future existence of the Council is dependent upon continued support from Medicaid.

In order for the Council to receive Medicaid funding, they must be formally approved by the State of New Hampshire, Division of Health and Human Services (DHHS) as the provider of services for developmentally disabled individuals for that region. In June 2016, the Council was re-designated for the period September 2015 through September 2020.

Medicaid receivables comprise approximately 78% and 76% of the total accounts receivable balances at June 30, 2018 and 2017, respectively.

7. LEASE COMMITMENTS

The Council has entered into various operating lease agreements to rent certain facilities and office equipment for their community residences and other programs. The terms of these leases range from one to ten years. The Council also leases various apartments on behalf of clients on a month-to-month basis. Rent expense under these agreements aggregated $317,847 and $296,828 for the years ended June 30, 2018 and 2017, respectively.

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

Year Ending June 30	Amount
2019	$ 111,466
2020	40,116
2021	17,616
2022	11,862
Total	$ 181,060

Refer to Note 8 for information regarding a lease agreement with a related party.

8. RELATED PARTY TRANSACTIONS

Lakes Region Community Services Council, Inc. is related to the following nonprofit corporations as a result of common board membership:

Related Party	Function
Genera Corporation	Manages and leases property
Greater Laconia Transit Agency	Provided transportation services
Lakes Region Community Services Foundation	Solicit, receive, and administer fundraising efforts for the benefit of the Council and others

Lakes Region Community Services Council, Inc. has contracts and transactions with the above related parties during its normal course of operations. The significant related party transactions are as follows:

Received From:	2018	2017	Purpose
Genera Corporation	$ 14,400	$ 14,400	Management, Accounting and Financial Services
Genera Corporation	$ 14,988	$ 14,988	Insurance Reimbursement
Paid To:	**2018**	**2017**	
Genera Corporation	$ 109,800	$ 109,800	Rental of Homes
Lakes Region Community Services Foundation	$ -	$ 50,000	Contribution
Due (To)/From:	**2018**	**2017**	
Genera Corporation	$ (29,573)	$ (61,643)	
Greater Laconia Transit Agency	(20,786)	(15,086)	
Lakes Region Community Services Foundation	-	(150,000)	
	$ (50,359)	$ (226,729)	

There are no specified terms of payment and no interest stated on the related party due (to) from accounts.

Demand Note Payable
The Council's demand note payable is guaranteed by Genera Corporation (see Note 3).

Rent
The Council has a perpetual lease agreement with Genera Corporation which calls for annual rent payments. The future minimum lease payments under the lease are $109,800, annually.

Insurance Reimbursement
Lakes Region Community Services Council, Inc. carries a joint liability policy with the related parties above. Lakes Region Community Services Council, Inc. pays for the coverage in full and then is reimbursed by the affiliates based on contracts between the agencies.

Prepaid Expenses Related to Affiliated Organization
The Council has recorded prepaid expenses related to advances paid to Greater Laconia Transit Agency for the purchase of vehicles to be used solely for the transportation services for the Council's consumers. There were no advances for the years ended June 30, 2018 and 2017.

The Council is expensing these advances over the useful lives of the vehicles (3 - 7 years). Accordingly, Greater Laconia Transit Agency has recorded the advances as deferred revenue and is recognizing income consistently over the useful lives of the vehicles. The total amount of the advances expensed by the Council and included as revenue by Greater Laconia Transit Agency was $25,420 and $18,246 for the years ended June 30, 2018 and 2017, respectively.

9. CONTINGENCIES - GRANT COMPLIANCE

The Council receives funds under various state grants and from Federal sources. Under the terms of these agreements, the Council 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 Council may 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 by government audits as of June 30, 2018.

10. CLIENT FUNDS

The Council administers funds for certain consumers. No asset or liability has been recorded for this amount. As of June 30, 2018 and 2017, client funds held by the Council aggregated $267,286 and $221,183, respectively.

11. CONCENTRATION OF CREDIT RISK

The Council maintains cash balances that, at times may exceed federally insured limits. The balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to $250,000 at June 30, 2018 and 2017. In addition to FDIC coverage, certain deposits of the Council are insured or collateralized through other means. The Council has not experienced any losses in such accounts and believes it is not exposed to any significant risk with these accounts. At June 30, 2018 and 2017, cash balances in excess of FDIC coverage aggregated $839,173 and $280,370, respectively.

12. FINANCIAL INSTRUMENTS WITH OFF STATEMENT OF FINANCIAL POSITION RISK

The Council maintains a repurchase account agreement with a bank. A portion of the Council's overnight deposit bank balances are divided into amounts under the FDIC limit of $250,000 and swept into various insured bank accounts. This agreement provides flexibility to the Council by allowing them to maintain large cash balances in excess of the standard FDIC limit individually, but when spread across multiple banks, providing insurance for the full amount of the repurchase account.

13. RECLASSIFICATION

Certain amounts and accounts from the prior year's financial statements were reclassified to enhance comparability with the current year's financial statements.

14. SUBSEQUENT EVENTS

Subsequent events are events or transactions that occur after the statement of financial position date, but before financial statements are available to be issued. Recognized subsequent events are events or transactions that provide additional evidence about conditions that existed at the statement of financial position date, including the estimates inherent in the process of preparing financial statements. Non recognized subsequent events are events that provide evidence about conditions that did not exist at the statement of financial position date, but arose after that date. Management has evaluated subsequent events through October 12, 2018, the date the June 30, 2018 financial statements were available for issuance.

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

SCHEDULE OF FUNCTIONAL REVENUES
FOR THE YEAR ENDED JUNE 30, 2018
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION

	Service Coordination	Day Programs	Early Intervention	Enhanced Family Care	Community Options
Program fees	$ 2,093	$ 1,960	$ 20,361	$ 832,606	$ -
Medicaid	887,976	3,592,752	750,688	3,635,792	268,890
Client resources	-	6,648	-	20,183	6,178
Other third party payers	7,500	27,978	-	-	-
Public support	-	-	21,930	-	-
Private foundations	-	-	-	-	-
Production/service income	1,117	230,273	-	-	-
Investment	-	-	-	-	-
State of New Hampshire - DDS	-	-	96,196	-	-
Management fees	-	-	-	-	-
Other	1,649	4,508	239	1,000	-
TOTAL FUNCTIONAL REVENUES	$ 900,335	$ 3,864,119	$ 889,414	$ 4,489,581	$ 275,068

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

SCHEDULE OF FUNCTIONAL REVENUES
FOR THE YEAR ENDED JUNE 30, 2018
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION

	Community Residences	Transportation	Family Support	Other DDS	General Management
Program fees	$ 339,069	$ -	$ 135	$ 59,578	$ 69,905
Medicaid	6,917,216	-	4,516,237	-	-
Client resources	32,120	-	16,115	-	-
Other third party payers	-	-	-	-	-
Public support	-	-	-	-	-
Private foundations	-	-	-	-	-
Production/service income	-	-	-	-	-
Investment	-	-	-	-	8,763
State of New Hampshire - DDS	-	-	-	-	1,277,326
Management fees	-	-	-	-	14,400
Other	23,418	-	401	810	31,362
TOTAL FUNCTIONAL REVENUES	$ 7,311,823	$ -	$ 4,532,888	$ 60,388	$ 1,401,756

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

SCHEDULE OF FUNCTIONAL REVENUES
FOR THE YEAR ENDED JUNE 30, 2018
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION

	Fundraising	Total DDS Funded	Total Non-DDS Funded	2018 Totals	2017 Totals
Program fees	$ -	$ 1,325,707	$ 64,517	$ 1,390,224	$ 1,443,971
Medicaid	-	20,569,551	168,287	20,737,838	20,595,182
Client resources	-	81,244	-	81,244	82,810
Other third party payers	-	35,478	-	35,478	67,776
Public support	55,668	77,598	305,156	382,754	306,229
Private foundations	-	-	65,500	65,500	73,814
Production/service income	-	231,390	-	231,390	247,621
Investment	-	8,763	-	8,763	3,268
State of New Hampshire - DDS	-	1,373,522	-	1,373,522	1,215,688
Management fees	-	14,400	4,012	18,412	18,537
Other	(36,703)	26,684	394,480	421,164	527,746
TOTAL FUNCTIONAL REVENUES	$ 18,965	$ 23,744,337	$ 1,001,952	$ 24,746,289	$ 24,582,642

Lakes Region Community Services
Board of Directors 2018 - 2019

√*Gary Lemay, President
[redacted]
lemavg@nhec.com

√ Margaret Selig, Vice President
[redacted]

√ *Lynn Hilbrunner, Secretary
[redacted]

√*Carrie Chase, Treasurer
[redacted]

√*R. Stuart Wallace, Past Board President
[redacted]

Randy Perkins
[redacted]

Richard Crocker
[redacted]

Garrett Lavallee
[redacted]

Catherine Walker
[redacted]

*Thomas Costigan Jr.
[redacted]

*Jeanin Onos
[redacted]

Rosa Michaud
[redacted]

Sarah Rubury
[redacted]

*Kurt Christensen
[redacted]

Kirk Beattie
[redacted]

DIRECTORS EMERITI

Matthew Canfield, *Director Emeritus*
[redacted]

√ Denotes Executive Committee Member
* Denotes a Board Member Consumer
(6/20/18 Rev. 8/15/18; 11/13/18; 1/30/19; 5/22/19)

Rebecca L. Bryant

EDUCATION

New England College

May 2018 Master of Business Administration & Non Profit Leadership Graduate Certificate

Keene State College

May 1995 Bachelor of Science, Business Management, Accounting Concentration

- Management Award
- NH Small Business Institute Project of the Year
- Business Manager, Equinox, Keene State Student Newspaper

EXPERIENCE

Lakes Region Community Services ♦ Laconia, New Hampshire

President & CEO October 2016 – Current

Chief Executive Officer of Community Based Not-For-Profit Corporation. Responsible for overall administration of a $30 million with 400 employees, 100 private contractors, and serving thousands of individuals and families in the greater Lakes Region. Responsible for the development and oversight of a community based social services system including services to infants, children, families and elders through the lifespan. Provide total agency leadership, fiscal management, risk management, program stewardship. Report to and work closely with the Board of Directors.

Director of Finance April 2007 – October 2016

Chief Financial Officer. Oversaw financial and personnel administration for private non-profit human services agency with an annual budget of $30 million and 400 employees. Prepared and monitored annual budgets. Negotiated funding requests with the New Hampshire Department of Health and Human Services (NHDHHS). Responsible for all funding compliance for NHDHHS and Center for Medicare and Medicaid Services (CMS.) Prepared and managed contracts with funding sources and vendors. Oversaw Agency Risk Management program. Administered the agency's compensation and benefits plans. Ensured compliance with applicable state and federal labor regulations. Oversaw the installation and support of agency Information Technology. Major accomplishments include work on the $2.5mil Capital Campaign, compete IT Infrastructure overhaul, significant human capital and programmatic bridge building between Finance and Operations. Reported to and work closely with the Board of Directors and Executive Director.

Wilcom ♦ Laconia, New Hampshire

Controller August 2000-April 2007

Controller for Telecommunications Manufacturer celebrating 40 years in business in 2007. Direct report to the Vice President/Chief Financial Officer and President, Chief Operating Officer in New York. Responsible for all functions and employees in: Accounting, Sales, MIS, Customer Service, Human Resources and Facilities. As Acting General Manager responsible for NH Operations in the absence of the President and Vice President. During tenure with this company successes included; writing and negotiating GSA proposal to obtain GSA Schedule Award, creating and maintaining multiple government registrations including CCR, JCP, ORCA and AES Direct, maintaining 100% in-house collections for receivables, and supervision of office renovation project. As part of accounting function maintained two day month end close with a manual closing system. In fulfilling MIS supervisory role, led MIS through major web site overhaul with outside vendor, MRP system upgrade, and phone system upgrade. Led Sales Department through transition from reliance on outside sales and manufacturer's reps to 100% inside sales through restructuring, hiring and daily oversight of Sales Department.

Freudenberg-NOK General Partnership ♦ Bristol, New Hampshire

Hyperion Administrator July 2000-August 2000

Assistant Hyperion Administrator January 1999-July 2000

Assistant Treasury Manager October 1997-January 1999

As ***Hyperion Administrator***, responsible for compiling monthly data feeds from 16 locations throughout the United States, Mexico and Brazil and producing consolidated financial statements. Assisted the Hyperion Administrator, maintained all aspects of financial database, wrote logic for the financial statements, administered system security, troubleshot for end users of database, and wrote reports for financial analysts. Prepared a multitude of comprehensive financial reports for the parent company in Germany. Communicated daily with the controllers and financial analysts in the United States and Europe to ensure timely collection and distribution of financial data. As ***Assistant Treasury Manager*** managed day-to-day activities of the Treasury Department including cash management, debt management, risk management (insurance and foreign currency hedging,) worker's compensation, corporate centralized accounts payable, intra-company accounts payable and receivable, as well as reconciliations of all general ledger accounts relating to treasury. Fulfilled all duties of both the Treasury Manager and Assistant Treasury Manager for nine months in the absence of the Treasury Manager.

SKILLS, CERTIFICATIONS

- Justice of the Peace, State of New Hampshire
- Notary Public, State of New Hampshire
- Leadership Lakes Region Class of 2008
- Proficiency in all Microsoft Office Applications
- Significant experience and proficiency with accounting systems including, Dynamics, Solomon, QAD, Hyperion
- Paylocity, ADP and Harper's Payroll Systems
- Business Process Kaizen
- LEAN

BOARD SERVICE

- Treasurer, Executive Committee, Community Services Network Inc, (CSNI) 2017 – Current
- Board Member, Sigma One Manufacturer's Workers' Compensation Trust 2010 – Current
- Secretary, Executive Committee, Community Health Services Network (CHSN) 2016 – Current
- Board Member, Greater Laconia Transit Agency (GLTA) 2016 – Current
- Board Member, Genera Corporation, 2016 – Current
- Corporator, Franklin Savings Bank

COMMUNITY SERVICE

- Middle Level Steering Committee, Moultonborough School District 2017 – Current
- Superintendent Search Committee, Moultonborough School District, 2016 - 2017
- Children's Ministry Volunteer, Grace Capital Church 2015 - 2017
- Committee Chair, Moultonborough Cub Scout Pack 369 2013 – 2015
- Den leader, Cub Scout Pack 369 2005 – 2015
- Advancements Chair, Cub Scout Pack 369 2005 – 2009
- Sunday School Teacher – Middle Class & Teens, Moultonborough United Methodist Church 2007 – 2015
- Nursery Coordinator, Moultonborough United Methodist Church 2005 – 2007
- Youth Basketball Coach 2013 – 2014
- Vacation Bible School, Moultonborough United Methodist Church 2005 – 2014
- Chair, Recreation Advisory Board, Town of Moultonborough 2008 – 2010

Shelley Kelleher

Skills Solomon Dynamics SL Accounting, Paylocity, Harpers, QuickBooks, Access and Excel including VBA, PowerPoint, Word, SAP

Lakes Region Community Services **Laconia, NH**

2017-Present **Vice President & Chief Financial Officer**-Oversee financial administration and risk management of a private non-profit human services agency with a budget of $27M and 500 employees.

2012-2016 **Controller**-Responsible for the day-to-day supervision of staff performing the accounting and payroll functions for a private non-profit human services agency with a budget of $26M.

- Ensure 500 employees are paid accurately
-Manage State and Federal contract funding ensuring compliance.
-Review internal control procedures writing new and updating controls.
-Liaison with external auditors for annual audit, A-133 audit, and 403B audit.
-Prepare monthly financial statements for all businesses with over 300 cost centers.
-403B Committee member.

2007-2011 **Senior Staff Accountant**-Maintain the integrity, security, and reliability of the financial systems through accurate and efficient management of the financial records.

-Prepare, review, and distribute monthly operating statements.
-Maintain chart of accounts.
-Perform monthly balance sheet reconciliations.
-Organize data collection and prepare audit schedules for external audit.
-Assist in preparation of the annual budget.

Arrow Enterprise Storage Solutions/AECS **Englewood, CO**

2001-2006 **Finance Manager**-Manage controls and accuracy of financial data for $300M division.

-Budget and forecast P&L and ROWC.
-Participate in quarterly business reviews, sales and budget reviews to Senior Management.
-Compile monthly reports for 4 divisions (revenue of $1 billion) to Senior Management on financial statistics, product line and customer sales, headcount, productivity, and trend analysis.
-Analyze and manage data through Access database and Visual Basic.
-Provide division analysis for the BOD updates and quarterly analyst earnings calls for Arrow Electronics.

MOCA, Inc. An Arrow Company **Marlborough, MA**

2000-2001 **Senior Manager, Financial Planning and Analysis**-Manage the planning and analysis for MOCA a division of Merisel sold to Arrow Electronics.

-Develop corporate annual budget and monthly forecasts, design department profit and loss analysis, examine monthly expenses, and prepare A/R reserve reports.
-Audit incentive bonus statistics.
-Administer an accounts receivable database including G/L reconciliation, automation of the distribution and the data archive function, and design new reports using Visual Basic programming.
-Supervise financial analyst in CA office.

1996-2000 **Merisel, Incorporated** **Marlborough, MA**

NAM Reporting and Financial Analysis Manager-Manage subsidiary reporting and analysis.

-Design and analyze NAM AR Reports for CFO and VP of Financial Services.
-Forecast and analyze actual performance of Balance Sheet Reserves for US and Canadian subsidiary. Present and discuss reserve analysis with the CFO at monthly reserve meeting.
- Manage bad debt process starting at system write-off including collection agency management, PFC process, and database reporting to assist the tracking of collections, bankruptcies, and bad debt trends.
-Prepare and analyze $12 million US and C$2 million Canadian budgets for 14 cost centers including monthly DSO and bad debt provision forecast.
-Analyze customer credit worthiness and make credit line recommendations for accounts over $1 million.
-Coordinate facility move to a new location.
-Developed process to reduce Dun & Bradstreet expenses by $130,000 annually resulting in a 70% cost reduction.
-Supervise reporting analyst and admin staff.

1987 to 1996 **State Street Bank & Trust Company** **Quincy, MA**

Client Service Manager-Administer the accounting for several large corporate Domestic and International pension and 401k clients with $4 to $6 billion in assets.

-Manage a staff of 10.
-Responsible for establishing and maintaining client relationships.
-Reengineer staff workflow which doubled throughput and decreased reporting time by 30%.

Auditor-Coordinate the timely completion and accuracy of over 90 monthly financial statements, maintain audit copies with all supporting documentation, implement new procedures, and train employees.

-Audit a daily pricing fund, and maintain control logs for corporate actions and income collection.

Education

Master of Studies in Law — December 2019 anticipated graduation
Wake Forest University Law School — Business Law and Compliance
Winston Salem, NC

Master of Business Administration — May 1993
Bentley University, Waltham, MA — Graduate School of Business
Concentration: Finance

BA in Economics and Political Science — July 1987
University of Massachusetts, Boston, MA — School of Arts and Sciences

Erin Pettengill, M.S.

WORK EXPERIENCE

Family Resource Center Director- December 1, 2015-present Lakes Region Community Services
Laconia, NH
As the director of the Family Resource Center I am responsible for the comprehensive family support services for 1200 families in Central NH. I oversee the management of programs including Early Supports and Services, the Autism Center, Step Ahead. I am responsible for staff of 20, including physical therapists, family support aides and program managers. A significant part of my job is to research and apply for grants to support families in catchment area. Grants awarded include funding from the Linden Foundation, Pardoe Foundation and the Van Otterloo Grant. I also represent LRCS on community and statewide initiatives, ensuring collaboration with area agencies and organizations.

Transition Coordinator- September 2010- November 2015 Lakes Region Community Services
Plymouth,NH
Part of the transition coordinators role is to work with families, individual, school systems and other various agencies to advocate and develop a plan for when an individual enters adult services. Part of the planning process includes facilitating the guardianship process, conducting state interviews, developing a budget based on the needs and support of the individual and coordinating services based on the money allocated. This job requires proficiency in social security benefits, Medicaid, state regulations and community connections. In conjunction with this role I became a certified START coordinator for the state of New Hampshire, with the focus on supporting dual diagnosed individuals.

In Home Counselor-July 2007 – July 2010
Family Preservation Community Services, Asheville, NC
Nonprofit Charitable Organizations
As an In Home Counselor for foster care my job was to supervise the foster parents. Additionally, I counseled the foster children in the home and provided crisis stabilization when needed. My other responsibilities included but were not limited to arranging team meetings, being a liaison between the foster family and other support members (Department of Social Services, community support, school districts, etc.). I was also responsible for providing documentation of visits and monitoring their books for certifications purposes. My primary duty was to make sure that the foster home ran smoothly and to develop solutions for any problems that arose.

EDUCATION:
Bachelor's Degree, 8/ 2000 – 12/2004 Keene State College | Keene, NH
Master's Degree in Counseling, 9/2009-3/2012 Capella University | Minneapolis, MN

SKILLS:
Certified Work Incentives Benefits Specialist
Certified START Coordinator
Qualified Mental Health Professional

REFERENCES
References available upon request

Lakes Region Community Services Council

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Rebecca Bryant	President & CEO	135,000	0	0
Shelley Kelleher	Vice President & CFO	95,000	0	0
Erin Pettengill	VP of Family Resource Center	58,000	37	21,267

14B mac

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

Jeffrey A. Meyers
Commissioner

Christine Tappan
Associate Commissioner

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

March 9, 2018

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division For Children, Youth and Families, to enter into **sole source** amendments with the vendors identified below, for the provision of Comprehensive Family Support Services by increasing the price limitation by $4,606,197 from $6,424,788 to $11,030,985 and by extending the contract completion date from June 30, 2018 to June 30, 2019 effective upon Governor and Executive Council approval. 97.59% Federal Funds, 2.41% General Funds.

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway NH	$585,228	$274,561	$859,789	O: 6/18/14 #80 A1: 6/10/15 #5D A2: 5/18/16 #9A
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$572,508	$461,375	$1,033,883	O: 6/18/14 #80 A1: 5/18/16 #9A
Greater Seacoast Community Health (f/k/a Families First)	TBD	100 Campus Drive, Suite 12 Portsmouth NH	$585,228	$464,555	$1,049,783	O: 6/18/14 #80 A1:6/10/15 #5C A2: 5/18/16 #9A

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
TLC Family Resource Center (formerly Good Beginnings of Sullivan County)	170625-B001	109 Pleasant Street Claremont NH	$585,228	$423,075	$1,008,303	O: 6/18/14 #80 A1: 5/18/16 #9A
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$585,228	$463,279	$1,048,507	O: 6/18/14 #80 A1: 5/18/16 #9A
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$585,228	$451,881	$1,037,109	O: 6/18/14 #80 A1: 5/18/16 #9A
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$585,228	$279,375	$864,603	O: 6/18/14 #80 A1: 6/10/15 AG A2: 5/18/16 #9A
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$585,228	$279,375	$864,603	O: 6/18/14 #80 A1: 6/10/15 AG A2: 5/18/16 #9A
		Total	**$6,424,788**	**$4,606,197**	**11,030,985**	

Funds to support this request are available in the following accounts in State Fiscal Year 2018 and in State Fiscal Year 2019, with the ability to adjust encumbrances between state fiscal years through the Budget Office without further approval from the Governor and Executive Council, if needed and justified.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

05-095-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, TEMPORARY ASSISTANCE FOR NEEDY FAMILES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

This request is **sole source** because the funding being added in State Fiscal Year 2018 exceeds 10% of the total contract value for each contract. The addional funding is being utilized by the vendors to increase staff capacity to provide services to families who had a an abuse/neglect assessment conducted by the Division for Children, Youth and Families that was closed unfounded or unfounded with conerns.

The purpose of these amendments is to increase capacity for programs and utilize one (1) of the two (2) years available for renewing services, as specified in Exhibit C-2 of the original agreements.

Comprehensive Family Support Services assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents and give families an opportunity to learn and grow.

Below is a breakdown of those served in 2016 through the original Comprehensive Family Support Services contracts:

- Families served, 1,027.
- Family members served, 2,979.
- Total children served 1,695
- 50% of families served had a single caregiver.
- 48% of families served have mental health issues.
- 33 % of families served have chronic health issues.
- 93% of children served have child Medicaid insurance.
- 12% of adults served are without any insurance

Considering those served and program outcomes from 2014 to 2016 there have been considerable success for those who have participated and successfully completed or graduated from the program. Success is measured by future avoidance of DCYF services. Families are tracked for 3 years following the completion of services. Below are the outcome measures for the period identified

- 2014, 91.8%
- 2015, 93.1%
- 2016, 93.6%

Over the last several years the State of New Hampshire has seen a significant increase in the volume of families with open abuse and neglect cases. This translates to many more children in out of home care and significant increase in cost to the State of New Hampshire. By providing the additional resources through these amendments, the vendors will be able to increase services offered to the State's most vulnerable population.

With the increased funding, the vendors will be able to increase their ability to expand their service array to clients within their community by being able to employ one (1) to two (2) full time employees in order to manage their current wait list and to support the Division for Children, Youth and Families with assessments where substance abuse is an identified concern. Vendors will work with their communities to increase referrals for TANF exempt clients with children under the age of one (1) year. Vendors will increase their capacity to offer and implement prevention services to those most in need.

The services offered by these vendors are available to any family in the State of New Hampshire with children under the age of 21 years, with priority given to those families referred by the Division for Children Youth and Families. The Division for Children, Youth and Families will refer families who have had an abuse/neglect assessments closed unfounded or unfounded with concerns to the appropriate vendor in the service area. Families would then receive prevention services to assist them with decreasing famly stressors.

Although, prevention services are offered through the original Comprehensive Family Support Services contracts, these amendments will increase the vendor's capacity to provide additional resources. The additional services will allow vendors to increase the number of families served and the services offered, which include but are not limited to:

- Education.
- Parenting support.
- Case management.
- Assisted referrals.
- Home visiting resources.
- Budget management.
- Child development/

The Deppartment anticipates that by increasing the availability and quality of prevention services offered statewide there will be a reduction in incidents of child abuse and neglect, which would result in a reduction of open abuse/neglect cases with the Division for Children, Youth and Families.

The following performance measures/objectives will be used to measure the effectiveness of the agreement:

- 60% of families referred will enter and complete services. (Performance Measure)
- 95% of families who complete services will not be referred to DCYF within the following 3 years.(Performance Measure)

- Increase the number of families served with children under the age of 1. (Performance Measure)
- Increase the number of parents served under the age of 21. (Performance Measure)

Should Governor and Executive Council not authorize this request, the flexibility of community based family services may not be available to address the needs of children and families statewide, which could result in an increase in the Division for Children, Youth and Families involvement for out-of-home placement. Additionally families will not receive services that could assist with preventing the separation of children from their families by providing services that would result in parents providing a safe, stable and supportive family environment for their children.

Area served: Statewide

Source of Funds: 97.59% Federal Funds from Title IV-B Subpart I (CFDA#:93.645, FAIN: 1801NHCWSS), Promoting and Stable Families (CFDA#: 93.556, FAIN: 1801FPSS),Title XX Grants – SSBG (CFDA#: 93.667, FAIN: 1801NHSOSR), temporary Assistance to Needy Families (CFDA#: 93.558, FAIN: 17NHTANF), MCH Block Grant, 2.41% General Funds.

In the event that the Federal (or Other) Funds are no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

Christine Tappan
Associate Commissioner

Approved by:

Jeffrey A. Meyers
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$823.00		$823.00
2016	102-500734	Social Service Contract	42106802	$1,907.00		$1,907.00
2017	102-500734	Social Service Contract	42106802	$823.00		$823.00
2018	102-500734	Social Service Contract	42106802	$1,907.00		$1,907.00
2019	102-500734	Social Service Contract	42106802	$0.00	$1,365.00	$1,365.00
			Total:	**$5,460.00**	**$1,365.00**	**$6,825.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**
			Sub-Total:	**$187,260.00**	**$46,815.00**	**$234,075.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**
			Sub-Total:	**$919,996.00**	**$229,999.00**	**$1,149,995.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2016	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2017	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2018	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2019	102-500734	Social Service Contract	42106603	$0.00	$8,982.00	$8,982.00
			Total:	**$35,928.00**	**$8,982.00**	**$44,910.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**
			Sub-Total:	**$3,171,968.00**	**$792,992.00**	**$3,964,960.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$64,127.00	$64,127.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$64,127.00	$64,127.00
			Total:	**$0.00**	**$128,254.00**	**$128,254.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
			Total:	**$0.00**	**$318,248.00**	**$318,248.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
			Total:	**$0.00**	**$318,248.00**	**$318,248.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$138,384.00	$138,384.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$138,384.00	$138,384.00
			Total:	**$0.00**	**$276,768.00**	**$276,768.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$158,486.00	$158,486.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$158,486.00	$158,486.00
			Total:	**$0.00**	**$316,972.00**	**$316,972.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$152,787.00	$152,787.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$152,787.00	$152,787.00

Total:	**$0.00**	**$305,574.00**	**$305,574.00**

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
			Total:	**$0.00**	**$133,068.00**	**$133,068.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
			Total:	**$0.00**	**$133,068.00**	**$133,068.00**
			Sub-Total:	**$0.00**	**$3,000,000.00**	**$3,000,000.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, TEMPORARY ASSISTANCE FOR NEEDY FAMILES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2016	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2017	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2018	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2019	502-500891	Payments To Providers	45030206	$0.00	$31,290.00	$31,290.00
			Total:	**$125,160.00**	**$31,290.00**	**$156,450.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**
			Sub-Total:	**$1,600,000.00**	**$400,000.00**	**$2,000,000.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DICISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMINITY SERVICES, MATERIAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**
			Sub-Total:	**$245,564.00**	**$61,391.00**	**$306,955.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DICISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMINITY SERVICES, MATERIAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2016	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2017	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2018	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2019	102-500731	Contracts For Prog. Svc	90004015	$0.00	$75,000.00	$75,000.00
			Total:	**$300,000.00**	**$75,000.00**	**$375,000.00**
			Grand Total:	**$6,424,788.00**	**$4,606,197.00**	**$11,030,985.00**

State of New Hampshire
Department of Health and Human Services
Amendment #2 to the Comprehensive Family Support Services Contract

This second (2nd) Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #2") dated this 15th day of February, 2018, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Lakes Region Community Services Council, (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 719 North Main Street, Laconia, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80), and an amendment approved by the Governor and Executive Council on May 18, 2016 (Item #9A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, the agreement may be amended and Exhibit C-2, Additional Special Provisions, Paragraph 1, the State may renew the agreement for up to four additional years by written agreement of the parties and approval of the Governor and Executive Council; and

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

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

1. Form P-37, General Provisions, Block 1.7, Completion Date, to read:

   June 30, 2019.

2. Form P-37 General Provisions, Block 1.8, Price Limitation, to read:

   $1,037,109.

3. Form P-37 General Provisions, Block 1.9, Contracting Officer for State Agency, to read:

   E. Maria Reinemann, Esq., Director.

4. Form P-37 General Provisions, Block 1.10, State Agency Telephone Number, to read:

   (603) 271-9330.

5. Add Exhibit A-2 Amendment #2, Additional Scope of Services.
6. Delete Exhibit B – 4, Amendment #1 and replace with Exhibit B – 4, Amendment #2.
7. Add Exhibit B – 5, Amendment #2.

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

3/5/18
Date

Christine Tappan
Associate Commissioner

Lakes Region Community Services Council

2-23-2018
Date

Name/Title Rebecca Bryant President & CEO

Acknowledgement:
State of NH, County of Belknap on Feb. 23, 2018, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.
Signature of Notary Public or ~~Justice of the Peace~~

Shelley A. Kelleher
Name and Title of Notary or ~~Justice of the Peace~~

SHELLEY A. KELLEHER, Notary Public
State of New Hampshire
My Commission Expires July 19, 2022

NOTARY PUBLIC NEW HAMPSHIRE

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

OFFICE OF THE ATTORNEY GENERAL

3/7/18
Date

Name: Megan A. Lynch
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

Additional Scope of Services

1. Provisions Applicable to All Services

1.1. The Contractor will submit a detailed description of the language assistance services 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.

1.2. 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.

2. Scope of Work

2.1. The Contractor shall work with their community to increase referrals for Temporary Assistance to Needy Families (TANF) exempt clients with children under the age of one (1) years old.

2.2. The Contractor shall follow the Home Visiting New Hampshire model when providing services to TANF clients with children under the age of one (1) in order to assist them with successfully overcoming barriers to employment.

2.3. The Contractor shall provide mandatory training to their staff that includes, but is not limited to:

2.3.1. Trauma Informed Care/Practices.

2.3.2. Two (2) Generation Approach to Working with Families.

2.3.3. Strengthening Families Model.

2.3.4. FRC-Q Standards Training.

2.3.5. How to Report Abuse and/or Neglect.

2.3.6. Completing and Utilizing the North Carolina Assessment.

2.3.7. Creating and Utilizing Individual Service Plans.

2.3.8. Home Visiting Worker Safety.

2.3.9. Individual Agency Trainings (Human Resources Requirements).

2.4. The Contractor shall provide weekly supervision of all Home Visiting staff.

3. Staffing

3.1. The Contractor shall increase their ability to expand their service array to clients within their community by employing an additional two (2) Full Time Employees (FTEs) whose duties shall include, but are not limited to:

3.1.1. Manage current wait list.

3.1.2. Support the Department with "unfounded reports" from the Department where substance abuse is an identified as a concern.

3.1.3. Address the needs of clients that are referred by the Department who have had an assessment that is closed as "Unfounded, but with reasonable concerns".

Exhibit B-4 Amendment #2

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

Bidder/Program Name: Lakes Region Community Services

Budget Request for: Comprehensive Family Support Services

Budget Period: July 1, 2017-June 30, 2018

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 265,180.00	$ 2,540.00	$ 267,720.00	$ 53,597.00	$ 2,560.00	$ 56,157.00	$ 211,583.00	$ -	$ 211,583.00
2. Employee Benefits	$ 92,977.86	$ 972.80	$ 93,950.66	$ 20,366.86	$ 972.80	$ 21,339.66	$ 72,611.00	$ -	$ 72,611.00
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ 700.00	$ -	$ 700.00	$ -	$ -	$ -	$ 700.00	$ -	$ 700.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -	$ 500.00	$ -	$ 500.00
6. Travel	$ 10,000.00	$ -	$ 10,000.00	$ -	$ -	$ -	$ 10,000.00	$ -	$ 10,000.00
7. Occupancy	$ -	$ 6,750.00	$ 6,750.00	$ -	$ 6,750.00	$ 6,750.00	$ -	$ -	$ -
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 2,520.00	$ -	$ 2,520.00	$ 1,800.00	$ -	$ 1,800.00	$ 720.00	$ -	$ 720.00
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ -	$ -
Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10 Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 2,000.00	$ -	$ 2,000.00	$ 2,000.00	$ -	$ 2,000.00	$ -	$ -	$ -
12. Subcontracts/Agreements	$ 4,000.00	$ -	$ 4,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 3,000.00	$ -	$ 3,000.00
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 377,857.86	$ 11,282.80	$ 389,140.66	$ 78,763.86	$ 11,282.80	$ 90,046.66	$ 299,094.00	$ -	$ 299,094.00

Indirect As A Percent of Direct 3.0%

Contractor Initials: PB

Date: 2/23/2018

Exhibit B-5 Amendment #2

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

Bidder/Program Name: Lakes Region Community Services

Budget Request for: Comprehensive Family Support Services

Budget Period: July 1, 2018-June 30, 2019

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 265,160.00	$ 2,560.00	$ 267,720.00	$ 53,597.00	$ 2,560.00	$ 56,157.00	$ 211,563.00	$ -	$ 211,563.00
2. Employee Benefits	$ 92,977.86	$ 972.80	$ 93,950.66	$ 20,366.86	$ 972.80	$ 21,339.66	$ 72,611.00	$ -	$ 72,611.00
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ 700.00	$ -	$ 700.00	$ -	$ -	$ -	$ 700.00	$ -	$ 700.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -	$ 500.00	$ -	$ 500.00
6. Travel	$ 10,000.00	$ -	$ 10,000.00	$ -	$ -	$ -	$ 10,000.00	$ -	$ 10,000.00
7. Occupancy	$ -	$ 6,750.00	$ 6,750.00	$ -	$ 6,750.00	$ 6,750.00	$ -	$ -	$ -
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 2,520.00	$ -	$ 2,520.00	$ 1,800.00	$ -	$ 1,800.00	$ 720.00	$ -	$ 720.00
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ -	$ -
Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 2,000.00	$ -	$ 2,000.00	$ 2,000.00	$ -	$ 2,000.00	$ -	$ -	$ -
12. Subcontracts/Agreements	$ 4,000.00	$ -	$ 4,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 3,000.00	$ -	$ 3,000.00
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 377,857.86	$ 11,282.80	$ 389,140.66	$ 78,763.86	$ 11,282.80	$ 90,046.66	$ 299,094.00	$ -	$ 299,094.00

Indirect As A Percent of Direct 3.0%

Contractor Initials: RB

Date 2/23/2018

9A mac

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

DIVISION FOR CHILDREN, YOUTH & FAMILIES

Jeffrey A. Meyers
Commissioner

Lorraine Bartlett
Director

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

March 21, 2016

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Children, Youth and Families to exercise a renewal option with the vendors identified below for the provision of Comprehensive Family Support Services by increasing the price limitation by $3,212,394 from $3,212,394 to $6,424,788 and extending the contract completion date from June 30, 2016 to June 30, 2018, effective July 1, 2016 or date of Governor and Executive Council approval, whichever is later. 95.34% Federal Funds, 4.66% General Funds

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 5/2215 AG
Child and Family Services of New Hampshire (Manchester,Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 5/22/15 AG
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1 5/22/15 AG
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 #5D
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$ 286,254	$ 286,254	$ 572,508	O: 6/18/14 #80
Families First of the Greater Seacoast	166629-B001	100 Campus Drive, Suite 12 Portsmouth NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1:6/10/15 #5C
TLC Family Resource Center (formerly Good Beginnings of Sullivan County)	170625-B001	109 Pleasant Street Claremont NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 AG
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 AG
		Total	$3,212,394	$3,212,394	$6,424,788	

Funds to support this request are available in the following accounts in State Fiscal Year 2017 and anticipated to be available in State Fiscal Year 2018, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between state fiscal years through the Budget Office if needed and justified without further approval from the Governor and Executive Council.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, SOCIAL SERVICES BLOCK GRANT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

The purpose of this request is to renew contract services with these vendors for an additional two years. For a detailed summary of the changes please see attachment.

Comprehensive Family Support Services assist pregnant women and families with children up to the age of twenty-one (21) by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents to give families an opportunity to learn and grow.

The Division for Children, Youth and Families and the Division of Public Health Services have blended three family health and support related programs in to one program which is now represented as the Comprehensive Family Support Services.

Currently, there are twenty-five (25) community based family resource centers in operation across the State which provide a range of support services to families and children that focus on strengthening, supporting and building on the strengths and skills of individuals while also ensuring developmental screening for children six (6) and under. These centers are often key local stakeholders in groups that assess and advocate for the needs of local families.

The original contracts were competitively bid.

These contracts contain language which allows for the right to renew for up to four additional years based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

The Comprehensive Family Support Services program has served a total of 871 families and 1664 children in 2014. As a result, ninety-five percent (95%) of the families served achieved successful outcomes and remained uninvolved in a Division abuse or neglect case. The Division is satisfied with the services provided and is requesting approval to exercise two years of the renewal option reserving the Division's option to renew for the remaining two years based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

Should the Governor and Executive Council not authorize this request, the flexibility of community based family services may not be available to address the needs of children and families throughout the state which could cause an increase in the Division for Children, Youth and Families involvement for out of home placements. The services provided through these agreements help prevent separation of children from their families and afford them a safe, stable and supportive family environment.

Area Served: Statewide

Source of Funds: 95.34% Federal Funds
4.66% General Funds

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

Respectfully submitted,

Mary Ann Cooney
Associate Commissioner

Approved by:

Jeffrey A. Meyers
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$823	$0	$823
2016	102-500734	Social Service Contract	42106802	$1,907	$0	$1,907
2017	102-500734	Social Service Contract	42106802	$0	$823	$823
2018	102-500734	Social Service Contract	42106802	$0	$1,907	$1,907
			Total:	$2,730	$2,730	$5,460

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180
			Sub-Total	$93,630	$93,630	$187,260

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636
			Sub-Total	$459,998	$459,998	$919,996

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$8,982	$0	$8,982
2016	102-500734	Social Service Contract	42106603	$8,982	$0	$8,982
2017	102-500734	Social Service Contract	42106603	$0	$8,982	$8,982
2018	102-500734	Social Service Contract	42106603	$0	$8,982	$8,982
			Total:	$17,964	$17,964	$35,928

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	**$156,802**	**$156,802**	**$313,604**
			Sub-Total	**$1,585,984**	**$1,585,984**	**$3,171,968**

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$31,290	$0	$31,290
2016	502-500891	Social Service Contract	45030206	$31,290	$0	$31,290
2017	502-500891	Social Service Contract	45030206	$0	$31,290	$31,290
2018	502-500891	Social Service Contract	45030206	$0	$31,290	$31,290
			Total:	**$62,580**	**$62,580**	**$125,160**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484
			Sub-Total	$800,000	$800,000	$1,600,000

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324
			Sub-Total	$122,782	$122,782	$245,564

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004105	$75,000	$0	$75,000
2016	102-500731	Contracts for Program Services	90004105	$75,000	$0	$75,000
2017	102-500731	Contracts for Program Services	90004105	$0	$75,000	$75,000
2018	102-500731	Contracts for Program Services	90004105	$0	$75,000	$75,000
			Total:	$150,000	$150,000	$300,000
			Sub-Total	$3,212,394	$3,212,394	$6,424,788

State of New Hampshire
Department of Health and Human Services
Amendment #1 to the Comprehensive Family Support Services Contract

This first Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #1") dated this 9th day of February, 2016, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Lakes Region Community Services Council., (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 719 North Main Street, Laconia, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18, "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 by Governor and Executive Council of the State of New Hampshire", and Exhibit C-2, Additional Special Provisions, Paragraph 1, the State may renew the agreement for up to four additional years, by written agreement of the parties; and

WHEREAS the State and the Contractor agree to amend the Scope of Services, Method Schedule and Condition Precedent to payment, increase the price limitation and extend the contract for two (2) additional years; and

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

To amend as follows:

1. Form P-37, General Provisions, Item 1.7, Completion Date, to read:

   June 30, 2018

2. Form P-37, General Provisions, Item 1.8, Price Limitation, to read:

   $585,228

3. Add Exhibit A, Scope of Services, Paragraph 1.34.1:

   1.34.1 Which includes entering all on-line data for the Watch Me Grow Program.

4. Add Exhibit B-3, Amendment #1.
5. Add Exhibit B-4, Amendment #1.
6. Exhibit B, Method and Conditions Precedent to Payment , Paragraph 2.2 to read:

   Expenditures shall be in accordance with the approved line item budget shown in Exhibits B-1, B-2, B-3 - Amendment #1 and B-4 – Amendment #1.

7. Exhibit B, Method, Schedule, and Conditions Precedent to payment, to add:

   2.7 Notwithstanding paragraph 18 of the P-37, an amendment limited to the adjustment of amounts between budget line items and/or State Fiscal Years, related items, and amendment of related budget exhibits, can be made by written agreement of both parties and does not require additional approval of the Governor and Executive Council.

8. Replace Exhibit C – Special Provisions with:

   Exhibit C – Amendment # 1

9. Add Exhibit C-2, Additional Special Provisions, Paragraph 2

   2. Subparagraph 14.1.1 of the General Provisions of this contract, is deleted and the following subparagraph is added:

      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 $3,000,000 aggregate; and

10. Replace Standard Exhibit G, Certification Regarding the Americans with Disabilities Act Compliance with:

    Exhibit G, Certification of Compliance with requirements pertaining to Federal Nondiscrimination, Equal Treatment of Faith-Based Organizations and Whistleblower Protections.

Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement, and the obligations of the parties there under, shall remain in full force and effect in accordance with the terms and conditions set forth herein.

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

4/3/16
Date

Mary Ann Cooney
Associate Commissioner

Lakes Region Community Services Council

2/18/2016
Date

Name/Title Executive Director

Acknowledgement:
State of New Hampshire County of Belknap on 2/18/2016, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.
Signature of Notary Public or Justice of the Peace

Rebecca L Bryant
Name and Title of Notary or Justice of the Peace

REBECCA L. BRYANT
Justice of the Peace - New Hampshire
My Commission Expires February 12, 2019

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

OFFICE OF THE ATTORNEY GENERAL

5/3/14
Date

Name: Megan A. Lynch
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

New Hampshire Department of Health and Human Services
Comprehensive Family Support Services #15-DHHS-OHS-DCYF-01

Bidder/Program Name: Lakes Region Community Services

Budget Request for: Comprehensive Family Support Services

Budget Period: July 1, 2016-June 30, 2017

	[illegible]			[illegible]			[illegible]		
	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
1. Total Salary/Wages	$ 153,819.00	$ 2,560.00	$ 156,379.00	$ 53,597.00	$ 2,560.00	$ 56,157.00	$ 100,222.00	-	$ 100,222.00
2. Employee Benefits	$ 58,451.22	$ 972.80	$ 59,424.02	$ 20,366.86	$ 972.80	$ 21,339.66	$ 38,084.36	$ -	$ 38,084.36
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6. Travel	$ 6,500.00	$ -	$ 6,500.00	$ -	$ -	$ -	$ 5,000.00	$ -	$ 5,000.00
7. Occupancy	$ -	$ 6,750.00	$ 6,750.00	$ -	$ 6,750.00	$ 6,750.00	$ -	$ -	$ -
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 1,800.00	$ -	$ 1,800.00	$ 1,800.00	$ -	$ 1,800.00	$ -	$ -	$ -
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ -	$ -
Insurance	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 2,000.00	$ -	$ 2,000.00	$ 2,000.00	$ -	$ 2,000.00	$ -	$ -	$ -
12. Subcontracts/Agreements	$ 4,000.00	$ -	$ 4,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 3,000.00	$ -	$ 3,000.00
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 226,570.22	$ 11,282.80	$ 237,853.02	$ 78,763.86	$ 11,282.80	$ 90,046.66	$ 146,306.36	$ -	$ 146,306.36

Indirect As A Percent of Direct 5.0%

Budget One Budget Period

Contractor Initials CAS
Date 2/18/16

New Hampshire Department of Health and Human Services
Comprehensive Family Support Services #15-DHHS-OHS-DCYF-01

Bidder/Program Name: Lakes Region Community Services

Budget Request for: Comprehensive Family Support Services

Budget Period: July 1, 2017-June 30, 2018

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract shares		
Line Item	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	$ 153,819.00	$ 2,560.00	$ 156,379.00	$ 53,597.00	$ 2,560.00	$ 56,157.00	$ 100,222.00		$ 100,222.00
2. Employee Benefits	$ 58,451.22	$ 972.80	$ 59,424.02	$ 20,366.86	$ 972.80	$ 21,339.66	$ 38,084.36	$ -	$ 38,084.36
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6. Travel	$ 5,000.00	$ -	$ 5,000.00	$ -	$ -	$ -	$ 5,000.00	$ -	$ 5,000.00
7. Occupancy	$ -	$ 6,750.00	$ 6,750.00	$ -	$ 6,750.00	$ 6,750.00	$ -	$ -	$ -
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 1,800.00	$ -	$ 1,800.00	$ 1,800.00	$ -	$ 1,800.00	$ -	$ -	$ -
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ -	$ -
Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 2,000.00	$ -	$ 2,000.00	$ 2,000.00	$ -	$ 2,000.00	$ -	$ -	$ -
12. Subcontracts/Agreements	$ 4,000.00	$ -	$ 4,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 3,000.00	$ -	$ 3,000.00
13. Other (specific details mandatory)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 225,070.22	$ 11,282.80	$ 236,353.02	$ 78,763.86	$ 11,282.80	$ 90,046.66	$ 146,306.36	$ -	$ 146,306.36

Indirect As A Percent of Direct 5.0%

Budget One Budget Period

Contractor Initials CAS
Date 2/10/16

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.ojp.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

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.

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.

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:

2/18/2016
Date

Name: Christine Santaniello
Title: Executive Director

SDM

IV 80

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

DIVISION FOR CHILDREN, YOUTH & FAMILIES

Nicholas A. Toumpas
Commissioner

Mary Ann Cooney
Associate Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

May 23, 2014

95.3% Federal Funds
4.6% General Funds

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to enter into agreements with the vendors identified below, for the provision of Comprehensive Family Support Services, in an amount not to exceed $3,212,394, effective July 1, 2014 or date of Governor and Council approval, whichever is later, through June 30, 2016.

Vendor	Vendor Number	Location	Amount
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway, NH	$292,614
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$286,254
Families First of the Greater Seacoast	166629-B001	100 Campus Drive, Suite 12 Portsmouth NH	$292,614
Good Beginnings of Sullivan County	170625-B001	109 Pleasant Street Claremont NH	$292,614
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$292,614
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$292,614
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$292,614
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$292,614
		Total	$3,212,394

Funds to support this request are available in the following accounts in State Fiscal Year 2015 and are anticipated to be available in State Fiscal Year 2016, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified without further approval from the Governor and Executive Council.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, SOCIAL SERVICES BLOCK GRANT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

Comprehensive Family Support Services assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents and give families an opportunity to learn and grow.

The Division for Children, Youth and Families and Division of Public Health Services /Maternal Child Health Services blended three family health and support related programs, into one program. This Comprehensive Family Support Services represents such efforts.

New Hampshire DHHS Comprehensive Family Support Services:

In 2002, The Division for Children, Youth and Families, launched a family support partnership, entitled Comprehensive Family Support Services. Support and prevention-based services and programs were provided to thousands families and individuals throughout the state. Due to the success of these prevention-oriented programs, the Division for Children, Youth and Families has recognized the benefit of provider services to families as an effort to keep them from becoming involved in other systems of care.

Currently, there are 25 community-based family resource centers in operation across the State of New Hampshire, which provide a range of support services to families and children that focus on strengthening, supporting and building on the strengths and skills of individuals while also ensuring developmental screening for children six and under. These centers are often key local stakeholders in groups that assess and advocate for the needs of local families.

New Hampshire DHHS Home Visiting NH:

In 2001, the Division of Public Health Services Maternal and Child Health Section began Home Visiting New Hampshire, a statewide, family focused and child centered, preventive program that provides, health, education, support and linkages to community services to eligible, pregnant women and their families in their home until her child is twelve (12) months old. Contractors provide these services in nine (9) of the Division for Children, Youth and Families service areas. The goals of Home Visiting New Hampshire are to promote healthy pregnancy and birth outcomes, promote a safe and nurturing environment for children, and enhance families' life course and development.

Child and Family Health Support Services:

Child and Family Health Support Services have been available through local community health and home visiting agencies for approximately twenty years with funds that had previously supported the state's network of "well baby clinics". These services provide assistance with health care enrollment, referrals, case management, care coordination, education and counseling relative to the child and family and can be conducted by home, office visit or by telephone when appropriate. The goal of Child and Family Health Support Services is to promote the health and well-being of children from birth through age eighteen, with priority given to children birth through age ten.

This contract was competitively bid. On January 21, 2014 the Department issued a Request for Proposals to solicit proposals for the provision of Comprehensive Family Support Services to assist expectant women along with children and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. The request for proposals was available on the Department of Health and Human Services website from January 21, 2014 through March 10, 2014. There were 12 proposals submitted.

The proposals were evaluated by a team of Department of Health and Human Services employees with knowledge of the program requirements, the Division for Children, Youth and Families' Comprehensive Family Support Services program and the Division of Public Health Services, Maternal and Child Health Section. The team also included staff with significant business and management expertise.

The proposals were evaluated based on the criteria published in the Request for Proposals. Eleven of the twelve proposals were selected. The bid summary is attached.

The attached contract calls for the provision of these services for two years and reserves the Division's right to renew the agreement for up to four additional years, based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

Should Governor and Council not authorize this request, the flexibility of community–based family services may not be available to address the needs of children and families throughout the state which could cause an increase in the Division for Children, Youth and Families involvement for out-of-home placement, as these services help to prevent the separation of children from their families and afford them a safe, stable and supportive family environment.

Area Served: Statewide.

Source of Funds: 95.34% Federal Funds
4.66% General Funds

In the event that Federal Funds are no longer available, no additional General Funds will be requested to support this program.

Respectfully submitted,

Mary Ann Cooney
Associate Commissioner

Approved By:
Nicholas A. Toumpas
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$823
2016	102-500734	Social Service Contract	42106802	$1,907
			Total:	$2,730

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090
			Sub-total	93,630.00

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818
			Sub-total	**459,998.00**

05-095-042-421010-29860000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$8,982
2016	102-500734	Social Service Contract	42106603	$8,982
			Total:	$17,964

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802
			Sub-total	**1,585,984.00**

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$31,290
2016	502-500891	Social Service Contract	45030206	$31,290
			Total:	$62,580

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45130206	$36,871
2016	502-500891	Social Service Contract	45130206	$36,871
			Total:	$73,742

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742
			Sub-total	**800,000.00**

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162
			Sub-total	**122,782.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004105	$75,000
2016	102-500731	Contracts for Program Services	90004105	$75,000
			Sub-total:	**$150,000**
			Grand total:	**3,212,394.00**

New Hampshire Department of Health and Human Services
Office of Business Operations
Contracts & Procurement Unit
Summary Scoring Sheet

Comprehensive Family Support Services
RFP Name

15-DHHS-OHS-DCYF-01
RFP Number

Bidder Name	Pass/Fail	Maximum Points
1. Children Unlimited Inc. (Conway District)		200
2. Families First (Seacoast District)		200
3. The Family Resource Center (Berlin District)		200
4. The Family Resource Center (Littleton District)		200
5. Community Action Partnership of Strafford County (Rochester District)		200
6. Lakes Region Community Services (Laconia District)		200
7. Child and Family Services (Manchester District)		200
8. Child and Family Services (Concord District)		200
9. Child and Family Services (Southern District)		200
10. Home Healthcare Hospice & Community Services (Keene District)		200
11. Good Beginnings of Sullivan County (Claremont District)		200
12. Monadnock Family Services (Keene District)		200

Reviewer Names

1. John Harrington, Community and Family Support Specialist
2. Michael Donati, Administrator I
3. Deirdre Dunn, Program Specialist IV
4. Dague Clark, Fiscal Administrator

FORM NUMBER P-37 (version 1/09)

Subject: Comprehensive Family Support Services

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Health and Human Services		1.2 State Agency Address 129 Pleasant Street Concord NH 03301	
1.3 Contractor Name Lakes Region Community Services Council		1.4 Contractor Address 719 North Main Street P.O. Box 509 Laconia NH 03247	
1.5 Contractor Phone Number (603) 581-1500	1.6 Account Number 05-095-042-421010-29680000-102-5000734-40130215 05-095-042-421010-29730000-102-500734-40130007 05-095-042-421010-29660000-102-500734-40130302 05-095-045-450010-61460000-502-500891-45030206 05-095-090-902010-51900000-102-500731-90004009	1.7 Completion Date June 30, 2016	1.8 Price Limitation $292,614
1.9 Contracting Officer for State Agency Eric D. Borrin		1.10 State Agency Telephone Number 603-271-9558	
1.11 Contractor Signature [signature]		1.12 Name and Title of Contractor Signatory Christine Santaniello, Executive Director	

1.13 Acknowledgement: State of NH, County of BELKNAP

On 4/28/14, before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person [illegible] signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.

[illegible] Public or Justice of the Peace

[signature]

[illegible]ary or Justice of the Peace

REBECCA L. BRYANT
Justice of the Peace - New Hampshire
My Commission Expires February 12, 2019

[illegible]ature [signature]	1.15 Name and Title of State Agency Signatory MARY ANN CONLEY Associate Commissioner

4/28/14

1.16	**Approval by the N.H. Department of Administration, Division of Personnel** *(if applicable)*
By:	Director, On:
1.17	**Approval by the Attorney General (Form, Substance and Execution)**
By:	On: 6-3-14
1.18	**Approval by the Governor and Executive Council**
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, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("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. 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.

4/25/14

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 consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written 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

Contractor Initials: CS
Date: 5/20/14

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 $250,000 per claim and $2,000,000 per occurrence; and
14.1.2 fire and extended coverage insurance 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 fifteen (15) 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 endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) 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.

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: CS
Date: 4/28/14

Scope of Services

1. Scope of Services

The Contractor will provide Comprehensive Family Support Services, through a variety of methods including home visiting, to assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. The Contractor will perform duties, which include but are not limited to:

1.1 Providing the following services, at minimum, during the business hours of 8:00 a.m.-4:30 p.m., five (5) days per week:

1.1.1 Age appropriate health education, as well as safety and injury prevention information according to the American Academy of Pediatrics' "Bright Futures – Guidelines for Health Supervision of Infants, Children and Adolescents", Third Edition or most recent edition;

1.1.2 Assistance with enrollment in Medicaid; the Contractor will:

1.1.2.1 Provide the enrollment form;

1.1.2.2 Assist with completing the form when necessary.

1.1.3 Child care resource and referral in partnership with the local Child Care Aware NH agency;

1.1.4 Developmental and social-emotional screening using ASQ & ASQ-SE Questionnaire through the Watch Me Grow Program ; the Contractor will:

1.1.4.1 Offer every child enrolled in "Step Ahead" (birth to age 5.5 years) ASQ-3;

1.1.4.2 Offer ASQ-SE on an as-needed basis.

1.1.5 Domestic violence prevention and intervention services; the Contractor will:

1.1.5.1 Assess every adult for current and past incidences of domestic violence. If current issues are identified and the adult would like to pursue action, the Contractor will:

1.1.5.1.1 Refer the adult to New Beginnings or Voices against Violence or to a mental health provider for further expertise.

1.1.6 Family centered early childhood programs; the Contractor will:

1.1.6.1 Refer families to Head Start or other qualified early childhood programs;

1.1.6.2 Offer Giggles and Grins three (3) mornings a week:

1.1.6.2.1 An inclusive community playgroup which helps:

1.1.6.2.1.1 Develop social-emotional skills;

1.1.6.2.1.2 Share parenting ideas and concerns;

1.1.6.2.1.3 Establish friendships.

1.1.7 Child development education; the Contractor will:

1.1.7.1 Offer Nurturing Skills and Parents as Teachers curriculum on a regular basis.

1.1.8 Family Centered Early Supports and Services Program; the Contractor will:

1.1.8.1 Arrange for families to meet with intake coordinators upon Family Support Services or a family's request;

1.1.8.1.1 Provide a development assessment within 45 days for families upon request or still showing concerns.

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1.1.9 Assistance with enrollment of child in Medical Home (Primary Care Provider);
1.1.10 Family mentoring and advocacy programs; the Contractor will:
1.1.10.1 Empower and strengthen families to reach the goals outlined in their Family Support Plan;
1.1.10.2 Support the Family Leadership Council
1.1.11 Home visiting services in accordance with Home Visiting NH 2012;
1.1.12 Independent Living skills training;
1.1.13 Life course planning; the Contractor will:
1.1.13.1 Refer clients to nearby agencies such as ServiceLink when these services are requested.
1.1.14 Life skills training; the Contractor will:
1.1.14.1 Facilitate a conversation to identify areas in which the family could benefit from skill support during intake.
1.1.15 Literacy education and support; the Contractor will:
1.1.15.1 Assist in identifying specific literacy needs during intake:
1.1.15.2 Refer families to programs based upon their educational goals to:
1.1.15.2.1 Laconia Adult Education
1.1.15.2.2 Pemi-Baker Literacy
1.1.15.3 Encourage parents/caregivers to read to their children;
1.1.15.4 Offer READY! For kindergarten workshops three (3) times per year.
1.1.16 Medical and health education including adherence of child to the American Academy of Pediatrics' "Recommendations for Preventive Pediatric Health Care" schedule; the Contractor will:
1.1.16.1 Support families in making and maintaining medical appointments;
1.1.16.2 Offer assistance in processing medical information.
1.1.17 Mental health services; the Contractor will:
1.1.17.1 Refer to appropriate mental health provider and/or Primary Care Physician;
1.1.17.2 Use the Edinburgh Postnatal Depression Scale to support a new mother's mental health needs.
1.1.18 Oral health services; the Contractor will:
1.1.18.1 Refer families to discounted oral health providers such as LRGH Dental Resource Center.
1.1.19 Other health and social services (such as: family planning, fuel assistance, transportation etc.); the Contractor will:
1.1.19.1 Assist families in accessing various health and social services as needed;
1.1.19.2 Offer transportation and/or assist families in making appointments at the Community Action Program.
1.1.20 Parent education and support; the Contractor will:
1.1.20.1 Offer workshops and multi-week series on such topics as:
1.1.20.1.1 Empathy;
1.1.20.1.2 Positive discipline; and
1.1.20.1.3 Co-parenting.

Contractor Initials: CS
Date: 4/28/14

1.1.21 Parents As Teachers home visiting curriculum;

1.1.22 Smoking cessation assistance; the Contractor will:

1.1.22.1 Refer individuals to Quitworks NH.

1.1.23 Substance abuse services; the Contractor will:

1.1.23.1 Refer individuals that would like to receive treatment support to:

1.1.23.1.1 Horizons Counseling;

1.1.23.1.2 Nathan Brody Program; or

1.1.23.1.3 Various AA groups

1.1.23.2 Ensure all staff receives a two-day training in "Families with Addiction".

1.1.24 Trauma informed services; the Contractor will:

1.1.24.1 Provide access to a licensed clinical social worker as needed;

1.1.24.2 Refer families to Genesis Behavioral Health.

1.1.25 WIC program services: The Contractor will:

1.1.25.1 Review and assist families with WIC enrollment.

1.2 Coordinating outreach to the communities and families regarding the availability of the program and services. The Contractor will:

1.2.1 Post and update information about the program and services on their website;

1.2.2 Participate in local coalitions and committees to provides information regarding the program and services; and

1.2.3 Send monthly emails detailing information on parent education and other family-centered events in the community keeping community partners and families informed.

1.3 Offering home visitation and other services at times that allow for the utmost amount of family member/caregiver participation. The Contractor will:

1.3.1 Meet with families or make referrals for families based on their geography, need, comfort, transportation and other such criteria that take into consideration the unique circumstances of each family.

1.4 Establishing and maintaining contact with local community groups and organizations that promote effective supports and services that result in safety, permanency and well-being of children and their families. The Contractor will:

1.4.1 Continue to have staff participate in local committees and coalitions;

1.4.2 Invite local service provider into their weekly meetings to learn about additions and updates to program with the community.

1.4.3 Conduct full staff meetings on a monthly basis which include presentations from community partners as appropriate.

1.5 Identifying additional resources and funding opportunities and reporting the results to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program.

1.6 Ensuring service delivery is flexible and support services are provided to families across a continuum of the three (3) preventive stages (Prevention, Early Intervention, and Crisis).

Contractor Initials: CL
Date: 4/28/14

1.7 Facilitating identification and evaluation of programs/services, using the North Carolina Family Assessment Scale General and ASQ&ASQ-SE, for families experiencing conditions that include, but are not limited to:

- 1.7.1 Current founded or unfounded child protective services report;
- 1.7.2 Previous founded child protective services report;
- 1.7.3 Closed DCYF case;
- 1.7.4 Child's low birth weight and neuro developmental delays;
- 1.7.5 History of, or current, parental or caregiver substance abuse;
- 1.7.6 Low socioeconomic status of the family (defined as <300% percent of the Federal Poverty Level);
- 1.7.7 Problematic marital relationship;
- 1.7.8 Family history, including history of domestic violence;
- 1.7.9 Child's insecure attachment in early years;
- 1.7.10 Pregnancy;
- 1.7.11 Recent birth of a child (within 6-12 months);
- 1.7.12 Expected birth of an additional child (within 6 months);
- 1.7.13 Birth of a child or expected birth of a child with special health care needs;
- 1.7.14 More than 1 child under the age of 3 years;
- 1.7.15 Families, teen parent, or single parent experiencing multiple stressors;
- 1.7.16 Physical or social isolation;
- 1.7.17 Home conditions present a health and safety risk to family members;
- 1.7.18 Chronic health problems, which interfere with care giving; and
- 1.7.19 Child or family with chronic health, behavioral or developmental issues that impact on parenting;
- 1.7.20 ASQ & ASQ-SE results that indicate possible delay;
- 1.7.21 Families impacted by traumatic events;
- 1.7.22 Receiving TANF cash assistance or any of the Medicaid options;
- 1.7.23 Any other factors that may contribute to unhealthy social and emotional outcomes.

1.8 Authorizing and managing the preventive child care award in accordance with Exhibit A-1, in an amount not to exceed the yearly-authorized amount for preventive child care dollars in paragraph 1 of Exhibit A-1.

1.9 Evaluating the progress of both parents/caregivers (if applicable) as well as the performance of the programs and services provided.

1.10 Maintaining a family service record on each family in compliance with all Health Insurance Portability and Accountability Act (HIPPA) Privacy Rules. The family service record will include but not be limited to:

- 1.10.1 Referral information;
- 1.10.2 Release of information form;
- 1.10.3 Family assessment;
- 1.10.4 Child/Family services plan;
- 1.10.5 Case contact log;

Contractor Initials: CQ
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1.10.6 Identification of primary care physician (PCP);
1.10.7 Linkages with prenatal/primary care and visit schedule as outlined in American Academy Pediatrics "Recommendations for Preventive Pediatric Health Care" schedule;
1.10.8 Progress notes;
1.10.9 Child care utilization and billing information; and
1.10.10 Case closure report.

1.11 Completing criminal background and central registry checks on all staff, sub-contractors, and volunteers working on this contract, who come in contact with children.

1.12 Ensuring all staff, sub-contractors, and volunteers, at minimum, possess:

1.12.1 An understanding of the principles of family support;
1.12.2 Skills to address the ethnic and cultural needs, resources and assets of their community;
1.12.3 Experience working with community groups;
1.12.4 Empathy for parents and families, and an understanding of family stressors;
1.12.5 A working knowledge of the array of services in the community;
1.12.6 Experience working directly with families;
1.12.7 Experience in the area of child welfare services;
1.12.8 Experience in the area of maternal and child health,
1.12.9 Experience in working in coordination with a multidisciplinary team, including but not limited to Registered Nurses, Advance Practice Registered Nurses, licensed clinical social workers, and/or other licensed health professionals.
1.12.10 Good organizational skills;
1.12.11 Good problem solving skills;
1.12.12 Clear and effective oral and written communication skills;
1.12.13 A valid driver's license and reliable automobile transportation;
1.12.14 The ability to work hours that are flexible and convenient for families; and
1.12.15 An understanding of how to access the range of services in the delivery system.

1.13 Ensuring all allied health professionals have the appropriate New Hampshire licenses whether directly employed, contracted or subcontracted.

1.14 Providing consultation services from a clinician or prescribing practitioner who is licensed, by the New Hampshire Board of Psychological Examiners, as a health care professional.

1.15 Submitting a Communication and Marketing Plan that ensures and describes involvement with DCYF District Office staff to promote Comprehensive Family Support Services.

1.15.1 Work collaboratively with the District Office in your catchment area and make the request to attend no fewer than two DO staff meetings a year, preferably quarterly.

Contractor Initials CS
Date: 4/28/14

1.16 Ensuring that staff attend meetings and trainings as required by the Division of Public Health Services, Maternal and Child Health Section, including but not limited to:

1.16.1 MCH Agency Directors' Meetings

1.16.2 MCH Coordinators Meetings

1.17 Ensuring that programs are staffed by a Program Director and an appropriate number of Home Visitors and/or paraprofessional home visitors, in accordance with "Parents As Teachers Guidance for determining caseload size for your affiliate", that is necessary to implement the program. The Contractor will ensure staff qualifications, as listed below:

1.17.1 The Program Director will:

1.17.1.1 Work a minimum of .5 FTE;

1.17.1.2 Supervise each Professional Home Visitors preferably on a weekly (at minimum bi-weekly) basis; and

1.17.1.3 Possess either:

1.17.1.3.1 A Master's degree in social work, counseling, nursing, public health or a related field, and two years of experience working with families and children in a social service, home health or other early childhood program setting; or

1.17.1.3.2 A Bachelor's degree in social work, counseling, nursing, public health or a related field, and five years of experience working with families and children in a social service, home health or other early childhood program setting, some of which must have been in a supervisory capacity.

1.17.2 Professional Home Visitors will:

1.17.2.1 Have knowledge of the eligibility requirements for Medicaid reimbursement;

1.17.2.2 Have access to clinical case consultation;

1.17.2.3 Have a minimum of two (2) years of supervised experience working with families; and

1.17.2.4 Possess a Bachelor's Degree in one of the following disciplines:

1.17.2.4.1 Social work

1.17.2.4.2 Counseling

1.17.2.4.3 Early childhood education

1.17.2.4.4 Nursing or a related field.

1.17.3 Paraprofessional home visitors shall have at minimum:

1.17.3.1 A high school diploma or general equivalency diploma; and

1.17.3.2 Two years' experience working with families in an early childhood program or health care support capacity.

1.18 Ensuring that one home visitor and supervisor have and/or maintain Parents as Teachers "approved user" status, unless a waiver has been obtained from the Division for Children, Youth and Families.

Contractor Initials
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1.19 Designating a liaison for all programmatic correspondence between the Department and the agency for matters including but not limited to:

1.19.1 Program announcements;
1.19.2 Clinical updates;
1.19.3 Reporting changes, errors and requests.

1.20 Notifying the Division for Children, Youth and Families (DCYF) in writing when hiring a new administrator or any staff person essential to carrying out this scope of services to work in the program. Notification must be provided to DCYF within 30 days of the hire date and will include:

1.20.1 A resume of the employee;
1.20.2 Date of hire; and
1.20.3 Job description for the position.

1.21 Requesting a waiver of the applicable staffing requirements before an agency hires new program personnel that do not meet the required staff qualifications. Waiver requests must be sent to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program and include:

1.21.1 Reason for request;
1.21.2 Name and job description of the position; and
1.21.3 Proposed qualifications for the position.

1.22 Notifying the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program in writing of the need for a budget revision if any critical position is vacant for more than one month or if at any time funded under this contract does not have adequate staffing to perform all required services for more than one month.

1.23 Reporting all cases of communicable diseases according to New Hampshire RSA 141-C and He-P 301, adopted June 03, 2008.

1.24 Coordinating and participating in public health activities as requested by the Division of Public Health Services during any disease outbreak and/or emergency, natural or man-made affecting the public's health.

1.25 Ensuring that all staff complies with the reporting requirements of New Hampshire RSA 169: C, Child Protection Act; RSA 161:F46, Protective Services to Adults; RSA 631:6, Assault and Related Offenses; and RSA 130: A, Lead Paint Poisoning and Control.

1.26 Promoting immunizations in accordance with RSA 141-C and the Immunization Rules promulgated there under.

1.27 Ensuring that services meet the requirements of Sec. 401 (a) (3) of the 42 USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF. One of the purposes of this requirement is to increase State flexibility to "(3) prevent and reduce the incidence of

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out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies" to the State/Federal regulation.

1.28 Complying with the confidentiality provisions of RSA 170-G: 8-a. All information regarding the Division's clients, client families, foster families, and other involved individuals that the Contractor may learn is strictly confidential and shall not be discussed with anyone except the Division's personnel in the performance of contracted services.

1.29 Maintaining the confidentiality of all clients and using client information only for the purpose of program administration, evaluation and quality improvement.

1.30 Ensuring that all staff understands that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.

1.31 Ensuring that all staff adheres to the Division of Family Assistance confidentiality policy in the General Manual and sign a statement saying that they agree to uphold the confidentiality standards. Failure to maintain confidentiality shall result in disciplinary actions.

1.32 Reporting personally identifiable health data to DHHS as requested, for all clients served under this contract for purposes of program evaluation and/or continuous quality improvement. Contractors are responsible for obtaining any authorizations for release of information from the clients that is necessary to comply with federal and state laws and regulations.

1.32.1 All forms developed for authorization for release of information must be approved by the Division for Children, Youth and Families prior to their use.

1.33 Informing the Division for Children, Youth and Families prior to initiating any research relating to this contract that uses clients as subjects and adhering to the legal requirements governing human subjects' research, if considering clinical or sociological research using clients as subjects.

1.34 Complying with all of the provisions of the Home Visiting NH 2012 and Watch Me Grow.

1.35 Using the MCH portion of these funds to provide or arrange for preventative health care for children in the service delivery area, in the event that the Community Health Center in the Contractor's service delivery area is defunded.

1.36 Providing culturally and linguistically appropriate services as well as providing clients of limited English Proficiency with interpretation services to ensure equal access to quality health services in compliance with Title VI, language efficiency and Proficiency citation 45 CFR 80.3 (b) (2).

1.37 Complying with all of the requirements of the Health Insurance Portability and Accountability Act (HIPPA) Privacy Rules, Public Law 104-191.

1.38 Agreeing that the Department of Health and Human Services and/or its funders will retain COPYRIGHT ownership for any and all original materials produced with the

Contractor Initials: [illegible]
Date: 1/28/19

Department of Health and Human Services' contract funding, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports.

1.39 Agreeing that all media (written, video, audio, and electronic etc.) produced, reproduced or purchased under the contract shall have prior approval from the Department before publication, production, distribution, or use.

1.40 Crediting the New Hampshire Department of Health and Human Services on all materials produced under this contract.

2. Reporting Requirements

2.1 The Contractor shall submit monthly reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program by the last day of the month, which will include, but not be limited to:

2.1.1 Statistical reports that must detail:

2.1.1.1 Number of families enrolled at the beginning and end of the month;
2.1.1.2 Number of referrals;
2.1.1.3 Number of families receiving TANF,
2.1.1.4 Early and Periodic Screening and Diagnosis services,
2.1.1.5 Number of terminations;
2.1.1.6 Total number of units of services delivered, (Unit = 15 minutes)
2.1.1.7 Number of childcare cases and utilization data;
2.1.1.8 Year-To-Date unduplicated childcare count;
2.1.1.9 Narrative regarding impact of the services provided for families; and
2.1.1.10 Community impact of the services provided;
2.1.1.11 Family income, composed of earned income and child support receipts;
2.1.1.12 Number of families employed or in training;
2.1.1.13 Number of families reporting housing destabilization;
2.1.1.14 Number of expectant women and children receiving WIC services.

2.1.2 A narrative summary of the family services records.

2.2 The Contractor shall submit quarterly reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program no later than the 15th day of the month following the reporting period of each contract year, with the first report due on October 15, 2014. Quarterly reports shall include, but not be limited to:

2.2.1 A report highlighting the program activities for each quarter, which includes;
2.2.2 Describing the progress in achieving the stated outcomes;
2.2.3 Feedback from families, as to the effectiveness and satisfaction of the contracted services.
2.2.4 Submitting a Work Plan Outcome Report with S.M.A.R.T. Goals that are Specific, Measurable Attainable Realistic and Timely, and that, at minimum, includes:

2.2.4.1 Input/resources;
2.2.4.2 Activities/action plan;

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2.2.4.3 Performance measures for outcomes;
2.2.4.4 Evaluation activities; and
2.2.4.5 Brief narrative describing strategies for Quality Improvement.

2.3 The Contractor shall submit Annual reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program by July 31st of each contract year, with the first report due on July 31, 2015. Annual reports shall include, but not be limited to:

2.3.1 Information regarding accomplishments and activities for the program;
2.3.2 Recommendations for service development and outcomes;
2.3.3 Systemic barriers; and
2.3.4 Family satisfaction survey results.

3. Requirements of Delivery of Services

3.1 In addition to the reporting requirements set forth in Section 2 Reporting Requirements, the Contract will:

3.1.1 Achieve a minimum 80% favorable rating on parent/family satisfaction surveys conducted annually;
3.1.2 Achieve each target set in the approved Work Plan.

Contractor Initials: CS
Date: 4/28/14

New Hampshire Department of Health and Human Services
Comprehensive Family Support Services
Exhibit A-1

Vendor: Lakes Region Community Services

PREVENTIVE CHILD CARE AUTHORIZATION AND BILLING INSTRUCTIONS, SFY16

1. The Contractor's maximum yearly-authorized amount for preventive child care dollars is $38,000. Preventive child care shall not be authorized in excess of the standard rate. (see page 2 of this Exhibit).

   1.1 Out of this maximum yearly amount, for those families that the Contractor determines should receive preventive child care, the Contractor shall authorize no more than twelve weeks of child care services at a time.

   1.2 The Contractor shall maintain utilization data that includes the family's name and authorized amounts; this information shall accompany the Contractor's billing invoice submitted to DCYF on a monthly basis.

2. To access the preventive child care service, the Contractor shall identify an appropriate provider.

   2.1 The Contractor shall contact the designated DCYF preventive child care Provider Relations Specialist to authorize the family's enrollment into this service and provide the Specialist with the required family and provider contact information necessary to complete the authorization process through NH Bridges, utilizing form 2096 (See Exhibit A-2).

   2.2 The Provider Relations Specialist shall complete the authorization process to generate child care billing forms that will automatically be sent to the designated provider on a weekly basis.

   2.3 If the Contractor identifies a new child care provider that is willing to be certified by DCYF to provide preventive child care, the Contractor shall contact the Provider Relations Specialist and provide the name and address of the provider. Preventive child care services cannot be authorized until the provider has been certified by DCYF.

3. If the Contractor determines that child care services are required beyond the initial twelve-week authorization, the Contractor shall follow steps 2.1 and 2.2 above.

4. If the Contractor determines that authorized child care is no longer needed or appropriate, the Contractor shall contact the Provider Relations Specialist to request that this service be terminated for the applicable family.

5. The Contractor shall routinely track the amount of child care that it authorizes through DCYF. Upon reaching the yearly allotment, the Contractor shall notify DCYF in writing (e-mail is acceptable), to ensure that no further authorizations are processed.

6. DCYF shall monitor preventive child care usage based on the utilization data provided by the Contractor. Should monitoring reveal that authorized child care services are not being utilized (the child care provider does not submit invoices for payments); DCYF shall notify the Contractor to determine whether the authorization should remain active in the NH Bridges system.

   6.1 The Contractor shall contact the family and child care provider to determine the status of child care usage and notify them of the decision whether to continue or rescind authorization for child care resources not yet utilized.

7. If within the contract year, DCYF monitoring indicates that the Contractor's maximum yearly-authorized amount for preventive child care has been reached or is about to be reached, DCYF will alert the Contractor.

Contractor's Initials CS
Date 4/28/14

New Hampshire Department of Health and Human Services
Comprehensive Family Support Services
Exhibit A-1

CHILD CARE SCHOLARSHIP PROGRAM MAXIMUM WEEKLY STANDARD RATES EFFECTIVE JULY 1, 2013

Licensed Child Care Center

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$201.75
Full Time	18-35	$191.00
Full Time	36-78	$170.00
Full Time	79-155	$135.96
Half Time	1-17	$156.24
Half Time	18-35	$147.84
Half Time	36-78	$131.52
Half Time	79-155	$85.00
Part Time	1-17	$78.12
Part Time	18-35	$73.92
Part Time	36-78	$65.76
Part Time	79-155	$42.49

Licensed Family Home

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$155.00
Full Time	18-35	$152.50
Full Time	36-78	$147.50
Full Time	79-155	$65.18
Half Time	1-17	$120.00
Half Time	18-35	$118.08
Half Time	36-78	$114.24
Half Time	79-155	$50.00
Part Time	1-17	$60.00
Part Time	18-35	$59.04
Part Time	36-78	$57.12
Part Time	79-155	$25.00

License-Exempt Center

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	[redacted]
Full Time	18-35	[redacted]
Full Time	36-71	[redacted]
Full Time	72-78	$85.00
Full Time	79-155	$67.98
Half Time	1-17	[redacted]
Half Time	18-35	[redacted]
Half Time	36-71	[redacted]
Half Time	72-78	$65.76
Half Time	79-155	$42.50
Part Time	1-17	[redacted]
Part Time	18-35	[redacted]
Part Time	36-71	[redacted]
Part Time	72-78	$32.88
Part Time	79-155	$21.24

License Exempt Family Home

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$108.50
Full Time	18-35	$106.75
Full Time	36-78	$103.25
Full Time	79-155	$45.63
Half Time	1-17	$84.00
Half Time	18-35	$82.66
Half Time	36-78	$79.97
Half Time	79-155	$35.00
Part Time	1-17	$42.00
Part Time	18-35	$41.33
Part Time	36-78	$39.98
Part Time	79-155	$17.50

Full Time Level = 31 or more hours per week
Half Time Level = 16 to 30 hours per week
Part Time Level = 1 to 15 hours per week

Providers caring for children with disabilities can be reimbursed an additional amount per week.
Full time = $50.00 per week, Half time = $30.00 per week, and Part time = $15.00 per week. Call (603) 271-7313 for information regarding Form 2628, Verification for a Child with a Disability.

Contractor's Initials CS
Date 4/28/14

STATE OF NEW HAMPSHIRE
Department of Health and Human Services
Division for Children, Youth and Families

Form 2096
May 2009

REFERRAL FOR PREVENTIVE CHILD CARE SERVICES

Date: _____

CHILD/FAMILY INFORMATION

Name of Child: _____ _____ _____
LAST FIRST MI

Date of Birth _____ Social Security # _____

Name of Parent _____

Street Address: _____

Town or City _____ State _____ Zip Code _____

CHILD CARE INFORMATION

Name of Child Care Provider _____

Street Address _____

Town or City _____ State _____ Zip Code _____

RESOURCE ID NUMBER _____

Start Date of Child Care Services _____

Projected End Date of Child Care Services _____ (No longer that 12 weeks)

Number of hours of child care approved by the Comprehensive Family Support Agency as identified in the Family Service Plan.

☐ **Full Time** (31 or more hrs) ☐ **Half Time** (16-30 hrs/week) ☐ **Part Time** (1-15 hrs/week)

FAMILY RESOURCE AND SUPPORT AGENCY INFORMATION

Name of Family Resource and Support Agency _____

Address _____

Em ail Address _____

FRS Worker _____ Telephone Number _____

PD 09-15

CS
4/28/14

Method and Conditions Precedent to Payment

1. Subject to the availability of Federal funds, and in consideration for the Contractor's compliance with the terms and conditions of this agreement, and for the services provided by the Contractor pursuant to Exhibit A, Scope of Services, and expenses incurred, the Department shall pay the Contractor an amount not to exceed, Form P-37, block 1.8, Price Limitation.

   1.1. This contract is funded with funds from the following Catalog of Federal Domestic Assistance (CFDA) #'s, for the provision of services pursuant to Exhibit A, Scope of Services.
   - # 93.667, Federal Agency Department of Health and Human Services, Administration for Children and Families, Social Services Block Grant;
   - # 93.645, Federal Agency Department of Health and Human Services, Administration for Children and Families, Stephanie Tubbs Jones Child Welfare Services Program;
   - # 93.556, Federal Agency Department of Health and Human Services, Administration for Children and Families, Promoting Safe and Stable Families;
   - # 93.558, Federal Agency Department of Health and Human Services, Administration for Children and Families, Temporary Assistance for Needy Families; and
   - # 93.994, Federal Agency Department of Health and Human Services, Administration for Children and Families, Maternal and Child Health Services Block Grant to the States.

   1.2. The contractor agrees to provide the services in Exhibit A, Scope of Services in compliance with funding requirements.

2. Payment for said services shall be made monthly, but not less than quarterly:

   2.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this agreement. The invoice, provided by the Department, must be completed, signed, and returned to the Department in order to initiate payment. In lieu of hard copies, invoices may be assigned an electronic signature and emailed. Hard copies shall be mailed to:

Fiscal Administrator
Division for Children, Youth and Families
Department of Health and Human Services
129 Pleasant Street
Concord, NH 03301

Email: dbclark@dhhs.state.nh.us

   2.2 Expenditures shall be in accordance with the approved line item budget shown in exhibit B-1 and Exhibit B-2.

   2.3 Payments may be withheld pending receipt of required reports, plans, and updates as defined in Exhibit A.

Contractor Initials CD
Date 4/28/14

2.4 A final payment request shall be submitted no later than sixty days after the contact ends.

2.5 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; and

2.6 When the contract price limitation is reached, the program shall continue to operate at full capacity at no charge to the State of New Hampshire for the duration of the contract period.

Contractor Initials CS
Date 4/28/14

Exhibit B-1

New Hampshire Department of Health and Human Services
Comprehensive Family Support Services #15-DHHS-OHS-DCYF-01

Bidder/Program Name: Lakes Region Community Services

Budget Request for: Comprehensive Family Support Services
REVISED-4/10/14

Budget Period: July 1, 2014-June 30, 2015

	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	
es	$ 139,812.00	$ 2,560.00	$ 142,372.00	$ 46,348.00	$ 2,560.00	$ 48,908.00	$ 93,464.00		$
ts	$ 53,128.56	$ 972.80	$ 54,101.36	$ 17,612.24	$ 972.80	$ 18,585.04	$ 35,516.32	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
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eciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
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	$ 11,000.00	$ -	$ 11,000.00	$ 73.32	$ -	$ 73.32	$ 10,926.68	$ -	$
	$ -	$ 5,000.00	$ 5,000.00	$ -	$ 5,000.00	$ 5,000.00	$ -	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
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nd Training	$ 2,000.00	$ -	$ 2,000.00	$ -	$ 2,000.00	$ 2,000.00	$ -	$ -	$
reements	$ 8,400.00	$ -	$ 8,400.00	$ 2,000.00	$ -	$ 2,000.00	$ 6,400.00	$ -	$
etails mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
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	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
TOTAL	$ 216,140.56	$ 11,282.80	$ 227,423.36	$ 66,033.56	$ 15,082.80	$ 81,116.36	$ 146,307.00	$ -	$
nt of Direct		5.2%							

Contracto
Date
4/28/14

Exhibit B-2

New Hampshire Department of Health and Human Services
Comprehensive Family Support Services #15-DHHS-OHS-DCYF-01

Bidder/Program Name: Lakes Region Community Services

Budget Request for: Comprehensive Family Support Services
REVISED-4/10/14

Budget Period: July 1, 2015-June 30, 2016

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
es	$ 139,812.00	$ 2,560.00	$ 142,372.00	$ 46,348.00	$ 2,560.00	$ 48,908.00	$ 93,464.00		$
ls	$ 53,128.56	$ 972.80	$ 54,101.36	$ 17,612.24	$ 972.80	$ 18,585.04	$ 35,516.32	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
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	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
	$ 11,000.00	$ -	$ 11,000.00	$ 73.32	$ -	$ 73.32	$ 10,926.68	$ -	$
	$ -	$ 5,000.00	$ 5,000.00	$ -	$ 5,000.00	$ 5,000.00	$ -	$ -	$
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	$ 1,800.00	$ -	$ 1,800.00	$ -	$ 1,800.00	$ 1,800.00	$ -	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
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	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ -	$
	$ -	$ 1,750.00	$ 1,750.00	$ -	$ 1,750.00	$ 1,750.00	$ -	$ -	$
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unications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
nd Training	$ 2,000.00	$ -	$ 2,000.00	$ -	$ 2,000.00	$ 2,000.00	$ -	$ -	$
reements	$ 8,400.00	$ -	$ 8,400.00	$ 2,000.00	$ -	$ 2,000.00	$ 6,400.00	$ -	$
etails mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
TOTAL	$ 216,140.56	$ 11,282.80	$ 227,423.36	$ 66,033.56	$ 15,082.80	$ 81,116.36	$ 146,307.00	$ -	$
nt of Direct		5.2%							

Budget One Budget Period

Contractor

Date 4/28/14

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 fundors 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 fundors, 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. **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:

16.1. Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function

16.2. 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

16.3. Monitor the subcontractor's performance on an ongoing basis

16.4. Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed

16.5. 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.

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.

ADDITIONAL SPECIAL PROVISIONS

1. The Division reserves the right to renew the Agreement for up to four additional years, subject to continued availability of funds, satisfactory performance of services, and approval by the Governor and Executive Council.

Contractor Initials: CS

Date: 4/28/14

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 GRANTEES 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

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: Lakes Region Community Services Council

4/28/14
Date

Name: Christine Santaniello
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: Lakes Region Community Services Council

4/28/14
Date

Name: Christine Santoniello
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

Contractor Initials CS
Date 4/28/14

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 (I)(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: Lakes Region Community Services Council

4/28/14
Date

Name: Christine Santaniello
Title: Executive Director

CERTIFICATION REGARDING THE AMERICANS WITH DISABILITIES ACT COMPLIANCE

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

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

Contractor Name: Lakes Region Community Services Council

4/28/14
Date

Name: Christine Santaniello
Title: Executive Director

Contractor Initials CS
Date 4/28/14

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: Lakes Region Community Services Council

4/28/14
Date

Name: Christine Santonietto
Title: Executive Director

HEALTH INSURANCE PORTABLITY 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, TitleXIII, 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.

l. "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.

(3) 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

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:

- The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
- The unauthorized person used the protected health information or to whom the disclosure was made;
- Whether the protected health information was actually acquired or viewed
- 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 (l). 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

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

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.

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.

NH DHHS	Lakes Region Community Services Council
The State	Name of the Contractor
Signature of Authorized Representative	Signature of Authorized Representative
Mary Ann Carey	Christine Santaniello
Name of Authorized Representative	Name of Authorized Representative
Associate Commissioner	Executive Director
Title of Authorized Representative	Title of Authorized Representative
5/28/14	4/28/14
Date	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: Lakes Region Community Services Council

4/28/14
Date

Name: Christine Santaniello
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: 122778277

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: Christine Santaniello Amount: 112,124
   Name: Rebecca Bryant Amount: 84,050
   Name: Mary J. Jacques Amount: 66,625
   Name: Shannon Kelly Amount: 66,625
   Name: Laurie Vachon Amount: 66,625

Contractor Initials CS
Date 4/28/14

State of New Hampshire
Department of Health and Human Services
Amendment #4 to the Comprehensive Family Support Services

This 4th Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #4") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and The Family Resource Center at Gorham (hereinafter referred to as "the Contractor"), a nonprofit with a place of business at 123 Main Street, Gorham, NH, 03581.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80), and as amended on June 10, 2015 (approved by the Attorney General's Office), May 18, 2016 (Item #9A), and March 21, 2018 (Item #14B), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules or terms and conditions of the contract; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-2 Additional Special Provisions, Paragraph #1, the State may modify the scope of work and the payment schedule of the contract upon written agreement of the parties and approval from the Governor and Executive Council; and

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

WHEREAS, all terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #4 remain in full force and effect; and

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

1. Form P-37 General Provisions, Block 1.6, Account Number to add:

   05-095-045-450010-61270000-102-500731
   05-095-042-421010-29580000-644-504187

2. Form P-37 General Provisions, Block 1.7, Completion Date, to read:

   June 30, 2020.

3. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:

   $1,077,444.

4. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:

   Nathan D. White, Director.

5. Form P-37, General Provisions, Block 1.10, State Agency Telephone Number, to read:

   603-271-9631.

6. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 2.2, to read:

   2.2 Expenditures shall be in accordance with the approved line item budget shown in Exhibit B-1 – Amendment #2, B-2 – Amendment #2, B-3 - Amendment #3, B-4 – Amendment #3, Exhibit B-5, Budget Amendment #4.

7. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 1.2 to read:

    1.2 The Contractor agrees to provide the services in Exhibit A, Scope of Service in compliance with funding requirements, which includes an in-kind match of an amount equal to a minimum of 25% of the federal Title IV-B grant identified in Subsection 1.1, above and 25% of the federal Promoting Safe and Stable Families grant identified in Subsection 2.2, above.

8. Add Exhibit B, Methods and Conditions Precedent to Payment, Section 1.3 to read:

    1.3 The Contractor shall ensure the annual 25% required match in Section 1.2 above, is in non-federal contributions either in cash or in-kind related to directly providing Title IV-B and Promoting Safe and Stable Families project activities and goals related to Comprehensive Family Support Services as approved by the Department.

9. Add Exhibit B-5, Budget Amendment #4.

10. Add Exhibit K, DHHS Information Security Requirements

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

5/28/19
Date

Name: Christine Santaniello
Title: Director

The Family Resource Center at Gorham

5/23/19
Date

Name: Patricia Stolte
Title: Executive Director

Acknowledgement of Contractor's signature:

State of NH, County of Coos on 5/23/19, before the undersigned officer, personally appeared the person identified directly above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

Signature of Notary Public or Justice of the Peace

Roselle M Higgins JP
Name and Title of Notary or Justice of the Peace

My Commission Expires: Oct 2020

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

OFFICE OF THE ATTORNEY GENERAL

6/4/2019
Date

Name: Mary J. Smith
Title: Sr. Asst. Atty General

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

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

Contractor name The Family Resource Center Gorham

Budget Request for: Comprehensive Family Support Services (Berlin)

Budget Period: July 1, 2019 through June 30, 2020

	Total Program Cost.			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 136,208.84	$ -	$ 136,208.84	$ 1,000.00		$ 1,500.00	$ 135,208.84		$ 135,208.84
2. Employee Benefits	$ 24,000.00	$ -	$ 24,000.00			$ -	$ 24,000.00		$ 24,000.00
3. Consultants	$ 4,250.00	$ -	$ 4,250.00	$ 750.00		$ 750.00	$ 3,500.00		$ 3,500.00
4. Equipment:	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Rental	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Repair and Maintenance	$ 350.00	$ -	$ 350.00	$ 350.00		$ 350.00	$ -		$ -
Purchase/Depreciation	$ 650.00	$ -	$ 650.00			$ -	$ 650.00		$ 650.00
5. Supplies:	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Educational	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Lab	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Pharmacy	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Medical	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Office	$ 3,900.00	$ -	$ 3,900.00	$ 2,000.00		$ 500.00	$ 1,900.00		$ 1,900.00
6. Travel	$ 15,050.00	$ -	$ 15,050.00	$ 50.00			$ 15,000.00		$ 15,000.00
7. Occupancy	$ 4,100.00	$ -	$ 4,100.00	$ 100.00		$ 100.00	$ 4,000.00		$ 4,000.00
8. Current Expenses	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Telephone	$ 2,550.00	$ -	$ 2,550.00	$ 650.00		$ 150.00	$ 1,900.00		$ 1,900.00
Postage	$ 990.00	$ -	$ 990.00	$ 950.00		$ 300.00	$ 40.00		$ 40.00
Subscriptions	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Audit and Legal	$ 1,900.00	$ -	$ 1,900.00	$ -		$ -	$ 1,900.00		$ 1,900.00
Insurance	$ 1,400.00	$ -	$ 1,400.00	$ -		$ -	$ 1,400.00		$ 1,400.00
Board Expenses	$ 250.00	$ -	$ 250.00	$ -		$ -	$ 250.00		$ 250.00
9. Software	$ -	$ -	$ -	$ -		$ -			$ -
10. Marketing/Communications	$ 1,650.00	$ -	$ 1,650.00	$ 750.00		$ 750.00	$ 900.00		$ 900.00
11. Staff Education and Training	$ 4,900.00	$ -	$ 4,900.00	$ 3,000.00		$ 2,500.00	$ 1,900.00		$ 1,900.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -		$ -	$ -		$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -		$ -	$ -		$ -
FSNH annual fee	$ 125.00	$ -	$ 125.00	$ -		$ -	$ 125.00		$ 125.00
Printing	$ 850.00	$ -	$ 850.00	$ -	$ -	$ -	$ 850.00		$ 850.00
Admin Fee	$ 20,277.36	$ -	$ 20,277.36	$ 960.00	$ -	$ 960.00	$ 19,317.36		$ 19,317.36
TOTAL	$ 223,401.00	$ -	$ 223,401.00	$ 10,560.00	$ -	$ 7,860.00	$ 212,841.00	$ -	$ 212,841.00

Indirect As A Percent of Direct 10.0%

Contractor Initials: [illegible]
Date: 5.25.19

A. Definitions

The following terms may be reflected and have the described meaning in this document:

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, " Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.

2. "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.

3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

   Confidential Information also 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 Protected Health Information (PHI), Personal Information (PI), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.

5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.

6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss or misplacement of hardcopy documents, and misrouting of physical or electronic

mail, all of which may have the potential to put the data at risk of unauthorized access, use, disclosure, modification or destruction.

7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.

8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.

9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.

10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.

11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.

12. "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.

I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR

A. Business Use and Disclosure of Confidential Information.

1. The Contractor must not use, disclose, maintain or transmit Confidential Information except as reasonably necessary as outlined under this Contract. Further, Contractor, including but not limited to all its directors, officers, employees and agents, must not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
2. The Contractor must not disclose any Confidential Information in response to a

request for disclosure on the basis that it is required by law, in response to a subpoena, etc., without first notifying DHHS so that DHHS has an opportunity to consent or object to the disclosure.

3. If DHHS notifies the Contractor that DHHS 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 Contractor must be bound by such additional restrictions and must not disclose PHI in violation of such additional restrictions and must abide by any additional security safeguards.
4. The Contractor agrees that DHHS Data or derivative there from disclosed to an End User must only be used pursuant to the terms of this Contract.
5. The Contractor agrees DHHS Data obtained under this Contract may not be used for any other purposes that are not indicated in this Contract.
6. The Contractor agrees to grant access to the data to the authorized representatives of DHHS for the purpose of inspecting to confirm compliance with the terms of this Contract.

II. METHODS OF SECURE TRANSMISSION OF DATA

1. Application Encryption. If End User is transmitting DHHS data containing Confidential Data between applications, the Contractor attests the applications have been evaluated by an expert knowledgeable in cyber security and that said application's encryption capabilities ensure secure transmission via the internet.
2. Computer Disks and Portable Storage Devices. End User may not use computer disks or portable storage devices, such as a thumb drive, as a method of transmitting DHHS data.
3. Encrypted Email. End User may only employ email to transmit Confidential Data if email is encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
4. Encrypted Web Site. If End User is employing the Web to transmit Confidential Data, the secure socket layers (SSL) must be used and the web site must be secure. SSL encrypts data transmitted via a Web site.
5. File Hosting Services, also known as File Sharing Sites. End User may not use file hosting services, such as Dropbox or Google Cloud Storage, to transmit Confidential Data.
6. Ground Mail Service. End User may only transmit Confidential Data via *certified* ground mail within the continental U.S. and when sent to a named individual.
7. Laptops and PDA. If End User is employing portable devices to transmit Confidential Data said devices must be encrypted and password-protected.
8. Open Wireless Networks. End User may not transmit Confidential Data via an open

wireless network. End User must employ a virtual private network (VPN) when remotely transmitting via an open wireless network.

9. Remote User Communication. If End User is employing remote communication to access or transmit Confidential Data, a virtual private network (VPN) must be installed on the End User's mobile device(s) or laptop from which information will be transmitted or accessed.
10. SSH File Transfer Protocol (SFTP), also known as Secure File Transfer Protocol. If End User is employing an SFTP to transmit Confidential Data, End User will structure the Folder and access privileges to prevent inappropriate disclosure of information. SFTP folders and sub-folders used for transmitting Confidential Data will be coded for 24-hour auto-deletion cycle (i.e. Confidential Data will be deleted every 24 hours).
11. Wireless Devices. If End User is transmitting Confidential Data via wireless devices, all data must be encrypted to prevent inappropriate disclosure of information.

III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS

The Contractor will only retain the data and any derivative of the data for the duration of this Contract. After such time, the Contractor will have 30 days to destroy the data and any derivative in whatever form it may exist, unless, otherwise required by law or permitted under this Contract. To this end, the parties must:

A. Retention

1. The Contractor agrees it will not store, transfer or process data collected in connection with the services rendered under this Contract outside of the United States. This physical location requirement shall also apply in the implementation of cloud computing, cloud service or cloud storage capabilities, and includes backup data and Disaster Recovery locations.
2. The Contractor agrees to 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.
3. The Contractor agrees to provide security awareness and education for its End Users in support of protecting Department confidential information.
4. The Contractor agrees to retain all electronic and hard copies of Confidential Data in a secure location and identified in section IV. A.2
5. The Contractor agrees Confidential Data stored in a Cloud must be in a FedRAMP/HITECH compliant solution and comply with all applicable statutes and regulations regarding the privacy and security. All servers and devices must have currently-supported and hardened operating systems, the latest anti-viral, anti-hacker, anti-spam, anti-spyware, and anti-malware utilities. The environment, as a

whole, must have aggressive intrusion-detection and firewall protection.

6. The Contractor agrees to and ensures its complete cooperation with the State's Chief Information Officer in the detection of any security vulnerability of the hosting infrastructure.

B. Disposition

1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor 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 by the Contractor 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 and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute of Standards and Technology, U. S. Department of Commerce. The Contractor 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 Contractor prior to destruction.

2. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.

3. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

IV. PROCEDURES FOR SECURITY

A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:

1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.

2. The Contractor will 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.).

3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.

4. The Contractor will 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.

5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.

6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor 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 Contractor, including breach notification requirements.

7. The Contractor 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 Contractor and any applicable sub-contractors prior to system access being authorized.

8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.

9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.

10. The Contractor 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 Information Security Office leadership member within the Department.

11. 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.

12. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.

13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at https://www.nh.gov/doit/vendor/index.htm for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.

14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer and the State's Security Officer of any security breach immediately, at the email addresses provided in Section VI. This includes 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.

15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.

16. The Contractor must ensure that all End Users:

    a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.

    b. safeguard this information at all times.

    c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.

    d. send emails containing Confidential Information only if encrypted and being sent to and being received by email addresses of persons authorized to receive such information.

e. limit disclosure of the Confidential Information to the extent permitted by law.

f. Confidential Information received under this Contract and individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).

g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.

h. in all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.

i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.

Contractor is responsible for oversight and compliance of their End Users. DHHS reserves the right to conduct onsite inspections to monitor compliance with this Contract, including the privacy and security requirements provided in herein, HIPAA, and other applicable laws and Federal regulations until such time the Confidential Data is disposed of in accordance with this Contract.

V. LOSS REPORTING

The Contractor must notify the State's Privacy Officer and Security Officer of any Security Incidents and Breaches immediately, at the email addresses provided in Section VI.

The Contractor must further handle and report Incidents and Breaches involving PHI in accordance with the agency's documented Incident Handling and Breach Notification procedures and in accordance with 42 C.F.R. §§ 431.300 - 306. In addition to, and notwithstanding, Contractor's compliance with all applicable obligations and procedures, Contractor's procedures must also address how the Contractor will:

1. Identify Incidents;
2. Determine if personally identifiable information is involved in Incidents;
3. Report suspected or confirmed Incidents as required in this Exhibit or P-37;
4. Identify and convene a core response group to determine the risk level of Incidents and determine risk-based responses to Incidents; and

5. Determine whether Breach notification is required, and, if so, identify appropriate Breach notification methods, timing, source, and contents from among different options, and bear costs associated with the Breach notice as well as any mitigation measures.

Incidents and/or Breaches that implicate PI must be addressed and reported, as applicable, in accordance with NH RSA 359-C:20.

VI. PERSONS TO CONTACT

A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov

B. DHHS Security Officer:

DHHSInformationSecurityOffice@dhhs.nh.gov

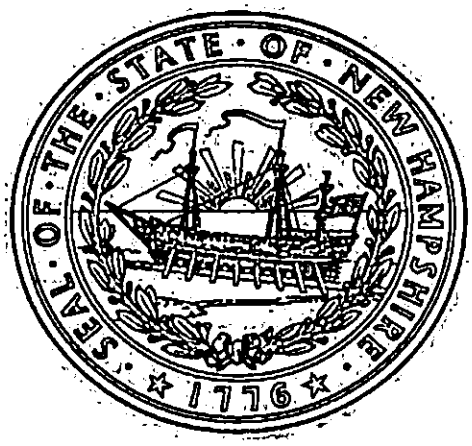
State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that THE FAMILY RESOURCE CENTER AT GORHAM is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on April 03, 1997. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: **270161**

Certificate Number : **0004510479**



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 6th day of May A.D. 2019.

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

I, Heidi Barker, do hereby certify that:

1. I am a duly elected Officer of The Family Resource Center at Gorham.

2. The following is a true copy of the resolution duly adopted at a meeting of the Board of Directors of the Agency duly held on May 16, 2018:

RESOLVED: That the Patricia Stolte

is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

3. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of the 23rd day of May, 2019.

4. Patricia Stolte is the duly elected Executive Director of the Agency.

Signature

STATE OF NEW HAMPSHIRE

County of Coos

The forgoing instrument was acknowledged before me this 23rd day of May, 2019.

By Heidi Barker, President of the FRC Board of Directors

Notary Public/Justice of the Peace

Commission Expires: Oct 2020

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 05/15/2019

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

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

PRODUCER
E & S Insurance Services LLC
21 Meadowbrook Lane
P O Box 7425
Gilford NH 03247-7425

CONTACT NAME: Fairley Kenneally
PHONE (A/C, No, Ext): (603) 293-2791 FAX (A/C, No): (603) 293-7188
E-MAIL ADDRESS: fairley@esinsurance.net

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Great American Insurance Group	GAIG
INSURER B : Travelers Property Casualty Co of America	25674
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Family Resource Center at Gorham
123 Main Street
Gorham NH 03581

COVERAGES CERTIFICATE NUMBER: 2019 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			MAC3793560-13	05/10/2019	05/10/2020	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 3,000,000
							PRODUCTS - COMP/OP AGG	$ 3,000,000
							AbMol Daycare,IncAnoPA	$ 1,000,000
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			MAC3793560-13	05/10/2019	05/10/2020	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	[X] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $			UMB113778405	05/10/2019	05/10/2020	EACH OCCURRENCE	$ 1,000,000
							AGGREGATE	$ 1,000,000
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		6JUB2E64693-3-19	05/08/2019	01/01/2020	[X] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 500,000
							E.L. DISEASE - EA EMPLOYEE	$ 500,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000

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

CERTIFICATE HOLDER

State of NH DHHS
129 Pleasant Street
Concord NH 03301-3857

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Fairley Kenneally

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the family
resource center
at Gorham

MISSION:

To build healthier families and stronger communities through positive relations, programs and collaborations in the North Country of New Hampshire

Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

FOR THE YEARS ENDED JUNE 30, 2018 AND 2017
AND
INDEPENDENT AUDITORS' REPORT

FAMILY RESOURCE CENTER AT GORHAM

FINANCIAL STATEMENTS

FOR THE YEARS ENDED JUNE 30, 2018 AND 2017

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Leone, McDonnell & Roberts
PROFESSIONAL ASSOCIATION
CERTIFIED PUBLIC ACCOUNTANTS
WOLFEBORO • NORTH CONWAY
DOVER • CONCORD
STRATHAM

To the Board of Directors
Family Resource Center at Gorham
Gorham, New Hampshire

INDEPENDENT AUDITORS' REPORT

Report on the Financial Statements

We have audited the accompanying financial statements of Family Resource Center at Gorham (a New Hampshire nonprofit organization), which comprise the statements of financial position as of June 30, 2018 and 2017, and the related statements of activities, cash flows, and functional expenses for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Family Resource Center at Gorham as of June 30, 2018 and 2017, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

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

Other Reporting Required by *Government Auditing Standards*

In accordance with Government Auditing Standards, we have also issued our report dated September 7, 2018, on our consideration of Family Resource Center at Gorham's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering Family Resource Center at Gorham's internal control over financial reporting and compliance.

Leon, McDonnell & Roberts
Professional Association

September 14, 2018
North Conway, New Hampshire

FAMILY RESOURCE CENTER AT GORHAM

STATEMENTS OF FINANCIAL POSITION
AS OF JUNE 30, 2018 AND 2017

ASSETS

	2018	2017
CURRENT ASSETS		
Cash and cash equivalents	$ 238,341	$ 199,929
Certificates of deposit	80,127	79,967
Grants receivable	251,249	183,900
Prepaid expenses	9,441	10,548
Total current assets	579,158	474,344
PROPERTY		
Leasehold improvements	74,932	74,932
Furniture and equipment	51,575	51,575
Total	126,507	126,507
Less: accumulated depreciation	(90,919)	(85,345)
Property, net	35,588	41,162
OTHER ASSETS		
Investments	209,058	203,775
Agency deposits - cash	22,226	25,583
Total other assets	231,284	229,358
TOTAL ASSETS	$ 846,030	$ 744,864

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Accounts payable	$ 8,890	$ 12,377
Accrued expenses	28,856	30,432
Agency deposits	22,226	25,583
Refundable advances	14,799	29,260
Total current liabilities	74,771	97,652
NET ASSETS		
Unrestricted		
Designated for long-term building maintenance	19,244	16,835
Undesignated	530,856	419,120
Temporarily restricted	5,000	-
Permanently restricted - endowment	216,159	211,257
Total net assets	771,259	647,212
TOTAL LIABILITIES AND NET ASSETS	$ 846,030	$ 744,864

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2018

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
REVENUE AND SUPPORT				
Grants	$ -	$ 1,414,856	$ -	$ 1,414,856
Donations	39,023	5,000	-	44,023
Agency rents	37,205	-	-	37,205
Investment income	-	-	5,405	5,405
Other income	1,560	-	-	1,560
Interest income	370	-	-	370
Net unrealized investment gain (loss)	-	-	(7,607)	(7,607)
Net realized investment gain	-	-	11,475	11,475
Net assets released from restrictions	1,414,856	(1,414,856)	-	-
Total revenues, support and net assets released from restrictions	1,493,014	5,000	9,273	1,507,287
EXPENSES				
Program services	1,222,386	-	-	1,222,386
Management and general	156,483	-	4,371	160,854
Total expenses	1,378,869	-	4,371	1,383,240
INCREASE IN NET ASSETS	114,145	5,000	4,902	124,047
NET ASSETS - BEGINNING OF YEAR	435,955	-	211,257	647,212
NET ASSETS - END OF YEAR	$ 550,100	$ 5,000	$ 216,159	$ 771,259

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2017

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
REVENUE AND SUPPORT				
Grants	$ -	$ 1,263,836	$ -	$ 1,263,836
Donations	13,572	-	-	13,572
Agency rents	37,351	-	-	37,351
Investment income	-	-	4,872	4,872
Other income	4,850	-	-	4,850
Interest income	293	-	-	293
Net unrealized investment gain (loss)	-	-	(1,348)	(1,348)
Net realized investment gain	-	-	12,122	12,122
Net assets released from restrictions	1,263,836	(1,263,836)	-	-
Total revenues, support and net assets released from restrictions	1,319,902	-	15,646	1,335,548
EXPENSES				
Program services	1,075,827	-	-	1,075,827
Management and general	176,446	-	4,153	180,599
Total expenses	1,252,273	-	4,153	1,256,426
INCREASE IN NET ASSETS	67,629	-	11,493	79,122
NET ASSETS - BEGINNING OF YEAR	368,326	-	199,764	568,090
NET ASSETS - END OF YEAR	$ 435,955	$ -	$ 211,257	$ 647,212

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2018 AND 2017

	2018	2017
CASH FLOWS FROM OPERATING ACTIVITIES		
Increase in net assets	$ 124,047	$ 79,122
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Unrealized loss on investments	7,607	1,348
Realized gains on investments	(11,475)	(12,122)
Depreciation	5,574	7,500
(Increase) decrease in assets:		
Grants receivable	(67,349)	31,036
Prepaid expenses	1,107	2,344
Increase (decrease) in liabilities:		
Accounts payable	(3,487)	(1,366)
Accrued expenses	(1,576)	11,875
Agency deposits	(3,357)	(738)
Refundable advances	(14,461)	6,812
NET CASH PROVIDED BY OPERATING ACTIVITIES	36,630	125,811
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds from the sale of investments	55,979	29,852
Purchase of investments and certificates of deposit	(57,554)	(45,440)
NET CASH USED IN INVESTING ACTIVITIES	(1,575)	(15,588)
NET INCREASE IN CASH AND EQUIVALENTS	35,055	110,223
CASH AND EQUIVALENTS - BEGINNING OF YEAR	225,512	115,289
CASH AND EQUIVALENTS - END OF YEAR	$ 260,567	$ 225,512

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2018

	Program Services	Management and General	Total
Personnel Costs			
Salaries and wages	$ 769,290	$ 105,510	$ 874,800
Payroll taxes	57,002	7,818	64,820
Employee benefits	96,469	12,161	108,630
Program activities	90,579	-	90,579
Travel	80,917	530	81,447
Food and supplies	19,748	793	20,541
Heat and utilities	18,039	949	18,988
Telephone, internet, fax and cable	12,014	2,288	14,302
Accounting fees	-	12,852	12,852
Contractors and consultants	10,550	1,449	11,999
Small equipment	10,027	925	10,952
Conferences and meetings	8,441	1,704	10,145
Liability insurance	9,578	-	9,578
Rent	8,166	-	8,166
Maintenance, cleaning and inspections	6,027	1,506	7,533
Depreciation	4,459	1,115	5,574
Printing	4,885	373	5,258
Student transportation	5,185	-	5,185
Bank charges	-	4,560	4,560
Advertising	3,071	1,468	4,539
Training	3,526	369	3,895
Technology	2,216	1,672	3,888
Payroll processing service	-	2,445	2,445
Property insurance	1,078	360	1,438
Postage and shipping	1,119	7	1,126
Total	$ 1,222,386	$ 160,854	$ 1,383,240

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2017

	Program Services	Management and General	Total
Personnel Costs			
Salaries and wages	$ 697,801	$ 120,998	$ 818,799
Payroll taxes	51,430	9,256	60,686
Employee benefits	70,330	13,468	83,798
Program activities	61,994	-	61,994
Travel	56,520	690	57,210
Food and supplies	23,461	1,853	25,314
Heat and utilities	16,862	888	17,750
Accounting fees	-	16,188	16,188
Contractors and consultants	10,620	1,331	11,951
Telephone, internet, fax and cable	11,530	240	11,770
Rent	10,545	-	10,545
Conferences and meetings	7,474	2,740	10,214
Liability insurance	9,800	177	9,977
Maintenance, cleaning and inspections	7,298	1,825	9,123
Training	6,582	1,154	7,736
Depreciation	7,500	-	7,500
Student transportation	6,576	-	6,576
Small equipment	6,026	470	6,496
Printing	5,472	41	5,513
Technology	2,500	1,862	4,362
Bank charges	-	4,338	4,338
Postage and shipping	2,615	46	2,661
Payroll processing service	-	2,355	2,355
Advertising	1,810	318	2,128
Property insurance	1,081	361	1,442
Total	$ 1,075,827	$ 180,599	$ 1,256,426

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2018 AND 2017

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

The Family Resource Center at Gorham (the Resource Center) is a voluntary, not-for-profit corporation incorporated under the laws of the State of New Hampshire (RSA 292) and organized exclusively for tax exempt charitable and educational purposes. The principal activity of the Resource Center is to deliver programming that empowers and educates children and families so they can overcome obstacles to healthy family development while providing access to social and educational services to underserved North Country populations. Primary programs include:

home visiting programs that deliver evidence based early child development and parenting support curricula which empowers parents and gives them the motivations and skills to improve parenting and foster healthy family dynamics;

afterschool programs that support the academic, social and emotional developmental needs of students in grades K-8; and,

an IRS sanctioned Volunteer Income Tax Assistance (VITA) program that provides free tax preparation services to a continuum of the population with a focus on maximizing income tax refunds and earned income tax credits for all individuals entitled to claim such credits.

Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting.

Basis of Presentation

The Resource Center 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.

Unrestricted: Net assets that are not subject to donor-imposed stipulations. Board designated unrestricted net assets consist of cash and cash equivalents which are to be used only with a specific vote of the board.

Temporarily Restricted: Net assets whose use is limited by donor-imposed stipulations that will either expire with the passage of time or be fulfilled or removed by actions of the Resource Center. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Absent explicit donor stipulations about how long long-lived assets must be maintained or the manner of their disposition, the Resource Center reports expirations of donor restrictions when the donated or acquired long-lived

assets are placed in service. The Resource Center reports expirations of continuing donor restrictions regarding use or disposition of long-lived assets over the assets' expected useful lives.

Permanently Restricted: Net assets that are subject to donor-imposed stipulations that they be maintained permanently by the Resource Center. Generally, the donors of these assets permit the Resource Center to use all or part of the income earned on related investments for general or specific purposes.

As of June 30, 2018, the Resource Center had unrestricted, temporarily restricted, and permanently restricted net assets. As of June 30, 2017, the Resource Center had unrestricted and permanently restricted net assets.

Use of Estimates

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

Cash and Cash Equivalents

Cash and cash equivalents include all monies in banks and liquid investments with maturity dates of less than three months. The carrying value of cash and cash equivalents approximates fair value because of the short maturities of those financial instruments.

Investments

Investments are accounted for according to Accounting Standards Codification (ASC) 958-320 *Not For Profit Entities – Investments – Debt and Equity Securities.* Under ASC 958-320, investments in marketable securities with readily determinable fair values and all investments in debt securities are valued at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets. Fair values of investments are based on quoted prices in active markets for identical investments.

Property and Equipment

Property and equipment is recorded at cost if purchased and at fair value if donated. Depreciation is computed using the straight-line method over the estimated useful lives of the related assets as follows:

Furniture and equipment	5 - 15 years
Leasehold improvements	20 years

The Resource Center's policy is to capitalize all assets over $2,500 with an expected life of one year or longer. Assets sold or otherwise disposed of are removed from the accounts, along with the related depreciation allowance, and any gain or loss is recognized.

Contributions

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor or time restrictions. A temporary restriction permits the Resource Center to use donated assets as specified for a particular purpose. Permanently restricted net assets are those that are required to be permanently maintained, but income from such investments may be used for specified purposes. All donor restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Contributed Services

From time to time, the Resource Center receives donated services in carrying out the mission and fundraising activities of the Resource Center. Such donations do not meet the criteria for recognition under ASC 958 and accordingly no amounts are reflected in the financial statements for those services.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Refundable Advances

The Resource Center records grant/contract revenue as a refundable advance until it is expended for the purpose of the grant/contract, at which time it is recognized as revenue.

Income Taxes

The Resource Center is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. In addition, the Resource Center qualifies for the charitable contribution deduction under Section 170(b)(1)(a) and has been classified as an organization that is not a private foundation.

Management has evaluated the Resource Center's tax positions and concluded that the Resource Center has maintained its tax-exempt status and has taken no uncertain tax positions that would require adjustment to the financial statements. With few exceptions, the Resource Center is no longer subject to income tax examinations by the United States Federal or State tax authorities prior to 2014.

Leased Facilities

The Resource Center leases its current facility from the Town of Gorham. In lieu of rent, the Resource Center is responsible for the cost of repairs and maintenance, insurance, utilities and rubbish removal. The lease is for a 20 year period and expired on May 19, 2018. The lease continues under the same terms on a month to month basis. The Resource Center in turn sublets space in the facility to other nonprofit and community agencies at an average rate of approximately $10 - $16 per square foot. All participating organizations must provide services to a client base that is at least 66% low and moderate income.

Grants Receivable
Grants receivable from various public and other nonprofit organizations at June 30, 2018 and 2017 were considered fully collectable and therefore no provisions for bad debts have been made in these financial statements.

Advertising
Advertising costs are expensed as incurred.

Reclassifications
Certain amounts in the prior year financial statements have been reclassified for comparative purposes to conform with the presentation in the current year financial statements.

Fair Value of Financial Instruments
ASC Topic No. 820-10, *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 820-10, the Resource Center may use valuation techniques consistent with market, income and cost approaches to measure fair value. As a basis for considering market participant assumptions in fair value measurements, ASC Topic 820-10 establishes a fair value hierarchy, which prioritizes the inputs used in measuring fair values. The hierarchy gives the highest priority to Level 1 measurements and the lowest priority to Level 3 measurements. The three levels of the fair value hierarchy under ASC Topic 820-10 are described as follows:

> ***Level 1*** – Inputs to the valuation methodology are quoted prices available in active markets for identical investments as of the reporting date.
>
> ***Level 2*** - Inputs to the valuation methodology are other than quoted market prices in active markets, which are either directly or indirectly observable as of the reporting date, and fair value can be determined through the use of models or other valuation methodologies.
>
> ***Level 3*** - Inputs to the valuation methodology are unobservable inputs in situations where there is little or no market activity for the asset or liability and the reporting entity makes estimates and assumptions related to the pricing of the asset or liability including assumptions regarding risk.

At June 30, 2018 and 2017, the Resource Center's investments were all classified as Level 1 and were based on fair value.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

The following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at June 30, 2018 and 2017.

Mutual Funds: Valued at the net asset value (NAV) of shares held by the Resource Center at year end.

The preceding method may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although the Resource Center believes its valuation method is appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

2. DEMAND NOTE PAYABLE

In April 2013, the Resource Center entered into a revolving line of credit agreement with a bank. The revolving line of credit agreement provides for maximum borrowings up to $75,000 and is collateralized by a certificate of deposit held at the same bank. The revolving line of credit and the certificate of deposit both renew every six months. At June 30, 2018 and 2017, the interest rate on the revolving line of credit was stated at the bank's prime rate of 3.20%. There were no balances outstanding as of June 30, 2018 and 2017.

3. AGENCY DEPOSITS

The Resource Center serves as a fiscal agent for the Androscoggin Valley Community Partners (formerly the Berlin Area Healthcare Consortium), a collaborative effort of area health and social services agencies intended to provide health related education, information and communications to the communities of Berlin and Gorham. The amounts held on behalf of the consortium as of June 30, 2018 and 2017 were $22,226 and $22,187, respectively.

The Resource Center served as a fiscal agent for the North Country Veterans Committee. The committee performed extensive outreach, education and awareness throughout the North Country of New Hampshire in building a stronger safety net for North Country veterans and their families. The fiscal agent relationship ended during the year ended June 30, 2018. The amount held on behalf of the committee as of June 30, 2017 was $3,396.

4. REFUNDABLE ADVANCES

Refundable advances from program grants and contract advances at June 30, 2018 and 2017 totaled $14,799 and $29,260, respectively.

5. CONCENTRATION OF CREDIT RISK - CASH

The Resource Center maintains cash balances that, at times, may exceed federally insured limits. The cash balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to $250,000 per bank at June 30, 2018 and 2017. The Resource Center has not experienced any losses in such accounts and believes it is not exposed to any significant risk with these accounts.

6. OPERATING LEASE OBLIGATIONS

The Organization has entered into a one-year operating lease agreement to rent satellite office space. The Organization also rents various other office space on a month to month basis. Rent expense under these agreements aggregated $8,166 and $10,545 for the years ended June 30, 2018 and 2017, respectively.

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

Year Ending June 30	Amount
2019	$ 2,268

7. INVESTMENTS

Investments held in the form of mutual funds at Bank of America are stated at fair value. Realized gains and losses are determined on the specific identification method. Gains and losses (realized and unrealized) are reported in the statement of activities as increases or decreases to unrestricted net assets, except for those investments for which their use is restricted. Information on investments at June 30, 2018 and 2017 is presented as follows:

Year	Investment	Cost	Market Value	Excess of Market Over Cost	Investment Income
2018	Bank of America	$194,026	$209,058	$15,032	$5,405
2017	Bank of America	$181,136	$203,775	$22,639	$4,872

8. UNRESTRICTED NET ASSETS - DESIGNATED

By vote of the Board of Directors, funds have been designated for long term building maintenance. Unrestricted net assets designated by the board was $19,244 and $16,835 at June 30, 2018 and 2017, respectively.

9. TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets at June 30, 2018 consisted of a $5,000 contribution with a time restriction requiring the amount to be used in support of general operations for the fiscal year ended June 30, 2019.

10. PERMANENTLY RESTRICTED NET ASSETS

In 2007, the Resource Center established a permanent endowment fund for the organization with the intent of accumulating donations and interest earnings of one million dollars. During 2013, the Resource Center began taking allowable distributions from the fund. Per the laws of the State of New Hampshire (RSA 292-B:4), 7% of the fair market value of the endowment fund, calculated on the basis of fair market value determined at least quarterly and averaged over a period of not less than three years may be

appropriated for operating account expenditures. No distributions were taken from the fund during the years ended June 30, 2018 and 2017.

The Not-for-Profit Entities Topic of the FASB ASC (ASC 958-205 and subsections) intends to improve the quality of consistency of financial reporting of endowments held by not-for-profit organizations. This Topic provides guidance on classifying the net assets associated with donor-restricted endowment funds held by organizations that are subject to an enacted version of the Uniform Prudent Management Institutional Funds Act (UPMIFA). New Hampshire has adopted UPMIFA. The Topic also requires additional financial statement disclosures on endowments and related net assets.

The Resource Center has followed an investment and spending policy to ensure a total return (income plus capital change) necessary to preserve the principal of the fund and at the same time, provide a dependable source of support to help build healthier families and stronger communities.

In recognition of the prudence required of fiduciaries, the Resource Center only invests the fund in cash and mutual funds. The Resource Center has taken a risk adverse approach to managing the endowment fund in order to mitigate financial market risk such as interest rate, credit and overall market volatility, which could substantially impact the fair value of the endowment fund at any given time.

As of June 30, 2018 and 2017, the endowment fund was entirely composed of permanently restricted net assets.

Fund activity for June 30, 2018 and 2017 was as follows:

	Balances as of June 30, 2017	Activity for the year ended June 30, 2018	Balances as of June 30, 2018
Permanent gifts	$ 175,809	$ -	$ 175,809
Investment earnings	43,336	5,405	48,741
Realized gain	39,862	11,475	51,337
Transfer to unrestricted	(41,590)	-	(41,590)
Investment expense	(28,799)	(4,371)	(33,170)
Unrealized gain (loss)	22,639	(7,607)	15,032
	$ 211,257	$ 4,902	$ 216,159

	Balances as of June 30, 2016	Activity for the year ended June 30, 2017	Balances as of June 30, 2017
Permanent gifts	$ 175,809	$ -	$ 175,809
Investment earnings	38,464	4,872	43,336
Realized gain	27,740	12,122	39,862
Transfer to unrestricted	(41,590)	-	(41,590)
Investment expense	(24,646)	(4,153)	(28,799)
Unrealized gain (loss)	23,987	(1,348)	22,639
	$ 199,764	$ 11,493	$ 211,257

11. SUBSEQUENT EVENTS

Subsequent events are events or transactions that occur after the statement of financial position date, but before financial statements are available to be issued. Recognized subsequent events are events or transactions that provide additional evidence about conditions that existed at the statement of financial position date, including the estimates inherent in the process of preparing financial statements. Non recognized subsequent events are events that provide evidence about conditions that did not exist at the statement of financial position date, but arose after that date. Management has evaluated subsequent events through September 14, 2018, the date the June 30, 2018 financial statements were available for issuance.

FAMILY RESOURCE CENTER AT GORHAM

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2018

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/ PROGRAM TITLE	FEDERAL CFDA NUMBER	PASS THROUGH GRANTOR NUMBER	FEDERAL EXPENDITURES
U.S. DEPT. OF HEALTH AND HUMAN SERVICES			
Passed through State of New Hampshire			
Department of Health and Human Services, Office of Human Services, Division of Children, Youth and Families			
Stephanie Tubbs Jones Child Welfare Services Program	93.645	42106802	$ 8,104
Promoting Safe and Stable Families	93.556	42107306	37,280
Social Services Block Grant	93.667	42106603	139,786
TANF CLUSTER			
Temporary Assistance for Needy Families	93.558	45030206	65,740
Temporary Assistance for Needy Families	93.558	45030353	118,628
			184,368
Maternal & Child Health Services Block Grant for States	93.994	90004009	9,951
ACA Maternal, Infant and Early Childhood Home Visiting Program	93.505	05-95-90-902010-5896	157,316
ACA Maternal, Infant and Early Childhood Home Visiting Program	93.505	05-95-90-902010-0831	91,925
			249,241
Passed through Easter Seals			
MEDICAID CLUSTER			
Medical Assistance Program	93.778	None	2,756
Total U.S. Department of Health and Human Services			$ 631,486
U.S. DEPARTMENT OF EDUCATION			
Passed through State of New Hampshire Department of Education			
Twenty-First Century Community Learning Centers	84.287	86227	$ 179,474
Twenty-First Century Community Learning Centers	84.287	86282	181,709
Total U.S. Department of Education			$ 361,183
Total expenditures of federal awards			$ 992,669

NOTE A - BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of Family Resource Center at Gorham under programs of the federal government for the year ended June 30, 2018. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Family Resource Center at Gorham, it is not intended to and does not present the financial position, changes in net assets, or cash flows of Family Resource Center.

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

NOTE C - INDIRECT COST RATE

Family Resource Center at Gorham has elected to use the 10-percent de minimis indirect cost rate allowed under Uniform Guidance.

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FAMILY RESOURCE CENTER AT GORHAM

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

To the Board of Directors
Family Resource Center at Gorham
Gorham, New Hampshire

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Family Resource Center at Gorham (a New Hampshire nonprofit organization), which comprise the statements of financial position as of June 30, 2018 and 2017, and the related statements of activities, cash flows and functional expenses for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated September 14, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Family Resource Center at Gorham's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Family Resource Center at Gorham's internal control. Accordingly, we do not express an opinion on the effectiveness of Family Resource Center at Gorham's internal control.

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

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

not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

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

Purpose of this Report

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

Leone, McDonnell & Roberts
Professional Association

September 14, 2018
North Conway, New Hampshire

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FAMILY RESOURCE CENTER AT GORHAM

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

To the Board of Directors
Family Resource Center at Gorham
Gorham, New Hampshire

Report on Compliance for Each Major Federal Program

We have audited Family Resource Center at Gorham's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Family Resource Center at Gorham's major federal programs for the year ended June 30, 2018. Family Resource Center at Gorham's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditors' Responsibility

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

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Family Resource Center at Gorham's compliance.

Opinion on Each Major Federal Program

In our opinion, Family Resource Center at Gorham complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2018.

Report on Internal Control Over Compliance

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

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

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

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

Leone, McDonnell & Roberts
Professional Association

September 14, 2018
North Conway, New Hampshire

FAMILY RESOURCE CENTER AT GORHAM

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2018

A. SUMMARY OF AUDITORS' RESULTS

1. The auditors' report expresses an unmodified opinion on the financial statements of Family Resource Center at Gorham.

2. No significant deficiencies were disclosed during the audit of the financial statements are reported in the *Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.* No material weaknesses are reported.

3. No instances of noncompliance material to the financial statements of Family Resource Center at Gorham, which would be required to be reported in accordance with Government Auditing Standards, were disclosed during the audit.

4. No significant deficiencies in internal control over major federal award programs are reported in the *Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by Uniform Guidance.* No material weaknesses are reported.

5. The auditors' report on compliance for the major federal award programs for Family Resource Center at Gorham expresses an unmodified opinion on all major federal programs.

6. There were no audit findings that are required to be reported in accordance with 2 CFR 200.516(a).

7. The program tested as a major program was: U.S. Department of Education; Twenty-First Century Community Learning Centers, CFDA – 84.287.

8. The threshold for distinguishing between Type A and B programs was $750,000.

9. Family Resource Center at Gorham was determined to be a low-risk auditee.

B. FINDINGS – FINANCIAL STATEMENTS AUDIT

None

C. FINDINGS AND QUESTIONED COSTS–MAJOR FEDERAL AWARD PROGRAM AUDIT

None

the family
resource center

123 Main Street Gorham, NH 03581 603-466-5190

Offices in Berlin, Colebrook,Lancaster & Littleton - www.frc123.org

2019 BOARD OF DIRECTORS – Names & Affiliations only

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UNH Cooperative Extension
Field Specialist, Youth & Families

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Donna Piet
NH-DHHS Berlin
Family Services Specialist

Karen Moore
Berlin Public Schools
Title I Supervisor

Vicky McGillicuddy
Consumer

Gretchen Taillon
White Mountains Community College

Jen Buteau

[redacted]

Skills and Professional Trainings

- Growing Great Kids / Growing Great Families; evidence-based curricula trained and certified practitioner and supervisor
- Motivational Interviewing; an evidence-based counseling approach to health care
- Healthy Families America; evidence-based model certified Family Support Worker and Supervisor
- Healthy Families America; evidence-based model certified Parent Survey / Community Outreach Worker and Supervisor
- Pyramid Model for Supporting Social Emotional Competence in Infants and Young Children
- Parents Interacting with Infants and Toddlers (PI-WI) practitioner and coach
- Illness Management and Recovery Facilitator
- Regularly commended for delivering effective and quality services with integrity
- Active listener with excellent interpersonal skills
- Motivated, dependable, committed, and loyal employee
- Strong and proven sales and marketing background
- Ability to lead and motivate team members
- Self starter and quick learner
- Expert advocacy, communication, and case planning skills
- Successful leadership and managerial experiences
- Effectively use both traditional and social media to spread awareness and engage community members
- Grant writing, reporting, Opinion-Editorial pieces, and press releases
- Ability to multi-task, be versatile and deal with crisis situations while maintaining excellent time-management skills and professionalism
- Adhere to strict budgets and analyze and incorporate ways to decrease expenses and increase revenue
- Creative and innovative with a track record of designing and implementing programs where there is a need; such as the Holiday Shoppe, social skills groups, team-building sessions, boundaries trainings, trainings on evidence-based methods for dealing with people with personality disorders, and panel discussions on substance use in the North Country
- Sensitivity to and clinical experience with people struggling with addiction, mental health issues, poverty, diversity, cognitive impairments, or otherwise marginalized individuals
- Overall, genuinely cheerful, kind and respectful to all people

Professional Experience

September 2015 - present **Family Resource Center at Gorham** **Director of Family Support Services**

- Manage and develop evidence-based home visiting and family support programs in Coos and Upper Grafton County

2013 – 2015 **CASA of NH** **Training & Recruitment Coordinator**

- Strategically implemented efforts to increase awareness about CASA of NH and recruited more quality volunteers to advocate for children who have been abused / neglected
- Initiated and developed fundraising campaigns, appeals, volunteer appreciation initiatives, grant research, writing and reporting

- Responsible for social media communications various platforms along with traditional communications such as radio, newspaper, television and frequent speaking engagements throughout the state
- Provided additional supports, trainings and resources as needed to ensure continued personal growth and effectiveness of volunteers

2012 – 2013 **Tri-County Cap, Berlin, NH** **Employment Specialist**

- Worked closely and effectively with NH Employment Program teams in both the Berlin and Littleton District Offices to oversee appropriateness of placement with career path and intervene when issues / potential conflict arose. Provided job coaching and reinforcement to clients
-

2005– 2012 **Northern Human Services, Berlin, NH** **Case Manager**

- Through community based services, assisted people with a major mental illness manage their social, emotional, housing, financial, legal, vocational and medical needs through assessment, coordinating services, advocacy, crisis intervention, referrals, service monitoring and outreach
- Facilitated evidence based practice group, "Illness, Management and Recovery." This site was awarded highest fidelity in state with this pilot group
- Carried a niche caseload of clients who historically were unsuccessful of engaging in traditional treatment by effectively employing interventions based on evidence based practices specific to the individuals

2000 – 2005 **The Wentworth, Jackson, NH** **Director of Sales, 2002 – 2005**
Dining Room Manager, 2000 -2002

- Oversaw the execution of successful, quality events by effective coordination and supervision of multiple departments. Developed marketing strategies to brand hotel as an elegant country inn and premiere venue for luxurious weddings and upscale corporate retreats
- Hired, trained and managed all dining room, event and bar staff. Developed and implemented appropriate training procedures to acquire and maintain prestigious four diamond status restaurant
- Gained trust and respect of employees I supervised as well as other managers to be able to improve overall morale and milieu within Food and Beverage Department as well as the other Departments so that teamwork and efficiency drastically improved and turnover decreased
- Responsible for controlling labor and costs while providing exceptional product and outstanding customer service
- Exceeded aggressive budgeted revenues across all categories every year while achieving many record months and years.

O Education

Rivier College, B.A., Psychology

O Community Involvement

2014 Co-recipient of the Gus Rooney Award	Former Therapeutic foster care provider
Soccer coach for North Country Soccer League	Former Berlin Planning Board Member
Coach / coordinator for Young Athlete Program	Former Berlin City Councilor

Amber Day

[redacted]

Objective

To find long-term work with a client-focused company that positively impacts the community through work with parents and children.

Core Skills & Competencies

People/Communication Skills

- Resolving Customer Complaints
- Identifying Client Needs
- Presenting Product Information
- Communicating by Text, Telephone and Email

Marketing/Technical Skills

- Creating Graphics and Marketing Materials
- Introducing Additional Products to Clients
- Bookkeeping and Tax Software
- Use of Basic Office Equipment and Software

Management/Leadership Skills

- Identifying and Meeting Deadlines
- Delegating Tasks
- Training New Employees
- Offering Recognition for Achievements

Technical Proficiency

Operating-Systems: Windows 10, Windows 7
Software: Microsoft Word, Microsoft Excel, Google Office Programs, Wave Accounting

Experience

Family Resource Center-Gorham **2018-Present**
Family Support Specialist

- Know, convey and enforce mandated standards for visits for parents with children in placement
- Use reflective listening skills to identify needs of families and connect to appropriate agencies
- Accurate recordkeeping in compliance with confidentiality protocols
- Creating visit schedules with multiple parties that are recurrently compatible with work and school
- Collaborating with supervisors, co-workers and state workers to create treatment plans for families and solve problems that arise

Self Employed **2014-Present**
House Cleaning, Direct Sales

- Create a client base
- Identify the needs of the clients and offer appropriate products and services
- Meet the expectations of clients in timely manner and resolve any complaints
- Had the business in profit within 6 months
- Completed tasks on time to customers satisfaction without direct supervision

Amber Day

Volunteer Work **2013-2015**

Soup Kitchen Aide

- Prepare food in accordance with proper food safety regulations
- Serve food to clients
- Helped to have the facility cleaned on-time
- Led the food preparation for one service- purchased food, prepared food and assigned jobs to other volunteers

Class Action **2010-2013**

Volunteer Homeschool Co-Op Instructor and Helper

- Prepare lesson plans and appropriate materials for class sizes of 10-20 students
- Work with other volunteers to present the material and maintain student safety
- Supporting other instructors as directed in their classes
- Safely taught a cooking class to early elementary students
- Kept class costs low while still offering engaging lessons for the students

Education

Western Governors University 2016- Present

Bachelor of Science in Accounting-in progress

University of Phoenix 2008-2010

Associate of Arts in Business

Self-Study Courses 2014-Present

Communication, Conflict Resolution, Customer Service, Time Management

References

From one of my cleaning clients "Amber helped two of my kids clean their rooms and taught them easy ways to stay cleaned and organized in the process! She also cleaned and de-cluttered a walk-in closet that was overwhelming me. She works great with kids and is a very disciplined and hard worker. I highly recommend her and will hire her again!"

Allison Ross 603 915 3581 15 Promenade St Gorham, NH 03581

From a supervisor from a volunteer position "Amber has shown that she is an efficient, caring individual with strong communication skills."

Tikatia Morris 603 581 5343 783 4th Ave Berlin, NH 03570

Additional References

Jen Howard 603 732 3290 249 Main Street Gorham, NH 03581

Gabrielle Lepine

Objective

Highly skilled and empathetic professional with experience leading, managing and supervising professional staff in social services. Past work has included Supervisory support; coaching; program planning and development and educational parenting support. Active listener with a knack for building lasting professional relationships.

Skills & Abilities

- Highly organized
- Calm under pressure
- High attention to detail
- Strength-based
- Growth minded
- Experience supervising a team
- Empathetic
- Culturally-sensitive
- Reliable & Flexible

Experience

Associate Director of Family Support Services, The Family Resource Center

June 2018 – Current

- Provide family support and advocacy skills for in home Wraparound services in Enhanced Care Coordination for children ages 3-7
- Individually partnered with Dartmouth Injury Prevention Center and Healthy Families America to create a NH live webinar on Child Passenger Safety to educate home visitors on car seat safety
- Train and educate employees on Medicaid billing
- Oversee & Supervise all programs for Family Support and assist with writing & managing grants for programs
- Conduct ACES Prenatal and Postpartum intakes with high risk mothers that individually assess their needs (parent survey).
- Monitors quality assurance and assures all contract requirements are met

Supervisor & GGK Curriculum Coach, The Family Resource Center

March 2016 - Current

- Conducted monthly GGK staff meetings around agency wide curriculum use to fidelity
- Provided staff with weekly reflective and supportive supervision
- Observed workers' performance and provided feedback accordingly
- Supervised 9 staff members for program implementation and provided technical assistance when needed
- Provided training to staff on rules and regulation for 3 different programs as well as training for 3 different program practices.
- Practice-Based Coach implementing Pyramid model practices to various agencies through iSocial

Education

New England College - Henniker, NH - Bachelor of Science Health Science 2015

Certifications

- Peer Recovery Support Worker- certified
- Growing Great Kids Curriculum Tiers 1,2,3 (0-3 & 3-5) certified
- Trained in Motivational Interviewing/ Supervisors training- evidenced based counseling approach to health care
- Healthy Families of America- Evidence based model certified Family Support Worker
- Healthy Families America; evidence-based model certified Parent Survey / Community Outreach Worker /Supervisor
- Pyramid Model for Supporting Social Emotional Competence in Infants and Young Children trained
- Parents Interacting with Infants and Toddlers (PI-WI) trained/ PIWI 2.0 (supervisors) trained
- Child Passenger Safety Technician- Safekids Worldwide Certified
- TPOT Validated- Pyramid Model
- Practice-Based Coach (Individual/Group)- Certified

Beckie J Dodson

[redacted]

Professional Summary

Energetic small business owner responsible for the legal guardianship of court appointed clients. Friendly and compassionate public servant skilled in communicating with a diverse population while consistently providing exceptional service. A passionate, trustworthy leader and confident decision maker that combines an entrepreneurial drive with a natural capacity for team building.

Skills

- Exceptional ability to rapidly develop a rapport allowing clients a level of trust and comfort to provide the necessary guidance through difficult transitions
- Highly skilled at accounting, financial management, securing benefits, record keeping and multi-tasking while meeting deadlines
- Proficient in a variety of software; Microsoft Office, credit card processing, MIRCOS and social media applications

Work History

Family Resource Center – Gorham, NH
Family Support Specialist, 7/ 2018 – Present

- Provide in-home support to at-risk families
- Create support plans based on family's needs
- Budgeting assistance
- Parenting skills
- Child development
- Referrals to outside services
- Practice high confidentiality
- Record keeping
- Provide creativity and flexibility with family planning

Pike's Guardian Services/Guardianship Services of NH – Twin Mountain NH
Guardian, 2/2004 – 3/2018

Personally responsible for all aspects of the care, safety, medical and financial well-being of clients entrusted to me by the State of New Hampshire including but not limited to:

- Managed the financial assets such as stocks, bonds and bank accounts as well as maintaining and negotiating real estate sales and setting up final life plans.
- Managed and attended client's medical appointments while actively participating in decisions related to ongoing care and treatment.
- Collaborated with government agencies to secure benefits such as Medicare, Medicaid, Social Security, Military and Employment.
- Testified under oath to help the court make decisions regarding the stability of client's mental health.
- Maintained regular contact with clients via telephone, and in person with visits to private homes, nursing facilities, group homes and hospitals.
- Interviewed and evaluated clients to conduct safety and risk assessments for proper placement to ensure the best possible care in the least restrictive manner.
- Helped clients to understand their illness and the contributing personal, social and economic factors.
- Owned and operated small business and all aspects of such including but not limited to; billing, invoicing, receivables, payables, maintaining certifications.

FP International – Auburn, MA
Traffic Supervisor/Customer Service Representative 08/1992 to 08/2002

- Served as the main liaison between customer and sales team.
- Investigated customer concerns and resolved problems on the spot.
- Provided and elevated customer service to generate a loyal clientele base.
- Effectively communicated with and supported sales, marketing and administrative teams on a daily basis.
- Handled daily flow of paperwork and cooperated with the accounting department on payables and receivables and the production department on scheduling and shipments.
- Executed in-season strategies by communicating with clients and pre-scheduling orders based on ordering history.
- Prepared shipping papers and scheduled proper loading order of trucks.

- Managed driver team, including DOT logs, rules and regulations and scheduling.

Education

Bachelor of Science: 2012 - Plymouth State University, Plymouth, NH

Affiliations

Justice of the Peace, New Hampshire

Lindsey Mae Murphy

[redacted]

Special Skills: Computer skills using Microsoft word and excel. Have proven ability to keep confidentiality. Have experience and the responsibility of filing and keeping up to date on paperwork. Great people skills. Multiple years of experience working with the public.

Work History:

November 2018- present The Family Resource Center – Family Support Specialist- Gorham NH- Family Support Specialist -Provide in-home support to at-risk families. Create support plans based on family's needs including budgeting assistance, parenting skills, child development, and referrals to outside services. Use reflective and active listening skills, practice high confidentiality, record keeping, and provide creativity and flexibility with planning for each families.

May 2015- November 2018- Androscoggin Valley Hospital- Accounts Specialist- Berlin NH- Send out bill claims to insurance companies for payment. Process payments

November 2014-February 2015- North Country Independent Living- Conway NH- Residential Advisor- Skills to work with residents that have suffered brain injuries. Assisting clients with everyday tasks including food prep, house chores and community involvement.

April 2013- November 2014- Mountain View Grand Resort and Spa- Whitefield NH- Guest Relations Agent- Check guests in and out. Print and file registration cards and parking permits. Knowledge of the area and activities offered on the resort. Used phones and extensions daily. Cross-trained in reservation department. Worked on computers using the opera system, spa booker and word.

Education: July 2014-present- Kaplan University- Bachelors in psychology

February 2008- June 2013- multiple trainings in early childhood education

ANN-MARIE E. SMITH

[redacted]

Experience

2017 - Present

Family Support Specialist • Colebrook, NH

Providing in home support to at-risk families. Creating support plans based on family's needs including budgeting assistance, parenting skills, child development, and referrals to outside services. Using reflective and active listening skills, practice high confidentiality, record keeping, and offer creative and flexibility with planning for each family.

2008 - 2017

Child and Family Services • Colebrook, NH

Family Support Worker and Home Visits. I have been providing in-home education as well as parenting, child development, budgeting, personal communication along with household and stress management. I also assist in accessing community and state resources.

1993 – 2006

- **Kingswood Regional Middle and High School • Wolfeboro, NH**
- **Inter-Lakes Middle School • Meredith, NH**
- **Governor Wentworth Regional School District • Wolfeboro, NH**
- **Bartlett Community Preschool NH • Bartlett, NH**

Teaching in a general classroom setting for all age groups to One-on-One Special Assistant. Encouraging physically handicapped student develop social skills, academic comprehension, and communication through facial, body, and sign language. Helping with mental and developmental disabilities with various curriculum and techniques. Involved in confidential mediations alongside behavioral councilors, aiding students to deal with relationships, family issues and peer conflicts. Successfully preventing and resolving negative confrontations and behavior by setting appropriate boundaries creating positive resolutions

Skills and Interests

- Through workshops and other ventures in my life, I have gained techniques to motivate and aide behavioral problems and learning disabilities.
- I am certified in NH Healthy Kids Training and am an Accredited provider of Level 4 Positive Parenting Program. I am also certified in Growing Great Kids-Tier 1, prenatal to 36 mos. skill developmental program. I am trained in ASQ-ASQ-SE and am on the steering committees for "Watch me Grow", and Maternal Depression, promoting MD awareness in Coos County
- I like to stay active, both professionally and physically. I walk daily and am always looking at furthering my personal knowledge and education to invest in our Coos kids.

Education

Hesser Business College • Manchester, NH

Graduated in 1984

- Major in Travel Management
- Minor in Social Science, Psychology, Sociology, Human Development and Public Speaking

References and Certifications are available upon request

06/2003-08/2003 *Summer Help, Groveton Mill*
Working on paper machines, cleaning up (sweeping the mill floors and taking care of the paper on the roof), painting, filing papers, shredding and run a tow motor.

KARYN M. RENIERE

[redacted]

OBJECTIVE Experienced Dog Trainer who wants to help owners and dogs to work together as a team. Adept at identifying issues and problem solving to reach a desired outcome.

WORK EXPERIENCE

09/18-Present The Family Resource Center Gorham, NH
Reunification Specialist
Facilitate supervised visits between parents and their children
Visit individual families in their homes to work on various issues
Maintain a clean and organized client log with all required program work
Coordinate schedules and arrange client appointments.

05/15-06/18 Doggie Do Good Arroyo Grande, CA
Lead Dog Trainer/Management
Training all breeds and temperaments
Supervising a team of employees
Training difficult behaviors to dogs to be able to provide a service
Providing daily care for dogs
Teaching people with a variety of disabilities to work and bond with their dogs
Problem solving to reach a mutual desired outcome
Interacting with coworkers, clients and the public daily
Collecting payments for products and services rendered
Documenting progress made by each dog in training daily
Crisis prevention and intervention
Puppy testing and evaluating shelter dogs as service dog candidates

02/18-06/18 Mesa Veterinary Hospital Nipomo, CA
Veterinary Assistant/Front Office
Answering phones and scheduling appointments
Collecting payments for products and services rendered
Interacting with and assisting customers on a daily basis
Rooming Patients with hospitality
Assisting with minor surgeries
Monitoring vitals

06/14–05/15 PetSmart Santa Maria, CA
Trainer/Cashier/Customer Service
Facilitating training classes
Interacting with pet owners about proper training and follow up techniques
Organizing and stocking product inventory

Collecting payments for products and services rendered
Interacting with and assisting customers on a daily basis
Providing the daily care for small animals
Bathing and light grooming of dogs

04/11-6/14 VTC Enterprises Santa Maria, CA
Instructor
Providing care and safety for adults with developmental disabilities
Teaching community awareness and safety skills
Providing job training to each individual
Creating weekly schedules for community activities
Instructing individuals in social and self-advocacy skills
Documenting the daily activities and behaviors of each individual
Interacting with coworkers and members of the community daily
Preventing and handling crisis situations

PROFESSIONAL SKILLS

Ability to effectively teach and communicate with people with disabilities
Ability to work with dogs of all sizes, temperaments and breeds
Ability to teach animals and pet parents several different behaviors
Ability to discourage unwanted behaviors
Ability to organize, multi-task, and manage time in an orderly fashion
Experienced in Internet navigation and research
Proficient in handling multi-line phone systems
Proficient in Microsoft Word, Excel and PowerPoint
Ability to type 50 wpm
Ability to manage a team of employees
Skilled in the prevention and handling of crisis and emergency situations

EDUCATION

Ernest Righetti High School *Graduated June 2005*
High School Diploma

CERTIFICATION

Canine Good Citizen Evaluator Certified

Gina Belanger

January 2018

Objective: Family Support Specialist, Licensed Practical Nurse |
Family Resource Center

EDUCATION

1976-1977 Diploma Nursing Degree
Berlin Vocational Technical College

Degree Earned: Diploma Licensed Practical Nurse

WORK HISTORY

September 2012 - Ongoing
Licensed Practical Nurse for Home Visiting Programs HFA and Comprehensive Family Support
Administration and Coordination of nursing home visits for Home Visiting NH and Healthy Families America
Pre-natal and post-natal home visits, nursing assessment, screening and identification of mother and infant health issues, family issues and social systems.
Tracking, reporting and data analysis
Support Specialist for ESNH Veterans Count Program working with veterans with emergent needs

April 2008 – 2015 Family Resource Center Gorham, NH
Maternal and Child Health Programs Administrator
Licensed Practical Nurse and Family Educator
Administration and management for Maternal and Child Health NH funded programs including the Home Visiting NH and Comprehensive Family Programming for Berlin/Gorham Child and Family Health Support Programs Northern NH Programming
Coordinator of services with collaborating partners
Oversight of fiscal budgets and Medicaid billing

November 2000 – 2008 Family Resource Center Gorham, NH
Community Coordinator implementing, training and administration of the Leaders in Prevention Programming coordinator for youth leadership and training in ADAT prevention
Participant in the Coos County Coalition Against Substance Use Prevention Programs and Curriculums

ADAT Prevention awareness campaigns and events/trainings for the North Country
Community Coordinator and Master Trainer for the Frameworks Youth Suicide Prevention project
Family Readiness Lead for the New Hampshire National Guard Deployment year 2003-2005

April 1991-October 2001
Coos County Nursing Home Berlin, NH
Charge Nurse for a 50 bed geriatric unit
Staffing and management of 10 Licensed Nursing Assistants
Medication administration, daily nursing assessments, implementation of physicians order, primary care for residents
Accurate documentation in resident medical records, physician awareness reports
Worked with an interdisciplinary team for resident care, quarterly reporting and the Minimum Data Set Assessment
Management and implementation of comprehensive Plans of Care for residents
Resident and Staff Advocate

1987 – 1989 School Lunch Program Assistant Gorham School District Gorham, NH
Preparation and administration of 200 youth meals daily

1977-1980 St Vincent de Paul Nursing Home Berlin, NH Licensed Practical Nurse
Medication administration
Ongoing daily nursing assessments
Implantation of physician's orders
Resident care

Volunteer
Past president of Local Union #3421 AFSME Berlin NH
Executive Board Member Coos County Coalition for Prevention of Substance Use
Member Berlin Area Health Consortium
Executive Board member Androscoggin Valley Community Partners
Past Board member Androscoggin Valley Cancer Fund
Past Advisory Board for UNH Coop Extension
Present board member for Northern Granite United Way

Accomplishments and Certificates

Growing Great Kids/Growing Great Families evidence based curricula trained and certified
Parents as Teachers evidence-based curriculum and model trained and certified

Trained in Motivational Interviewing; an evidence-based curricula

Completed and administered 20 ADAT Prevention Programming SAMSHA approved Dare To Be You Family Programs

Completed and administered the ADAT Prevention Program "Strengthening Families Program" a SAMSHA approved ADAT Prevention Program
Successfully implemented, planned and coordinated 15 Strengthening Family Program

Participated and completed the North Country Leadership Program
Participated in the Family Support Unit for the NH National Guard 2003 – 2005
Completed the Frameworks Youth Suicide Prevention Program as a Master Trainer 2004 – 2006
American Health Association Basis Life Saver Coordinator/Instructor and Trainer 2003 – 2017
Executive Chair for the Androscoggin Valley Community Partners 2001 and ongoing
NAMI NH Trained in the Mental Health First Aid for Veterans and Families Program

Activities: Crafting in different mediums, painting, stained glass and knitting
Enthusiastic about camping, outdoor activities and spending time with my family and friends.

LEADERSHIP

Past president of Local Union #3421 AFSME Berlin NH
Executive Board Member Coos County Coalition against Drugs
Member Berlin Area Health Consortium
Executive Board member Androscoggin Valley Community Partners
Past Board member Androscoggin Valley Cancer Fund
Past Advisory Board for UNH Coop Extension
Present board member for Northern Granite United Way 15 plus years

Jennifer Williams

OBJECTIVE

Utilize my skills and experience in a position within the local community.

EDUCATION

Berlin High School, Berlin, New Hampshire 1994-1998
General

Plymouth State University, Plymouth, New Hampshire 1998-2001
BS, *Art Education*

NH Culinary Institute, WMCC, Berlin, New Hampshire 2007-2008
AS, *Pastry and Baking*

SKILLS AND ABILITIES

I have advanced computer/typing skills including agency forms for billing and progress notes. I have excellent communication skills, work well as a team and brainstorming for new ideas and solutions. I have extensive knowledge of the community and surrounding areas especially for local supports and services. I have attended a nursing assistant course and have a state of New Hampshire license. Certified in First Aid and CPR. Trained in crisis management. Knowledge of HIPPA and the importance of privacy laws.

WORK EXPERIENCE

The Family Resource Center, Gorham, NH 5/2019-Present
Family Support Specialist
Provide in-home support to at-risk families. Create support plans based on family's needs including budgeting assistance, parenting skills, child development, and referrals to outside services. Use reflective and active listening skills, practice high confidentiality, record keeping, and provide creativity and flexibility with planning for each family

ServiceLink Aging & Disability Resource Center, Berlin, NH 2016-2019
Long Term Support Counselor
Give support and guidance to caregivers, veterans, people with disabilities and elders. Utilize person-centered counseling techniques and give referrals to persons in need of support and services. Assist with long term care management. Work with families and providers to acquire long term care. Sign clients up for state health insurance programs. SHIP certified through the state of New Hampshire.

Northern Human Services, Berlin, NH 2014-2016
Residential Community Integrator
Support clients with developmental disabilities to live in their own home. Assist with banking, shopping and cleaning. Set goals to support living independently. Attend meetings and write progress notes each month. Work with case managers in support of the client's needs and goals.

St. Vincent de Paul Nursing Home, Berlin, NH 2013-2014
Licensed Nursing Assistant

Utilized patient care skills. Provided ambulation, assisted with toileting and bathing. Changed bandages. Dressed patients and assisted with physical challenges. Provided empathy and compassion to residents.

REFERENCES AVAILABLE UPON REQUEST

HEIDI RICHARD

[redacted]

OBJECTIVE

To use my skills and knowledge to better assist the people I work with.

EXPERIENCE

1/2018 to Present Gorham Family Resource Center Gorham, NH

Family Support Specialist

Provide in home support to at-risk families, Create support plans based on family's needs including budgeting assistance, parenting skills, child development, and referrals to outside services. Use reflective and active listening skills, practice high confidentiality, record keeping, and provide creativity and flexibility with planning for each family

09/2014 to 09/2017 Littleton Regional Health Care Littleton NH

Certified Medical Assistant

Room patients, upload and maintain patients EMR, assist provider with procedures as needed, write patient letters, refill prescriptions per physician orders, prior authorization of procedures.

2/2013 to 12/2013 Cottage Hospital Woodsville, NH

PHLEBOTOMIST

Register patients, load orders in the EMR System, collect blood and urine samples, label them and prepare them for the technicians

11/2012 to 12/2013 AIT Laboratories *Indianapolis, IN*

PHLEBOTOMIST

- Collect blood samples, weight of patient and medication list and prepare to ship to the lab.

08/02/2010-01/2012 Memorial Hospital-Primary Care *Conway, NH*

MEDICAL ASSISTANT

- Room Patients, take and record vital signs in the chart, Assist the Physician with any procedures, clean and prep the exam rooms for the patients.

1/1/2010 TO 7/1/2011 Apps Paramedical Services *Bow, NH*

PARAMEDICAL EXAMINER

- To collect blood and urine samples, collect health data, and prepare samples for shipping

EDUCATION

2016 to Present | Granite State College | Concord, NH

Bachelors in Health Care Management in progress

2009-2010 | White Mountains Community College | *Berlin, NH*

ASSOCIATES IN GENERAL EDUCATION WITH A MEDICAL ASSISTING BACKGROUND

- Certificate in Medical Assisting and Phlebotomy

REFERENCES

References are available on request.

Peggy Lee Brickley

[redacted]

PROFESSIONAL EXPERIENCE

The Family Resource Center at Gorham **2014-Present**

Programs Administrator

Provide administrative services to the Family Support Program. Responsibilities include but are not limited to preparation of Medicaid billing and correspondence, support bookkeeper and Executive Director as needed, preparation of time sheets.

Old Republic Title Insurance Company **2011-2012**

Title Examiner

Examined, analyzed and evaluated records of titles of real estate properties. Assigned title search orders to title searchers and monitored orders to ensure turnaround requirements were met. Examined title documents filed in the public records and prepared final title reports for real estate transactions.

Bank of America **2010-2011**

Customer Assistance/Collections

Negotiated account resolution and accurately implemented and documented actions within the collection systems while maintaining company performance and productivity standards.

Delaware Title Services, LLC **2007-2008**

Self Employed **2004-2010**

First American Title Insurance Company **2001-2004**

Gregory W. Williams, PA **1998-2001**

Hudson, Jones, Jaywork, Williams & Liguori **1996-1998**

Title Searcher

Prepared data and filed documents necessary for property settlements. Reviewed titles for liens, encumbrances and judgments. Documented all right of ways, easements, and recorded surveys affecting properties. Recorded applicable mortgages, deed transfers and parcel plots.

EDUCATION

Delaware Technical & Community College, Georgetown, DE **2000**

Associates Applied Science Business Admin - Graduated Magna Cum Laude

Mt. Pleasant High School, Wilmington, DE **1986**

Diploma

The Family Resource Center (Berlin District Office) CFSS

Key Personnel

Name	**Job Title**	**Salary**	**% Paid from this Contract**	**Amount Paid from this Contract**
Jen Buteau	Director of Family Supports	50,000	15	7,500
Amber Day	FSS Supervisor	34,000	80	27,200
Gabrielle Lepine	Associate Director of FSS	38,000.00	15	5,700.00
Lindsey Murphy	Family Support Specialist	30,000	50	15,000.00
Jennifer Williams	Family Support Specialist	30,000	50	15,000.00
Beckie Dodson	Family Support Specialist	30,000	40	12,000
Ann-Marie Smith	Family Support Specialist	30,000	30	9,000
Karyn Reniere	Family Support Specialist	30,000	50	15,000
Open (Colebrook)	Family Support Specialist	30,000	40	12,000
Gina Belanger	Nurse	45,000	15	6,750
Peggy Brickley	Program Administrator	36,001	15.44	5,558
Heidi Richard	Family Support Specialist	30,000	40	12,000.00
				135,208.64

14B mac

Jeffrey A. Meyers
Commissioner

Christine Tappan
Associate Commissioner

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

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

March 9, 2018

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division For Children, Youth and Families, to enter into **sole source** amendments with the vendors identified below, for the provision of Comprehensive Family Support Services by increasing the price limitation by $4,606,197 from $6,424,788 to $11,030,985 and by extending the contract completion date from June 30, 2018 to June 30, 2019 effective upon Governor and Executive Council approval. 97.59% Federal Funds, 2.41% General Funds.

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway NH	$585,228	$274,561	$859,789	O: 6/18/14 #80 A1: 6/10/15 #5D A2: 5/18/16 #9A
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$572,508	$461,375	$1,033,883	O: 6/18/14 #80 A1: 5/18/16 #9A
Greater Seacoast Community Health (f/k/a Families First)	TBD	100 Campus Drive, Suite 12 Portsmouth NH	$585,228	$464,555	$1,049,783	O: 6/18/14 #80 A1:6/10/15 #5C A2: 5/18/16 #9A

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
TLC Family Resource Center (formerly Good Beginnings of Sullivan County)	170625-B001	109 Pleasant Street Claremont NH	$585,228	$423,075	$1,008,303	O: 6/18/14 #80 A1: 5/18/16 #9A
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$585,228	$463,279	$1,048,507	O: 6/18/14 #80 A1: 5/18/16 #9A
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$585,228	$451,881	$1,037,109	O: 6/18/14 #80 A1: 5/18/16 #9A
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$585,228	$279,375	$864,603	O: 6/18/14 #80 A1: 6/10/15 AG A2: 5/18/16 #9A
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$585,228	$279,375	$864,603	O: 6/18/14 #80 A1: 6/10/15 AG A2: 5/18/16 #9A
		Total	**$6,424,788**	**$4,606,197**	**11,030,985**	

Funds to support this request are available in the following accounts in State Fiscal Year 2018 and in State Fiscal Year 2019, with the ability to adjust encumbrances between state fiscal years through the Budget Office without further approval from the Governor and Executive Council, if needed and justified.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

05-095-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, TEMPORARY ASSISTANCE FOR NEEDY FAMILES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

This request is **sole source** because the funding being added in State Fiscal Year 2018 exceeds 10% of the total contract value for each contract. The addional funding is being utilized by the vendors to increase staff capacity to provide services to families who had a an abuse/neglect assessment conducted by the Division for Children, Youth and Families that was closed unfounded or unfounded with conerns.

The purpose of these amendments is to increase capacity for programs and utilize one (1) of the two (2) years available for renewing services, as specified in Exhibit C-2 of the original agreements.

Comprehensive Family Support Services assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents and give families an opportunity to learn and grow.

Below is a breakdown of those served in 2016 through the original Comprehensive Family Support Services contracts:

- Families served, 1,027.
- Family members served, 2,979.
- Total children served 1,695
- 50% of families served had a single caregiver.
- 48% of families served have mental health issues.
- 33 % of families served have chronic health issues.
- 93% of children served have child Medicaid insurance.
- 12% of adults served are without any insurance

Considering those served and program outcomes from 2014 to 2016 there have been considerable success for those who have participated and successfully completed or graduated from the program. Success is measured by future avoidance of DCYF services. Families are tracked for 3 years following the completion of services. Below are the outcome measures for the period identified

- 2014, 91.8%
- 2015, 93.1%
- 2016, 93.6%

Over the last several years the State of New Hampshire has seen a significant increase in the volume of families with open abuse and neglect cases. This translates to many more children in out of home care and significant increase in cost to the State of New Hampshire. By providing the additional resources through these amendments, the vendors will be able to increase services offered to the State's most vulnerable population.

With the increased funding, the vendors will be able to increase their ability to expand their service array to clients within their community by being able to employ one (1) to two (2) full time employees in order to manage their current wait list and to support the Division for Children, Youth and Families with assessments where substance abuse is an identified concern. Vendors will work with their communities to increase referrals for TANF exempt clients with children under the age of one (1) year. Vendors will increase their capacity to offer and implement prevention services to those most in need.

The services offered by these vendors are available to any family in the State of New Hampshire with children under the age of 21 years, with priority given to those families referred by the Division for Children Youth and Families. The Division for Children, Youth and Families will refer families who have had an abuse/neglect assessments closed unfounded or unfounded with concerns to the appropriate vendor in the service area. Families would then receive prevention services to assist them with decreasing famly stressors.

Although, prevention services are offered through the original Comprehensive Family Support Services contracts, these amendments will increase the vendor's capacity to provide additional resources. The additional services will allow vendors to increase the number of families served and the services offered, which include but are not limited to:

- Education.
- Parenting support.
- Case management.
- Assisted referrals.
- Home visiting resources.
- Budget management.
- Child development/

The Deppartment anticipates that by increasing the availability and quality of prevention services offered statewide there will be a reduction in incidents of child abuse and neglect, which would result in a reduction of open abuse/neglect cases with the Division for Children, Youth and Families.

The following performance measures/objectives will be used to measure the effectiveness of the agreement:

- 60% of families referred will enter and complete services. (Performance Measure)
- 95% of families who complete services will not be referred to DCYF within the following 3 years.(Performance Measure)

- Increase the number of families served with children under the age of 1. (Performance Measure)
- Increase the number of parents served under the age of 21. (Performance Measure)

Should Governor and Executive Council not authorize this request, the flexibility of community based family services may not be available to address the needs of children and families statewide, which could result in an increase in the Division for Children, Youth and Families involvement for out-of-home placement. Additionally families will not receive services that could assist with preventing the separation of children from their families by providing services that would result in parents providing a safe, stable and supportive family environment for their children.

Area served: Statewide

Source of Funds: 97.59% Federal Funds from Title IV-B Subpart I (CFDA#:93.645, FAIN: 1801NHCWSS), Promoting and Stable Families (CFDA#: 93.556, FAIN: 1801FPSS),Title XX Grants – SSBG (CFDA#: 93.667, FAIN: 1801NHSOSR), temporary Assistance to Needy Families (CFDA#: 93.558, FAIN: 17NHTANF), MCH Block Grant, 2.41% General Funds.

In the event that the Federal (or Other) Funds are no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

Christine Tappan
Associate Commissioner

Approved by:

Jeffrey A. Meyers
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$823.00		$823.00
2016	102-500734	Social Service Contract	42106802	$1,907.00		$1,907.00
2017	102-500734	Social Service Contract	42106802	$823.00		$823.00
2018	102-500734	Social Service Contract	42106802	$1,907.00		$1,907.00
2019	102-500734	Social Service Contract	42106802	$0.00	$1,365.00	$1,365.00
			Total:	**$5,460.00**	**$1,365.00**	**$6,825.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**
			Sub-Total:	**$187,260.00**	**$46,815.00**	**$234,075.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**
			Sub-Total:	**$919,996.00**	**$229,999.00**	**$1,149,995.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2016	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2017	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2018	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2019	102-500734	Social Service Contract	42106603	$0.00	$8,982.00	$8,982.00
			Total:	**$35,928.00**	**$8,982.00**	**$44,910.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**
			Sub-Total:	**$3,171,968.00**	**$792,992.00**	**$3,964,960.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$64,127.00	$64,127.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$64,127.00	$64,127.00
			Total:	**$0.00**	**$128,254.00**	**$128,254.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
			Total:	**$0.00**	**$318,248.00**	**$318,248.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
			Total:	**$0.00**	**$318,248.00**	**$318,248.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$138,384.00	$138,384.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$138,384.00	$138,384.00
			Total:	**$0.00**	**$276,768.00**	**$276,768.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$158,486.00	$158,486.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$158,486.00	$158,486.00
			Total:	**$0.00**	**$316,972.00**	**$316,972.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$152,787.00	$152,787.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$152,787.00	$152,787.00

Total:	**$0.00**	**$305,574.00**	**$305,574.00**

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
			Total:	**$0.00**	**$133,068.00**	**$133,068.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
			Total:	**$0.00**	**$133,068.00**	**$133,068.00**
			Sub-Total:	**$0.00**	**$3,000,000.00**	**$3,000,000.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, TEMPORARY ASSISTANCE FOR NEEDY FAMILES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2016	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2017	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2018	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2019	502-500891	Payments To Providers	45030206	$0.00	$31,290.00	$31,290.00
			Total:	**$125,160.00**	**$31,290.00**	**$156,450.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**
			Sub-Total:	**$1,600,000.00**	**$400,000.00**	**$2,000,000.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DICISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMINITY SERVICES, MATERIAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**
			Sub-Total:	**$245,564.00**	**$61,391.00**	**$306,955.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DICISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMINITY SERVICES, MATERIAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2016	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2017	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2018	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2019	102-500731	Contracts For Prog. Svc	90004015	$0.00	$75,000.00	$75,000.00
			Total:	**$300,000.00**	**$75,000.00**	**$375,000.00**
			Grand Total:	**$6,424,788.00**	**$4,606,197.00**	**$11,030,985.00**

State of New Hampshire
Department of Health and Human Services
Amendment #3 to the Comprehensive Family Support Services Contract

This third (3rd) Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #3") dated this 15th day of February, 2018, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and The Family Resource Center at Gorham, (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 123 Main Street, Gorham, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80), as amended (Amendment #1) approved by the Attorney General's Office on June 10, 2015, and as amended (Amendment #2) approved by the Governor and Executive Council on May 18, 2016 (Item #9A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, the agreement may be amended and Exhibit C-2, Additional Special Provisions, Paragraph 1, the State may renew the agreement for up to four additional years by written agreement of the parties and approval of the Governor and Executive Council; and

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

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

1. Form P-37, General Provisions, Block 1.7, Completion Date, to read:

   June 30, 2019.

2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:

   $864,603.

3. Amend Form P-37, General Provisions, Block 1.9, to read:

   E. Maria Reinemann, Esq., Director.

4. Amend Form P-37, General Provisions, Block 1.10 to read:

   (603) 271-9330.

5. Add Exhibit A-2 Amendment #3, Additional Scope of Services.
6. Delete Exhibit B-3 Amendment #2-Berlin DO and replace with Exhibit B-3, Amendment #3.
7. Add Exhibit B – 4, Amendment #3.

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

3/5/18
Date

Christine Tappan
Associate Commissioner

The Family Resource Center at Gorham

2-21-18
Date

Secretary
Name/Title

Acknowledgement:
State of NH, County of Coos on 2-21-18, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.
Signature of Notary Public or Justice of the Peace

Joseph Young - O.J.
Name and Title of Notary or Justice of the Peace

JOSEPH YOUNG
Notary Public, State of New Hampshire
My Commission Expires August 2, 2022

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

OFFICE OF THE ATTORNEY GENERAL

3/7/13
Date

Name:
Title: Assistant Attorney General

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

Additional Scope of Services

1. Provisions Applicable to All Services

1.1. The Contractor will submit a detailed description of the language assistance services 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.

1.2. 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.

2. Scope of Work

2.1. The Contractor shall work with their community to increase referrals for Temporary Assistance to Needy Families (TANF) exempt clients with children under the age of one (1) years old.

2.2. The Contractor shall follow the Home Visiting New Hampshire model when providing services to TANF clients with children under the age of one (1) in order to assist them with successfully overcoming barriers to employment.

2.3. The Contractor shall provide mandatory training to their staff that includes, but is not limited to:

2.3.1. Trauma Informed Care/Practices.

2.3.2. Two (2) Generation Approach to Working with Families.

2.3.3. Strengthening Families Model.

2.3.4. FRC-Q Standards Training.

2.3.5. How to Report Abuse and/or Neglect.

2.3.6. Completing and Utilizing the North Carolina Assessment.

2.3.7. Creating and Utilizing Individual Service Plans.

2.3.8. Home Visiting Worker Safety.

2.3.9. Individual Agency Trainings (Human Resources Requirements).

2.4. The Contractor shall provide weekly supervision of all Home Visiting staff.

3. Staffing

3.1. The Contractor shall increase their ability to expand their service array to clients within their community by employing an additional one (1) Full Time Employee (FTE) whose duties shall include, but are not limited to:

3.1.1. Manage current wait list.

3.1.2. Support the Department with "unfounded reports" from the Department where substance abuse is an identified as a concern.

3.1.3. Address the needs of clients that are referred by the Department who have had an assessment that is closed as "Unfounded, but with reasonable concerns".

Exhibit B-3 Amendment #3

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

Bidder/Program Name: The Family Resource Center at Gorham (Berlin)

Budget Request for: Comprehensive Family Support Services

Budget Period: July 1, 2017 through June 30, 2018

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 139,708.64	$ 13,520.86	$ 153,229.50	$ 4,500.00		$ 3,750.00	$ 135,208.64	$ 13,520.86	$ 148,729.50
2. Employee Benefits	$ 22,500.00	$ 2,200.00	$ 24,700.00	$ 500.00	$ -	$ 500.00	$ 22,000.00	$ 2,200.00	$ 24,200.00
3. Consultants	$ 4,700.00	$ 350.00	$ 5,050.00	$ 1,200.00	$ -	$ 1,200.00	$ 3,500.00	$ 350.00	$ 3,850.00
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ 350.00	$ -	$ 350.00	$ 350.00	$ -	$ 350.00	$ -	$ -	$ -
Purchase/Depreciation	$ 650.00	$ 30.00	$ 680.00		$ -	$ -	$ 650.00	$ 30.00	$ 680.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 5,400.00	$ 190.00	$ 5,590.00	$ 3,500.00	$ -	$ 3,500.00	$ 1,900.00	$ 190.00	$ 2,090.00
6. Travel	$ 17,900.00	$ 1,700.00	$ 19,600.00	$ 900.00	$ -	$ 900.00	$ 17,000.00	$ 1,700.00	$ 18,700.00
7. Occupancy	$ 11,750.00	$ 400.00	$ 12,150.00	$ 7,750.00	$ -	$ 7,750.00	$ 4,000.00	$ 400.00	$ 4,400.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 2,550.00	$ 190.00	$ 2,740.00	$ 650.00	$ -	$ 650.00	$ 1,900.00	$ 190.00	$ 2,090.00
Postage	$ 990.00	$ 4.00	$ 994.00	$ 950.00	$ -	$ 950.00	$ 40.00	$ 4.00	$ 44.00
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ 1,900.00	$ 190.00	$ 2,090.00	$ -	$ -	$ -	$ 1,900.00	$ 190.00	$ 2,090.00
Insurance	$ 1,400.00	$ 140.00	$ 1,540.00	$ -	$ -	$ -	$ 1,400.00	$ 140.00	$ 1,540.00
Board Expenses	$ 250.00	$ 25.00	$ 275.00	$ -	$ -	$ -	$ 250.00	$ 25.00	$ 275.00
9. Software	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -
10. Marketing/Communications	$ 1,850.00	$ 90.00	$ 1,740.00	$ 750.00	$ -	$ 750.00	$ 900.00	$ 90.00	$ 990.00
11. Staff Education and Training	$ 6,500.00	$ 190.00	$ 6,690.00	$ 4,600.00	$ -	$ 4,600.00	$ 1,900.00	$ 190.00	$ 2,090.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
FSNH annual fee	$ 125.00	$ 12.50	$ 137.50	$ -	$ -	$ -	$ 125.00	$ 12.50	$ 137.50
Printing	$ 850.00	$ 85.00	$ 935.00	$ -	$ -	$ -	$ 850.00	$ 85.00	$ 935.00
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 219,173.64	$ 19,317.36	$ 238,491.00	$ 25,650.00	$ -	$ 24,900.00	$ 193,523.64	$ 19,317.36	$ 212,841.00
Indirect As A Percent of Direct		8.8%							

Contractor Initials: LR

Date 2-21-18

Exhibit B-4 Amendment #3

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

Bidder/Program Name: The Family Resource Center at Gorham (Berlin)

Budget Request for: Comprehensive Family Support Services

Budget Period: July 1, 2018 through June 30, 2019

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 139,708.64	$ 13,520.86	$ 153,229.50	$ 4,500.00		$ 3,750.00	$ 135,208.64	$ 13,520.86	$ 148,729.50
2. Employee Benefits	$ 22,500.00	$ 2,200.00	$ 24,700.00	$ 500.00	$ -	$ 500.00	$ 22,000.00	$ 2,200.00	$ 24,200.00
3. Consultants	$ 4,700.00	$ 350.00	$ 5,050.00	$ 1,200.00	$ -	$ 1,200.00	$ 3,500.00	$ 350.00	$ 3,850.00
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ 350.00	$ -	$ 350.00	$ 350.00	$ -	$ 350.00	$ -	$ -	$ -
Purchase/Depreciation	$ 650.00	$ 30.00	$ 680.00		$ -	$ -	$ 650.00	$ 30.00	$ 680.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 5,400.00	$ 190.00	$ 5,590.00	$ 3,500.00	$ -	$ 3,500.00	$ 1,900.00	$ 190.00	$ 2,090.00
6. Travel	$ 17,900.00	$ 1,700.00	$ 19,600.00	$ 900.00	$ -	$ 900.00	$ 17,000.00	$ 1,700.00	$ 18,700.00
7. Occupancy	$ 11,750.00	$ 400.00	$ 12,150.00	$ 7,750.00	$ -	$ 7,750.00	$ 4,000.00	$ 400.00	$ 4,400.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 2,550.00	$ 190.00	$ 2,740.00	$ 650.00	$ -	$ 650.00	$ 1,900.00	$ 190.00	$ 2,090.00
Postage	$ 990.00	$ 4.00	$ 994.00	$ 950.00	$ -	$ 950.00	$ 40.00	$ 4.00	$ 44.00
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ 1,900.00	$ 190.00	$ 2,090.00	$ -	$ -	$ -	$ 1,900.00	$ 190.00	$ 2,090.00
Insurance	$ 1,400.00	$ 140.00	$ 1,540.00	$ -	$ -	$ -	$ 1,400.00	$ 140.00	$ 1,540.00
Board Expenses	$ 250.00	$ 25.00	$ 275.00	$ -	$ -	$ -	$ 250.00	$ 25.00	$ 275.00
9. Software	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -
10. Marketing/Communications	$ 1,850.00	$ 90.00	$ 1,740.00	$ 750.00	$ -	$ 750.00	$ 900.00	$ 90.00	$ 990.00
11. Staff Education and Training	$ 6,500.00	$ 190.00	$ 6,690.00	$ 4,600.00	$ -	$ 4,600.00	$ 1,900.00	$ 190.00	$ 2,090.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
FSNH annual fee	$ 125.00	$ 12.50	$ 137.50	$ -	$ -	$ -	$ 125.00	$ 12.50	$ 137.50
Printing	$ 850.00	$ 85.00	$ 935.00	$ -	$ -	$ -	$ 850.00	$ 85.00	$ 935.00
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 219,173.64	$ 19,317.36	$ 238,491.00	$ 25,650.00	$ -	$ 24,900.00	$ 193,523.64	$ 19,317.36	$ 212,841.00
Indirect As A Percent of Direct		8.8%							

Contractor Initials: SR

Date 2-21-18

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STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

DIVISION FOR CHILDREN, YOUTH & FAMILIES

Jeffrey A. Meyers
Commissioner

Lorraine Bartlett
Director

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

March 21, 2016

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Children, Youth and Families to exercise a renewal option with the vendors identified below for the provision of Comprehensive Family Support Services by increasing the price limitation by $3,212,394 from $3,212,394 to $6,424,788 and extending the contract completion date from June 30, 2016 to June 30, 2018, effective July 1, 2016 or date of Governor and Executive Council approval, whichever is later. 95.34% Federal Funds, 4.66% General Funds

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 5/2215 AG
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 5/22/15 AG
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1 5/22/15 AG
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 #5D
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$ 286,254	$ 286,254	$ 572,508	O: 6/18/14 #80
Families First of the Greater Seacoast	166629-B001	100 Campus Drive, Suite 12 Portsmouth NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1:6/10/15 #5C
TLC Family Resource Center (formerly Good Beginnings of Sullivan County)	170625-B001	109 Pleasant Street Claremont NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 AG
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 AG
		Total	$3,212,394	$3,212,394	$6,424,788	

Funds to support this request are available in the following accounts in State Fiscal Year 2017 and anticipated to be available in State Fiscal Year 2018, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between state fiscal years through the Budget Office if needed and justified without further approval from the Governor and Executive Council.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, SOCIAL SERVICES BLOCK GRANT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

The purpose of this request is to renew contract services with these vendors for an additional two years. For a detailed summary of the changes please see attachment.

Comprehensive Family Support Services assist pregnant women and families with children up to the age of twenty-one (21) by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents to give families an opportunity to learn and grow.

The Division for Children, Youth and Families and the Division of Public Health Services have blended three family health and support related programs in to one program which is now represented as the Comprehensive Family Support Services.

Currently, there are twenty-five (25) community based family resource centers in operation across the State which provide a range of support services to families and children that focus on strengthening, supporting and building on the strengths and skills of individuals while also ensuring developmental screening for children six (6) and under. These centers are often key local stakeholders in groups that assess and advocate for the needs of local families.

The original contracts were competitively bid.

These contracts contain language which allows for the right to renew for up to four additional years based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

The Comprehensive Family Support Services program has served a total of 871 families and 1664 children in 2014. As a result, ninety-five percent (95%) of the families served achieved successful outcomes and remained uninvolved in a Division abuse or neglect case. The Division is satisfied with the services provided and is requesting approval to exercise two years of the renewal option reserving the Division's option to renew for the remaining two years based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

Should the Governor and Executive Council not authorize this request, the flexibility of community based family services may not be available to address the needs of children and families throughout the state which could cause an increase in the Division for Children, Youth and Families involvement for out of home placements. The services provided through these agreements help prevent separation of children from their families and afford them a safe, stable and supportive family environment.

Area Served: Statewide

Source of Funds: 95.34% Federal Funds
4.66% General Funds

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

Respectfully submitted,

Mary Ann Cooney
Associate Commissioner

Approved by:

Jeffrey A. Meyers
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$823	$0	$823
2016	102-500734	Social Service Contract	42106802	$1,907	$0	$1,907
2017	102-500734	Social Service Contract	42106802	$0	$823	$823
2018	102-500734	Social Service Contract	42106802	$0	$1,907	$1,907
			Total:	$2,730	$2,730	$5,460

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180
			Sub-Total	$93,630	$93,630	$187,260

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636
			Sub-Total	$459,998	$459,998	$919,996

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$8,982	$0	$8,982
2016	102-500734	Social Service Contract	42106603	$8,982	$0	$8,982
2017	102-500734	Social Service Contract	42106603	$0	$8,982	$8,982
2018	102-500734	Social Service Contract	42106603	$0	$8,982	$8,982
			Total:	$17,964	$17,964	$35,928

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	**$156,802**	**$156,802**	**$313,604**
			Sub-Total	**$1,585,984**	**$1,585,984**	**$3,171,968**

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$31,290	$0	$31,290
2016	502-500891	Social Service Contract	45030206	$31,290	$0	$31,290
2017	502-500891	Social Service Contract	45030206	$0	$31,290	$31,290
2018	502-500891	Social Service Contract	45030206	$0	$31,290	$31,290
			Total:	**$62,580**	**$62,580**	**$125,160**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**
			Sub-Total	**$800,000**	**$800,000**	**$1,600,000**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324
			Sub-Total	$122,782	$122,782	$245,564

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004105	$75,000	$0	$75,000
2016	102-500731	Contracts for Program Services	90004105	$75,000	$0	$75,000
2017	102-500731	Contracts for Program Services	90004105	$0	$75,000	$75,000
2018	102-500731	Contracts for Program Services	90004105	$0	$75,000	$75,000
			Total:	$150,000	$150,000	$300,000
			Sub-Total	$3,212,394	$3,212,394	$6,424,788

State of New Hampshire
Department of Health and Human Services
Amendment #2 to the Comprehensive Family Support Services Contract

This second (2nd) Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #2") dated this 29th day of February, 2016, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and The Family Resource Center at Gorham, (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 123 Main Street, Gorham, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80) and Amendment #1 approved by the Attorney General's Office on June 10, 2015, the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18, "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 by Governor and Executive Council of the State of New Hampshire", and Exhibit C-2, Additional Special Provisions, Paragraph 1, the State may renew the agreement for up to four additional years by written agreement of the parties and approval of the Governor and Executive Council; and

WHEREAS the State and the Contractor have agreed to increase the price limitation and extend the contract for two additional years; and

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

To amend as follows:

1. Form P-37, General Provisions, Item 1.7, Completion Date, to read:

   June 30, 2018

2. Form P-37, General Provisions, Item 1.8, Price Limitation, to read:

   $585,228

3. Add Exhibit A, Scope of Services, Paragraph 1.34.1:

   1.34.1 Which includes entering all on-line data for the Watch Me Grow Program.

4. Add Exhibit B-2 – Amendment #2- Berlin DO.
5. Add Exhibit B-3 – Amendment #2 – Berlin DO.
6. Delete and replace Exhibit B-1 Budget Period 07/01/2015 – 6/30/2016 – Berlin DO with:

   Exhibit B-1- Amendment #2 Budget Period 7/01/2015-6/30/2016 – Berlin DO

7. Exhibit B, Method and Conditions Precedent to Payment , Paragraph 2.2 to read:

   Expenditures shall be in accordance with the approved line item budget shown in Exhibits B-1 – Amendment #1, Budget Period 7/1/2014 – 6/30/2015 – Berlin DO, B-1 –Amendment #2 Budget Period 7/01/2015-6/30/2016 – Berlin DO, B-2 - Amendment #2 – Berlin DO and B-3 – Amendment #2 – Berlin DO.

Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement, and the obligations of the parties there under, shall remain in full force and effect in accordance with the terms and conditions set forth herein.

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

4/8/16
Date

Mary Ann Cooney
Associate Commissioner

The Family Resource Center at Gorham

3/21/16
Date

Matthew Moir / President
Name/Title

Acknowledgement:
State of NH, County of Coos on 3/21/16, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.
Signature of Notary Public or Justice of the Peace

Marie C. Dolive - Notary
Name and Title of Notary ~~or Justice of the Peace~~

09-18-2018

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

OFFICE OF THE ATTORNEY GENERAL

Date 5/3/14

Name: Megan A. Yau
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

Exhibit B-1 - Amendment #2, Budget Period 7/1/15 - 6/30/16 - Berlin DO

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

Bidder/Program Name: The Family Resource Center at Gorham

Budget Request for: Berlin DO Revised 1.26.6
(Name of RFP)

Budget Period: 2015-2016

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 88,029.00	$ 8,427.90	$ 96,456.90	$ 3,750.00		$ 3,750.00	$ 84,279.00	$ 8,427.90	$ 92,706.90
2. Employee Benefits	$ 14,959.00	$ 1,445.90	$ 16,404.90	$ 500.00	$ -	$ 500.00	$ 14,459.00	$ 1,445.90	$ 15,904.90
3. Consultants	$ 475.00	$ 47.50	$ 522.50	$ -	$ -	$ -	$ 475.00	$ 47.50	$ 522.50
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ 1,000.00	$ 100.00	$ 1,100.00	$ -	$ -	$ -	$ 1,000.00	$ 100.00	$ 1,100.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 4,107.00	$ 260.70	$ 4,367.70	$ 1,500.00	$ -	$ 1,500.00	$ 2,607.00	$ 260.70	$ 2,867.70
6. Travel	$ 9,961.36	$ 948.14	$ 10,907.50	$ 500.00	$ -	$ 500.00	$ 9,461.36	$ 948.14	$ 10,407.50
7. Occupancy	$ 4,700.00	$ 470.00	$ 5,170.00	$ -	$ -	$ -	$ 4,700.00	$ 470.00	$ 5,170.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 4,000.00	$ 400.00	$ 4,400.00	$ -	$ -	$ -	$ 4,000.00	$ 400.00	$ 4,400.00
Postage	$ 400.00	$ 40.00	$ 440.00	$ -	$ -	$ -	$ 400.00	$ 40.00	$ 440.00
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ 2,000.00	$ 200.00	$ 2,200.00	$ -	$ -	$ -	$ 2,000.00	$ 200.00	$ 2,200.00
Insurance	$ 1,000.00	$ 100.00	$ 1,100.00	$ -	$ -	$ -	$ 1,000.00	$ 100.00	$ 1,100.00
Board Expenses	$ 500.00	$ 50.00	$ 550.00	$ -	$ -	$ -	$ 500.00	$ 50.00	$ 550.00
9. Software	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -
10. Marketing/Communications	$ 2,000.00	$ 200.00	$ 2,200.00	$ -	$ -	$ -	$ 2,000.00	$ 200.00	$ 2,200.00
11. Staff Education and Training	$ 5,000.00	$ 500.00	$ 5,500.00	$ -	$ -	$ -	$ 5,000.00	$ 500.00	$ 5,500.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
FSNH annual fee	$ 125.00	$ 12.50	$ 137.50	$ -	$ -	$ -	$ 125.00	$ 12.50	$ 137.50
Printing	$ 1,000.00	$ 100.00	$ 1,100.00	$ -	$ -	$ -	$ 1,000.00	$ 100.00	$ 1,100.00
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 139,258.36	$ 13,300.64	$ 152,557.00	$ 6,250.00	$ -	$ 6,250.00	$ 133,008.36	$ 13,300.64	$ 146,307.00
Indirect As A Percent of Direct		9.6%							

Contractor Initials NM
Date 3/21/16

Exhibit B-2 - Amendment #2 - Berlin DO

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

Bidder/Program Name: The Family Resource Center at Gorham

Budget Request for: Berlin DO FY 2017
(Name of RFP)

Budget Period: 2016-2017

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 92,373.00	$ 9,887.30	$ 102,260.30	$ 4,500.00		$ 4,500.00	$ 87,873.00	$ 9,887.30	$ 97,760.30
2. Employee Benefits	$ 20,959.00	$ 2,045.90	$ 23,004.90	$ 500.00	$ -	$ 500.00	$ 20,459.00	$ 2,045.90	$ 22,504.90
3. Consultants	$ 2,400.00	$ 120.00	$ 2,520.00	$ 1,200.00	$ -	$ 1,200.00	$ 1,200.00	$ 120.00	$ 1,320.00
4. Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ 350.00	$ -	$ 350.00	$ 350.00	$ -	$ 350.00	$ -	$ -	$ -
Purchase/Depreciation	$ 300.00	$ 30.00	$ 330.00	$ -	$ -	$ -	$ 300.00	$ 30.00	$ 330.00
5. Supplies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -
Office	$ 4,500.00	$ 100.00	$ 4,600.00	$ 3,500.00	$ -	$ 3,500.00	$ 1,000.00	$ 100.00	$ 1,100.00
6. Travel	$ 8,900.00	$ 800.00	$ 9,700.00	$ 900.00	$ -	$ 900.00	$ 8,000.00	$ 800.00	$ 8,800.00
7. Occupancy	$ 12,200.00	$ 400.00	$ 12,600.00	$ 8,200.00	$ -	$ 8,400.00	$ 4,000.00	$ 400.00	$ 4,400.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 3,450.00	$ 280.00	$ 3,730.00	$ 650.00	$ -	$ 650.00	$ 2,800.00	$ 280.00	$ 3,080.00
Postage	$ 1,350.00	$ 40.00	$ 1,390.00	$ 950.00	$ -	$ 950.00	$ 400.00	$ 40.00	$ 440.00
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ 2,000.00	$ 200.00	$ 2,200.00	$ -	$ -	$ -	$ 2,000.00	$ 200.00	$ 2,200.00
Insurance	$ 1,000.00	$ 100.00	$ 1,100.00	$ -	$ -	$ -	$ 1,000.00	$ 100.00	$ 1,100.00
Board Expenses	$ 250.00	$ 25.00	$ 275.00	$ -	$ -	$ -	$ 250.00	$ 25.00	$ 275.00
9. Software	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -
10. Marketing/Communications	$ 1,249.36	$ 49.94	$ 1,299.30	$ 750.00	$ -	$ 725.00	$ 499.36	$ 49.94	$ 549.30
11. Staff Education and Training	$ 5,500.00	$ 150.00	$ 5,650.00	$ 4,000.00	$ -	$ 4,600.00	$ 1,500.00	$ 150.00	$ 1,650.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
FSNH annual fee	$ 125.00	$ 12.50	$ 137.50	$ -	$ -	$ -	$ 125.00	$ 12.50	$ 137.50
Printing	$ 600.00	$ 60.00	$ 660.00	$ -	$ -	$ -	$ 600.00	$ 60.00	$ 660.00
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 157,508.36	$ 14,300.64	$ 171,807.00	$ 25,500.00	$ -	$ 26,275.00	$ 132,008.36	$ 14,300.64	$ 146,307.00

Indirect As A Percent of Direct 9.1%

Contractor Initials NM
Date 3/21/16

Exhibit B-3 - Amendment #2 - Berlin DO

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

Bidder/Program Name: The Family Resource Center at Gorham

Budget Request for: Berlin DO FY 2017
(Name of RFP)

Budget Period: 2017-2018

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 92,373.00	$ 9,887.30	$ 102,260.30	$ 4,500.00		$ 4,500.00	$ 87,873.00	$ 9,887.30	$ 97,760.30
2. Employee Benefits	$ 20,959.00	$ 2,045.90	$ 23,004.90	$ 500.00	$ -	$ 500.00	$ 20,459.00	$ 2,045.90	$ 22,504.90
3. Consultants	$ 2,400.00	$ 120.00	$ 2,520.00	$ 1,200.00	$ -	$ 1,200.00	$ 1,200.00	$ 120.00	$ 1,320.00
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ 350.00	$ -	$ 350.00	$ 350.00	$ -	$ 350.00	$ -	$ -	$ -
Purchase/Depreciation	$ 300.00	$ 30.00	$ 330.00	$ -	$ -	$ -	$ 300.00	$ 30.00	$ 330.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -
Office	$ 4,500.00	$ 100.00	$ 4,600.00	$ 3,500.00	$ -	$ 3,500.00	$ 1,000.00	$ 100.00	$ 1,100.00
6. Travel	$ 8,900.00	$ 800.00	$ 9,700.00	$ 900.00	$ -	$ 900.00	$ 8,000.00	$ 800.00	$ 8,800.00
7. Occupancy	$ 12,200.00	$ 400.00	$ 12,600.00	$ 8,200.00	$ -	$ 8,400.00	$ 4,000.00	$ 400.00	$ 4,400.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 3,450.00	$ 280.00	$ 3,730.00	$ 650.00	$ -	$ 650.00	$ 2,800.00	$ 280.00	$ 3,080.00
Postage	$ 1,350.00	$ 40.00	$ 1,390.00	$ 950.00	$ -	$ 950.00	$ 400.00	$ 40.00	$ 440.00
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ 2,000.00	$ 200.00	$ 2,200.00	$ -	$ -	$ -	$ 2,000.00	$ 200.00	$ 2,200.00
Insurance	$ 1,000.00	$ 100.00	$ 1,100.00	$ -	$ -	$ -	$ 1,000.00	$ 100.00	$ 1,100.00
Board Expenses	$ 250.00	$ 25.00	$ 275.00	$ -	$ -	$ -	$ 250.00	$ 25.00	$ 275.00
9. Software	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -
10. Marketing/Communications	$ 1,249.36	$ 49.94	$ 1,299.30	$ 750.00	$ -	$ 750.00	$ 499.36	$ 49.94	$ 549.30
11. Staff Education and Training	$ 5,500.00	$ 150.00	$ 5,650.00	$ 4,000.00	$ -	$ 4,000.00	$ 1,500.00	$ 150.00	$ 1,650.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
FSNH annual fee	$ 125.00	$ 12.50	$ 137.50	$ -	$ -	$ -	$ 125.00	$ 12.50	$ 137.50
Printing	$ 600.00	$ 60.00	$ 660.00	$ -	$ -	$ -	$ 600.00	$ 60.00	$ 660.00
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 157,908.36	$ 14,300.64	$ 171,807.00	$ 25,500.00	$ -	$ 28,375.00	$ 132,608.36	$ 14,300.64	$ 146,307.00
Indirect As A Percent of Direct		9.1%							

Budget One Budget Period

Contractor Initials NM
Date 3/21/16

Nicholas A. Toumpas
Commissioner

Lorraine Bartlett
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION FOR CHILDREN, YOUTH & FAMILIES

129 PLEASANT STREET, CONCORD, NH 03301
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-626-2983 TDD Access: 1-800-735-2964

May 29, 2015

Attorney Megan Yaple
NH Department of Justice
Office of the Attorney General
33 Capitol Street
Concord, New Hampshire 03301

Good Morning Attorney Yaple,

I am writing to ask that you review the attached amendments between the Department of Health and Human Services, Division for Children, Youth and Families and The Family Resource Center at Gorham (Vendor # 162412-B001), 123 Main Street, Gorham, NH. The amendment has been signed by the Associate Commissioner and an authorized signor for the vendor. The vendor provides Comprehensive Family Support Services in the Berlin and Littleton District Office areas, and has requested the adjustment of several budget line items in State Fiscal Year 2015 in order to meet specified needs. The Governor and Executive Council approved the original agreements on June 18, 2014, (Item # 80). These are zero cost amendments with no change to any of the contracts end date of June 30, 2016.

Because of the language, in all of the contracts, in Exhibit B, Section 2.7, that reads:

2.7 *Notwithstanding paragraph 18 of the P-37, an amendment limited to the adjustment of the amounts between budget line items and/or State Fiscal Years, related items, and amendments of related budget exhibits, can be made by written agreement of both parties and do not require additional approval of the Governor and Executive Council*

I am asking that you review and sign off on the amendments as they do not need further action by the Governor and Executive Council.

The remainder of this letter is presented in the format typical of most Governor and Executive Council letters, so that you might have some context for your review.

Funds to support this request are available in the following accounts in State Fiscal Year 2015 and are anticipated to be available in State Fiscal Year 2016, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified without further approval from the Governor and Executive Council.

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attached for fiscal details

EXPLANATION

The purpose of these amendments is to allow the vendor to adjust certain budget lines in each of the contracts in order to meet contractual needs; and to update the standard contract language in Exhibit C and Exhibit G for each contract. The vendor underestimated the Travel, Occupancy and Printing expenses for the Berlin District Office area and the Subcontracting expenses in the Littleton District Office area. The change has resulted in a request from the vendor to adjust the Salary/Wages, Benefits, Occupancy, Travel and Printing budget lines in the Berlin area contract, the salary, benefits and subcontractor budget lines in the Littleton area contract. The Department supports the requested adjustments.

There are no additional funds being requested in this amendment. Other than the changes outlined in the paragraph above, all other terms and conditions remain unchanged from the original agreement approved by the Governor and Executive Council on June 18, 2014, (Item # 80).

Comprehensive Family Support Services assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents and give families an opportunity to learn and grow.

This contract was awarded as the result of a competitive bid process. On January 21, 2014, the Division issued a Request for Proposal for Comprehensive Family Support Services to serve the eleven (11) catchment areas in the State of New Hampshire. Twelve proposals were received.

The Family Resource Center at Gorham was awarded two (2) of the eleven (11) contracts selected in the competitive bid process.

Should the Governor and Executive Council not approve this request, the vendor would not be able to meet their contractual needs which could reduce the availability, accessibility, and quality of Comprehensive Family Support Services in the Manchester, Concord and Southern District Office areas.

Area Served: Berlin and Littleton District Office areas

Source of Funds: 100% Federal Funds

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

Respectfully submitted,

Eric Borrin
Director

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	**$9,090**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	**$9,090**
			Sub-Total	***$18,180***

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	**$41,818**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	**$41,818**
			Sub-Total	***$83,636***

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	**$156,802**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	**$156,802**
			Sub-Total	***$313,604***

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	**$73,742**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	**$73,742**
			Sub-Total	***$147,484***

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	**$11,162**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	**$11,162**
			Sub-Total	***$22,324***
			Grand Total	**$585,228**

State of New Hampshire
Department of Health and Human Services
Amendment #1 to the Comprehensive Family Support Services Contract

This first Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #1") dated this 14th day of May, 2015, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and The Family Resource Center at Gorham, (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 123 Main Street, Gorham, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to Exhibit B, Paragraph 2.7, an amendment limited to the adjustment of amounts between budget line items and/or State Fiscal Years, related items, and amendment of related budget exhibits, can be made by written agreement of both parties and does not require additional approval of the Governor and Executive Council;

WHEREAS the State and the Contractor have agreed to amend Exhibit B-1, Budget Period 7/1/2014 – 6/30/2015 –Berlin DO, of the contract;

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

To amend as follows:

1. Replace Exhibit B-1, Budget Period 7/1/2014 – 6/30/2015 – Berlin DO with:

   Exhibit B-1 – Amendment #1, Budget Period 7/1/2014 – 6/30/2015 – Berlin DO

2. Replace Exhibit C – Special Provisions with:

   Exhibit C – Amendment # 1

3. Add Exhibit C-2, Additional Special Provisions, Paragraph 2

   2. Subparagraph 14.1.1 of the General Provisions of this contract, is deleted and the following subparagraph is added:

      14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than $250,000 per claim and $1,000,000 per occurrence with additional umbrella liability insurance coverage of not less than $1,000,000 per occurrence; and

4. Replace Standard Exhibit G, Certification Regarding the Americans with Disabilities Act Compliance with:

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

Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement, and the obligations of the parties there under, shall remain in full force and effect in accordance with the terms and conditions set forth herein.

Amendment #1 to the The Family Resource Center at Gorham Contract for Comprehensive Family Support Services

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This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

5/29
Date

Mary Ann Cooney
Associate Commissioner

The Family Resource Center at Gorham

5/20/15
Date

Name/Title

Acknowledgement:
State of New Hampshire, County of Coos on May 20, 2015, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.
Signature of Notary Public or Justice of the Peace

Name and Title of Notary or Justice of the Peace

Monique F. Dube
Notary Public &
Justice of the Peace
State of New Hampshire
My Commission Expires
July 14, 2015

Amendment #1 to the The Family Resource Center at Gorham Contract for Comprehensive Family Support Services

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

OFFICE OF THE ATTORNEY GENERAL

6/10/15
Date

Name:
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

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

Bidder/Program Name: The Family Resource Center at Gorham

Budget Request for: Berlin DO
(Name of RFP)

Budget Period: 2014-2015

Line Item	Total Program Cost: Direct Incremental	Total Program Cost: Indirect Fixed	Total Program Cost: Total	Contractor Share / Match: Direct Incremental	Contractor Share / Match: Indirect Fixed	Contractor Share / Match: Total	Funded by DHHS contract share: Direct Incremental	Funded by DHHS contract share: Indirect Fixed	Funded by DHHS contract share: Total
1. Total Salary/Wages	$ 85,604.00	$ 9,750.00	$ 95,354.00	$ 3,750.00		$ 3,750.00	$ 86,154.00	$ 9,750.00	$ 95,904.00
2. Employee Benefits	$ 22,279.00	$ 4,012.00	$ 26,291.00	$ 500.00	$ -	$ 500.00	$ 22,279.00	$ 4,012.00	$ 26,291.00
3. Consultants	$ 1,100.00	$ -	$ 1,100.00	$ -	$ -	$ -	$ 1,100.00	$ -	$ 1,100.00
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 3,607.00	$ -	$ 3,607.00	$ 1,500.00	$ -	$ 1,500.00	$ 2,107.00	$ -	$ 2,107.00
6. Travel	$ 8,000.00	$ -	$ 8,000.00	$ 500.00	$ -	$ 500.00	$ 7,500.00	$ -	$ 7,500.00
7. Occupancy	$ 5,150.00	$ -	$ 5,150.00	$ -	$ -	$ -	$ 5,150.00	$ -	$ 5,150.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 3,000.00	$ -	$ 3,000.00	$ -	$ -	$ -	$ 3,000.00	$ -	$ 3,000.00
Postage	$ 200.00	$ -	$ 200.00	$ -	$ -	$ -	$ 200.00	$ -	$ 200.00
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
Insurance	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 2,000.00	$ -	$ 2,000.00	$ -	$ -	$ -	$ 2,000.00	$ -	$ 2,000.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
FSNH annual fee	$ 125.00	$ -	$ 125.00	$ -	$ -	$ -	$ 125.00	$ -	$ 125.00
Printing	$ 930.00	$ -	$ 930.00	$ -	$ -	$ -	$ 930.00	$ -	$ 930.00
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 134,720.00	$ 13,762.00	$ 148,482.00	$ 6,250.00	$ -	$ 6,250.00	$ 132,470.00	$ 13,762.00	$ 146,232.00

Indirect As A Percent of Direct: 8.9%

Contractor Initials NM
Date 5/20/15

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

Contractor Initials NM
Date 5/20/15

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.ojp.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

Contractor Initials NM
Date 5/20/15

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.

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.

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:

5/20/15
Date

Nathan Morin
Name: Nathan Morin
Title: President

SDM

IV 80

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

DIVISION FOR CHILDREN, YOUTH & FAMILIES

Nicholas A. Toumpas
Commissioner

Mary Ann Cooney
Associate Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

May 23, 2014

95.34 % Federal Funds
4.66 % General Funds

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to enter into agreements with the vendors identified below, for the provision of Comprehensive Family Support Services, in an amount not to exceed $3,212,394, effective July 1, 2014 or date of Governor and Council approval, whichever is later, through June 30, 2016.

Vendor	Vendor Number	Location	Amount
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway, NH	$292,614
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$286,254
Families First of the Greater Seacoast	166629-B001	100 Campus Drive, Suite 12 Portsmouth NH	$292,614
Good Beginnings of Sullivan County	170625-B001	109 Pleasant Street Claremont NH	$292,614
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$292,614
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$292,614
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$292,614
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$292,614
		Total	$3,212,394

Funds to support this request are available in the following accounts in State Fiscal Year 2015 and are anticipated to be available in State Fiscal Year 2016, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified without further approval from the Governor and Executive Council.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, SOCIAL SERVICES BLOCK GRANT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

Comprehensive Family Support Services assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents and give families an opportunity to learn and grow.

The Division for Children, Youth and Families and Division of Public Health Services /Maternal Child Health Services blended three family health and support related programs, into one program. This Comprehensive Family Support Services represents such efforts.

New Hampshire DHHS Comprehensive Family Support Services:

In 2002, The Division for Children, Youth and Families, launched a family support partnership, entitled Comprehensive Family Support Services. Support and prevention-based services and programs were provided to thousands families and individuals throughout the state. Due to the success of these prevention-oriented programs, the Division for Children, Youth and Families has recognized the benefit of provider services to families as an effort to keep them from becoming involved in other systems of care.

Currently, there are 25 community-based family resource centers in operation across the State of New Hampshire, which provide a range of support services to families and children that focus on strengthening, supporting and building on the strengths and skills of individuals while also ensuring developmental screening for children six and under. These centers are often key local stakeholders in groups that assess and advocate for the needs of local families.

New Hampshire DHHS Home Visiting NH:

In 2001, the Division of Public Health Services Maternal and Child Health Section began Home Visiting New Hampshire, a statewide, family focused and child centered, preventive program that provides, health, education, support and linkages to community services to eligible, pregnant women and their families in their home until her child is twelve (12) months old. Contractors provide these services in nine (9) of the Division for Children, Youth and Families service areas. The goals of Home Visiting New Hampshire are to promote healthy pregnancy and birth outcomes, promote a safe and nurturing environment for children, and enhance families' life course and development.

Child and Family Health Support Services:

Child and Family Health Support Services have been available through local community health and home visiting agencies for approximately twenty years with funds that had previously supported the state's network of "well baby clinics". These services provide assistance with health care enrollment, referrals, case management, care coordination, education and counseling relative to the child and family and can be conducted by home, office visit or by telephone when appropriate. The goal of Child and Family Health Support Services is to promote the health and well-being of children from birth through age eighteen, with priority given to children birth through age ten.

This contract was competitively bid. On January 21, 2014 the Department issued a Request for Proposals to solicit proposals for the provision of Comprehensive Family Support Services to assist expectant women along with children and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. The request for proposals was available on the Department of Health and Human Services website from January 21, 2014 through March 10, 2014. There were 12 proposals submitted.

The proposals were evaluated by a team of Department of Health and Human Services employees with knowledge of the program requirements, the Division for Children, Youth and Families' Comprehensive Family Support Services program and the Division of Public Health Services, Maternal and Child Health Section. The team also included staff with significant business and management expertise.

The proposals were evaluated based on the criteria published in the Request for Proposals. Eleven of the twelve proposals were selected. The bid summary is attached.

The attached contract calls for the provision of these services for two years and reserves the Division's right to renew the agreement for up to four additional years, based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

Should Governor and Council not authorize this request, the flexibility of community–based family services may not be available to address the needs of children and families throughout the state which could cause an increase in the Division for Children, Youth and Families involvement for out-of-home placement, as these services help to prevent the separation of children from their families and afford them a safe, stable and supportive family environment.

Area Served: Statewide.

Source of Funds: 95.34% Federal Funds
4.66% General Funds

In the event that Federal Funds are no longer available, no additional General Funds will be requested to support this program.

Respectfully submitted,

Mary Ann Cooney
Associate Commissioner

Approved By:
Nicholas A. Toumpas
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$823
2016	102-500734	Social Service Contract	42106802	$1,907
			Total:	$2,730

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177261-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090
			Sub-total	93,630.00

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818
			Sub-total	459,998.00

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$8,982
2016	102-500734	Social Service Contract	42106603	$8,982
			Total:	$17,964

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802
			Sub-total	1,585,984.00

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$31,290
2016	502-500891	Social Service Contract	45030206	$31,290
			Total:	$62,580

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45130206	$36,871
2016	502-500891	Social Service Contract	45130206	$36,871
			Total:	$73,742

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742
			Sub-total	**800,000.00**

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162
			Sub-total	122,782.00

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177168-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004105	$75,000
2016	102-500731	Contracts for Program Services	90004105	$75,000
			Sub-total:	**$150,000**
			Grand total:	**3,212,394.00**

New Hampshire Department of Health and Human Services
Office of Business Operations
Contracts & Procurement Unit
Summary Scoring Sheet

RFP Name	RFP Number
Comprehensive Family Support Services	15-DHHS-OHS-DCYF-01

Reviewer Names

1. John Harrington, Community and Family Support Specialist
2. Michael Donati, Administrator I
3. Deirdre Dunn, Program Specialist IV
4. Dague Clark, Fiscal Administrator

	Bidder Name	Pass/Fail	Maximum Points	
1.	Children Unlimited Inc. (Conway District)		200	
2.	Families First (Seacoast District)		200	
3.	The Family Resource Center (Berlin District)		200	
4.	The Family Resource Center (Littleton District)		200	
5.	Community Action Partnership of Strafford County (Rochester District)		200	
6.	Lakes Region Community Services (Laconia District)		200	
7.	Child and Family Services (Manchester District)		200	
8.	Child and Family Services (Concord District)		200	
9.	Child and Family Services (Southern District)		200	
10.	Home Healthcare Hospice & Community Services (Keene District)		200	
11.	Good Beginnings of Sullivan County (Claremont District)		200	
12.	Monadnock Family Services (Keene District)		200	

FORM NUMBER P-37 (version 1/09)

Subject: Comprehensive Family Support Services

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Health and Human Services	1.2 State Agency Address 129 Pleasant Street Concord NH 03301
1.3 Contractor Name The Family Resource Center At Gorham	1.4 Contractor Address 123 Main Street Gorham NH 03581

1.5 Contractor Phone Number	1.6 Account Number	1.7 Completion Date	1.8 Price Limitation
(603) 466-5190	05-095-042-421010-29680000-102-5000734-40130215 05-095-042-421010-29730000-102-500734-40130007 05-095-042-421010-29660000-102-500734-40130302 05-095-045-450010-61460000-502-500891-45030206 05-095-090-902010-51900000-102-500731-90004009	June 30, 2016	$292,614

1.9 Contracting Officer for State Agency Eric D. Borrin	1.10 State Agency Telephone Number 603-271-9558
1.11 Contractor Signature Katherine Bauchle	1.12 Name and Title of Contractor Signatory Katherine Bauchle Interim Chair

1.13 Acknowledgement: State of NH, County of Coos

On 16th day of May, 2014, 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

Maria E. Deliale

(Seal)

1.13.2 Name and Title of Notary or Justice of the Peace

Maria E. Deliale - Notary exp. 9-18-2018

1.14 State Agency Signature Mary Ann Carey	1.15 Name and Title of State Agency Signatory MARY Ann Carey Associate Commissioner

1.16	**Approval by the N.H. Department of Administration, Division of Personnel** *(if applicable)*	
By:		Director, On:
1.17	**Approval by the Attorney General (Form, Substance and Execution)**	
By:		On: 6-3-14
1.18	**Approval by the Governor and Executive Council**	
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, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("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. 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.

Contractor Initials KB

Date 3/12/14

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 consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written 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

Contractor Initials: KB
5/16/14

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 $250,000 per claim and $2,000,000 per occurrence; and
14.1.2 fire and extended coverage insurance 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 fifteen (15) 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 endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) 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.

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: LB
Date: 5/16/14

Scope of Services

1. Scope of Services

The Contractor will provide Comprehensive Family Support Services, through a variety of methods including home visiting, to assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. The Contractor will perform duties, which include but are not limited to:

1.1. Providing the following services for the Division for Children, Youth and Families' Berlin District Office Catchment Area, at minimum, during the business hours of 8:00 a.m.-4:30 p.m., five (5) days per week, and is available evenings or weekends as needed:

1.1.1 Age appropriate health education, as well as safety and injury prevention information according to the American Academy of Pediatrics' "Bright Futures – Guidelines for Health Supervision of Infants, Children and Adolescents", Third Edition or most recent edition;

1.1.2 Assistance with enrollment in Medicaid; the Contractor will:

1.1.2.1 Assist clients in making appointment and overcoming any transportation barriers;

1.1.2.2 Provide clients with Medicaid sponsored brochures and information for enrollment and answer basic questions;

1.1.2.3 Help clients apply for Medicaid online through NH Easy or fill out application forms during home visits;

1.1.2.4 Help clients navigate and complete the required paperwork;

1.1.2.5 Follow through to make sure all required documents are submitted,

1.1.2.6 Follow up with clients as needed towards successful enrollment;

1.1.2.7 Monitor client's status to make sure the health plan is up to date.

1.1.3 Child care resource and referral in partnership with the local Child Care Aware NH agency; the Contractor will:

1.1.3.1 Help families identify and access quality preventive child care;

1.1.3.1.1 Children who are in highly stressful situations, who are receiving poor or low quality care or whose parents are temporarily unable to care for them are given priority;

1.1.3.1.2 Act as liaisons with local child care agencies to assist clients whose children are identified as needed preventative child care;

1.1.3.1.3 Assist in providing all necessary documentation to coordinate scheduling and other logistics.

1.1.3.2 Participate in community agency meeting to facilitate referrals and interaction with community resources;

1.1.3.3 Continue to conduct outreach to local day care centers for direct linkages to raise awareness of the availability of services and benefits for infants and young children.

1.1.4 Developmental and social-emotional screening using ASQ & ASQ-SE Questionnaire through the Watch Me Grow Program ; the Contractor will:

Contractor Initials: LB
Date: 5/16/14

1.1.4.1 Ensure that developmental screenings are provided as prescribed by Watch Me Grow from 2 month of age through 60 months using ASQ-3 and ASQ-SE;

1.1.4.2 Provide ASQ-SE for children that need to be more closely evaluated in the social and emotional areas;

1.1.4.3 Provide parents with activities to stimulate development of their infant or child when necessary;

1.1.4.4 Link families with early supports and services through Northern Human Services when a significant deficiency or probable developmental delay is revealed.

1.1.5 Domestic violence prevention and intervention services; the Contractor will:

1.1.5.1 Work closely with RESPONSE To Sexual and Domestic Violence, the county wide domestic violence advocacy agency;

1.1.5.2 Use the Relationship Assessment Tool for screening when there is suspected/or becomes aware of any evidence of domestic violence;

1.1.5.3 Meet with client/parent outside their home, in a safe place of their choosing to discuss family issues;

1.1.5.4 Provide brochures and other helpful information to client to raise client awareness and help identify/highlight the multiple underlying issues involved in domestic violence;

1.1.5.5 Provide contact information, phone numbers, office addresses for resources including:

1.1.5.5.1 Counseling;

1.1.5.5.2 Intervention;

1.1.5.5.3 Assistance with court-related issues and forms;

1.1.5.5.4 Safe house placements.

1.1.5.6 Work closely with Division for Children, Youth and Families. Law enforcement. And court personnel to provide additional assistance and support if needed.

1.1.6 Family centered early childhood programs; the Contractor will:

1.1.6.1 Sponsor and/or collaborate in the following activities:

1.1.6.1.1 Weekly "Toddler Time";

1.1.6.1.2 "Cooking Matters" in partnership with University of New Hampshire Cooperative Extension;

1.1.6.1.3 Other concepts that directly assist parents during home visiting;

1.1.6.2 Complete an internal referral for the following activities:

1.1.6.2.1 "Magic 123"

1.1.6.2.2 Multi-session parenting course "Children In the Middle".

1.1.7 Child development education; the Contractor will:

1.1.7.1 Elicit and attend to parents' concerns;

1.1.7.2 Maintain developmental history;

1.1.7.3 Make informed observations of the child;

1.1.7.4 Identify the presence of risk and protective factors;

Contractor Initials: KB
Date: 5/16/14

1.1.7.5 Periodically use screening tests;
1.1.7.6 Document finding;
1.1.7.7 Educate parent about motor, cognitive and social emotional skills;
1.1.7.8 Discuss common milestones and recognition of variance that occurs based on cultural norms and other circumstances;
1.1.7.9 Use the following evidence based curricula during home visits:
1.1.7.9.1 Positive Parenting Program; and
1.1.7.9.2 Growing Great Kids.
1.1.7.10 Continue as the lead agency in the Coos Coalition for Young Children and Families which promotes optimal development for children ages birth-five and their families in Coos and surrounding communities.
1.1.8 Family Centered Early Supports and Services Program; the Contractor will:
1.1.8.1 Work closely with the Early Supports Services team through Northern Human Services to insure all children receive assessment and intervention for a developmental delay as early as possible;
1.1.8.2 Administer the ASQ or ASQ-SE;
1.1.8.2.1 Refer children for further assessment if needed.
1.1.9 Assistance with enrollment of child in Medical Home (Primary Care Provider); the Contractor will:
1.1.9.1 Connect parents and families without a primary care provider to one of the three (3) region's primary health care clinics;
1.1.9.2 Act as a liaison for children and families with the administrative and health care staff of the three clinics and/or private medical providers towards enrolling each child and family member with a primary care provider.
1.1.10 Family mentoring and advocacy programs; the Contractor will:
1.1.10.1 Work collaboratively with families to help them identify strengths and skills;
1.1.10.2 Use Parents As Teachers, Positive Parenting Program and Growing Great Kids modeling and mentoring as a primary tool for building on a family's own strengths;
1.1.10.3 Help families overcome barriers;
1.1.10.4 Use role modeling techniques such as:
1.1.10.4.1 How to change a baby's diaper;
1.1.10.4.2 How to read or play with a child;
1.1.10.4.3 How to create structure,
1.1.10.4.4 Designing limits for a teenager;
1.1.10.4.5 Consistency and developmentally appropriate discipline.
1.1.10.5 Engage in role playing with parents on parenting skills, communication skills, child behavioral techniques and other positive interactions;
1.1.10.6 Help families advocate for themselves with landlords, government agencies and the schools;

1.1.10.7 Involve families in understanding both legislative and administrative changes that occur to family support programs at both State and Federal levels;

1.1.10.8 Work closely with NH Children's Trust to promote and link clients with their advocacy projects.

1.1.11 Home visiting services in accordance with Home Visiting NH 2012; the Contractor will:

1.1.11.1 Ensure each referral will be entered into the Division of Children, Youth, and Families (DCYF) data base and screened for eligibility by the Supervisory Staff;

1.1.11.2 Assign a home visitor to establish contact with the family and schedule a first home visit;

1.1.11.2.1 work with the family to complete an assessment;

1.1.11.2.2 Document each family member's individual needs.

1.1.11.3 Home visitors will identify:

1.1.11.3.1 Connections to a Primary Care Physician (PCP) and dental care;

1.1.11.3.2 The availability of health insurance coverage;

1.1.11.3.3 Ongoing health care needs and/or illnesses;

1.1.11.3.4 Social resource needs;

1.1.11.3.5 Risk of domestic violence;

1.1.11.3.6 Eligibility for the Women, Infants, and Children organization (WIC) and other benefits;

1.1.11.3.7 Need for mental health care interventions;

1.1.11.3.8 The presence of substance abuse;

1.1.11.3.9 Child development stages;

1.1.11.3.10 Need for parenting education; and

1.1.11.3.11 The family's situation vis-a-vis common necessities such as food, clothing, heating fuel, etc.;

1.1.11.4 Home visitors and families will create an Individualized Family Service Plan (IFSP) the IFSP will:

1.1.11.4.1 Contain outlined goals for the following:

1.1.11.4.1.1 Transition to a PCP/medical home;

1.1.11.4.1.2 Oral healthcare;

1.1.11.4.1.3 Family support services;

1.1.11.4.1.4 Parenting education/counseling;

1.1.11.4.1.5 Linkage to the Women, Infants, and Children organization (WIC);

1.1.11.4.1.6 family planning;

1.1.11.4.1.7 Early Support Services;

1.1.11.4.1.8 Fuel assistance;

1.1.11.4.1.9 Transportation;

1.1.11.4.1.10 Housing or other needed services.

1.1.11.4.2 IFSP's will rely upon 'Bright Futures – Guidelines for Health Supervision of Infants, Children and Adolescents' regarding education and counseling topics for the family;

1.1.11.4.3 IFSP's will be signed by the family in writing and will provide releases of confidentiality so critical information can be shared with agency partners as needed. The identified health care goals of the IFSP will also be signed by the PCP;

1.1.11.5 The home visitors will support the client's work towards the goals and objectives of the IFSP;

1.1.11.6 Correspondence, phone conferences, and the enlistment of collaborative partners from other agencies involved with the family, constitute the follow up activities supplemented by the home visits;

1.1.11.6.1 Regular updates will be sought from other family support workers involved with the children and family (e.g., school nurses, guidance counselors, juvenile and/or DCYF case workers);

1.1.11.7 Case and care management will continue as home visitors use the evidence based curriculum, Growing Great Kids, to focus on key objectives such as promotion of maternal/infant attachment, depression screenings & referrals, timely immunizations, establishment of a medical home and increased parental participation in literacy activities and,

1.1.11.8 The Home Visiting NH (HVNH) 2012 Model for Young Families in New Hampshire will drive the number and duration of home and nursing visits.

1.1.12 Independent Living skills training; the Contractor will:

1.1.12.1 Work with White Mountains Community Collect and Affordable Housing Education and Development of Berlin to provide the following services:

1.1.12.1.1 Budgeting;

1.1.12.1.2 Financial management;

1.1.12.1.3 Job readiness; and

1.1.12.1.4 Other programs designed to lead to self-sufficiency.

1.1.12.2 Provide services and supports to families at risk for six (6)-twelve (12) months to address the family's immediate needs and reduce the risk of potential child abuse and/or neglect;

1.1.12.3 Draft an Individual Family Service Plan to focus on building parenting competency with a goal of creating a safe, structured and functional home life.

1.1.12.4 Guide their work by the protocols of the Division for Children, Youth and Families. The Mental Health Domestic Violence Protocols and Bright Futures.

1.1.13 Life course planning; the Contractor will:

1.1.13.1 Offer information on the following:

1.1.13.1.1 Family planning;

1.1.13.1.2 Stress relievers;

1.1.13.1.3 Home and money management;

1.1.13.1.4 Positive and effective child discipline;
1.1.13.1.5 Anger management; and
1.1.13.1.6 Other such topics to help parents better manage their lives on a day to day basis.
1.1.13.2 Use calendars, schedules and other techniques to help parents appreciate and learn time management;
1.1.13.3 Link parents to community resources and distribute resource guides to all enrolled families;
1.1.13.4 Link families to educational and employment resources;
1.1.13.5 Make an internal referral that will provide job readiness preparation under Applicant Background Investigation Drill program.

1.1.14 Life skills training; the Contractor will:
1.1.14.1 Establish daily, weekly and monthly routines to manage and structure household chores, such as dinner planning, shopping, cooking, cleaning, etc.;
1.1.14.2 Assist with household budgeting and helping parents learn strategies to stretch household dollars, avoid predatory lenders and learn smart financial planning;
1.1.14.3 Develop and maintain appropriate positive parenting strategies;
1.1.14.4 Identify ways to manage the normal stressors which affect every family;
1.1.14.5 Make referrals for parents and children to mental health, parenting support groups, the domestic violence program or other appropriate community support services;
1.1.14.6 Assist parents in following through with referred services by reminding them of appointments via correspondence, phone calls and a calendar system;
1.1.14.7 Advocate for administration of treatment plans; and,
1.1.14.8 Assess the effect of the plan on the entire family, especially the children, to ensure that the whole family's needs are addressed.

1.1.15 Literacy education and support; the Contractor will:
1.1.15.1 Use the Parents As Teachers and Growing Great Kids curricula;
1.1.15.2 Advocate with parents for commitments to engage with their children through reading to them and other literacy exercises on a daily basis;
1.1.15.3 Partner with community libraries to make their resources available to children and families in ways that are convenient to them;
1.1.15.4 Promote the Reach out and Read program to area pediatricians and health care providers;
1.1.15.5 Sponsor "Giggle Books" which provides children's books to enrolled families.

1.1.16 Medical and health education including adherence of child to the American Academy of Pediatrics' "Recommendations for Preventive Pediatric Health Care" schedule; the Contractor will:

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1.1.16.1 Support and assist clients to understand the value of the protocols and guidelines for well child visits, immunizations etc. as advocated by the American Academy of Pediatrics;

1.1.16.2 Provide education on the following during prenatal and post-partum home visits:

1.1.16.2.1 Medical education on pregnancy;

1.1.16.2.2 Child birth;

1.1.16.2.3 Nutrition,

1.1.16.2.4 Child development milestones;

1.1.16.2.5 Immunizations;

1.1.16.2.6 Maternal depression;

1.1.16.2.7 Shaken Baby Syndrome;

1.1.16.2.8 Smoking cessations;

1.1.16.2.9 Effects of substance abuse on adults and infants including Fetal Alcohol Syndrome and ramifications of having an infant born addicted to narcotics;

1.1.16.2.10 Breast feeding;

1.1.16.2.11 And general infant health and care.

1.1.16.3 Encourage clients to engage with their primary care provider or heath care client for more intensive medical information when needed.

1.1.17 Mental health services; the Contractor will:

1.1.17.1 Give all adult family members the Patient Health Questionnaire, a short depression screening;

1.1.17.2 Use the Edinburgh Postnatal Depression Scale during home visits at two (2) week and six (6) weeks post-partum to identify maternal depression;

1.1.17.3 Refer client to Northern Human Services or a private mental health care provider for further assessment and follow up services.

1.1.18 Oral health services; the Contractor will:

1.1.18.1 Cover oral health education with clients during home visits;

1.1.18.1.1 Provide dental kits periodically;

1.1.18.1.2 Connect them to area dentist when dental services are needed.

1.1.18.2 Refer families to the Molar Express.

1.1.19 Other health and social services (such as: family planning, fuel assistance, transportation etc.); the Contractor will:

1.1.19.1 Provide information and support on family planning before a child is born;

1.1.19.1.1 Connect family to health care provider for family planning as soon as possible after birth.

1.1.19.2 Work regularly with staff from other community organizations to provide such services as:

1.1.19.2.1 WIC;

1.1.19.2.2 Fuel assistance;

1.1.19.2.3 Transportation;

1.1.19.2.4 Housing.

1.1.19.3 Sponsor the following services:

1.1.19.3.1 Toddler Time – A parent/child play time and parenting support group that meets weekly will be established for the Berlin DO catchment area. Parents and staff share information with each other and participate in education programs designed by the member parents.

1.1.19.3.2 New Coats for Kids – new winter coats, snow pants, mittens and hats will be provided to families free of charge by the Family Resource Center at Gorham's collaboration with private funders;

1.1.19.3.3 Holiday Family Support – Holiday food and gift baskets, gifts and clothing will be distributed to dozens of families by the Family Resource Center at Gorham's collaboration with private funders and,

1.1.19.3.4 Operation School Supplies – school supplies for children in need will be provided by the Family Resource Center at Gorham in collaboration with private funders and New Hampshire Catholic Charities.

1.1.19.3.5 Through an internal referral, a series of evening seminars focused on divorce and parenting education program based upon 'Children in the Middle'.

1.1.20 Parent education and support; the Contractor will:

1.1.20.1 Work with parents on child development using evidence-based curricula from:

1.1.20.1.1 Positive Parenting Program; and

1.1.20.1.2 Growing Great Kids.

1.1.20.2 Provide parents with materials and other developmental descriptions and handouts;

1.1.20.3 Provide appropriate learning tools, materials and games to strengthen the level of parent/child attachment

1.1.20.4 Complete a household safety checklist and create plans to address any deficiencies.

1.1.21 Growing Great Kids curriculum; the Contractor will:

1.1.21.1 Ensure that staff is trained in the Growing Great Kids curriculum.

1.1.22 Smoking cessation assistance; the Contractor will:

1.1.22.1 Provide health educations on the danger of tobacco products including but not limited to direct use, second hand smoke, effects on children. etc.;

1.1.22.2 Refer clients to NH Quit Works and the client's primary care provider for additional supports;

1.1.22.2.1 Follow up with the clients on their progress through the program.

1.1.23 Substance abuse services; the Contractor will:

1.1.23.1 Provide health education on the danger of abusing alcohol and/or other substances, including but not limited to all of the health risks associated with Fetal Alcohol Syndrome and giving birth to a narcotic addicted infant;

1.1.23.2 Use the TWEAK(Tolerance Worried Eye-Opener Amnesia K(c)ut down) screening tool; for pregnant women that test positive:

1.1.23.2.1 The Contractor will administer the Brief Intervention.

1.1.23.3 Refer a client or household member that is abusing alcohol or other substances to mental health services, substance abuse services, and/or their primary care provider;

1.1.23.4 Make appropriate and timely reports to law enforcement and/or Division for Children, Youth and Families as needed to prevent the creation of a potentially harmful or neglectful environment for the children and family;

1.1.23.5 Continue to attend professional development trainings through other agencies to maintain their capacities in the areas of substance abuse services;

1.1.23.6 Offer information to families to reduce the client's and household member's emotional difficulties and dependency issues, such as:

1.1.23.6.1 Stress reduction;

1.1.23.6.2 Anger management;

1.1.23.6.3 Problem solving; and

1.1.23.6.4 The development of coping skills.

1.1.24 Trauma informed services; the Contractor will:

1.1.24.1 Ensure staff have significant exposure to trainings, education and the development of their skills and knowledge based on the delivery of services to support victims;

1.1.24.2 Continue to engage with resources available from sources such as:

1.1.24.2.1 The Substance Abuse and Mental Health Services Administration;

1.1.24.2.2 Co-Occurring Disorders; and

1.1.24.2.3 Violence Study and the associated screening tool;

1.1.24.2.4 Have the Family Resource Center's case worker for the North Country that is well positioned to connect the agency's military involved clients with services to address common trauma such as PTSD share resources and information to home visiting staff on a regular basis.

1.1.25 WIC program services. The Contractor will:

1.1.25.1 Support clients not already enrolled in WIC in making appointments and overcoming barrier to attend intake appointments, including assisting in making transportation arrangements.

1.2 Coordinating outreach to the communities and families regarding the availability of the program and services. The Contractor will:

1.2.1 Publish and circulate program brochures;

1.2.2 Distribute press releases and news articles;

1.2.3 Conduct semiannual meeting with the Division for Children, Youth and Families' staff to explain the program and the services available:

1.2.4 Use social media and website presence to promote available program for children and families and educate the public on how to utilize services;

1.2.5 Present regularly at various community forums including but not limited to:

1.2.5.1 Consortiums;

1.2.5.2 Church and civic groups;

1.2.5.3 Municipal and community leadership forums;

1.2.5.4 Law enforcement associations;

1.2.5.5 The County's General Court Delegation and County Commissioners.

1.2.6 Maintain relationships with Family and District Court systems, law enforcement and the school community;

1.2.7 Maintain partnerships with other human service agencies and organizations;

1.2.8 Conduct a targeted outreach campaign to include but not limited to:

1.2.8.1 Public Events;

1.2.8.2 Collaboration with Partners;

1.2.8.3 Social and traditional media;

1.2.8.4 Schools and Law Enforcement;

1.2.8.5 Family and District Court Personnel.

1.3 Offering home visitation and other services at times that allow for the utmost amount of family member/caregiver participation. The Contractor will:

1.3.1 Meet with clients a convenient locations in the community as requested or needed;

1.3.2 Work with families on days and times that are most convenient including weekends, evening lunch times etc.;

1.3.3 Institute a plan to improve father involvement, even when a mothers state that "the child's father isn't involved";

1.4 Establishing and maintaining contact with local community groups and organizations that promote effective supports and services that result in safety, permanency and well-being of children and their families. The Contractor will:

1.4.1 Continue to attend the variety of human service agency collaborative meetings throughout the year;

1.4.2 Conduct community outreach by speaking to and delivering newsletters, fact sheets and annual reports and/or Power Point before:

1.4.2.1 Civic groups;

1.4.2.2 City Council and Selectmen's meetings;

1.4.2.3 School board meetings;

1.4.2.4 Meetings with the Coos County Delegation to the General Court;

1.4.2.5 Meeting with law enforcement associations;

1.4.2.6 Meetings with District and Family Court Judges and Clerks.

1.4.3 Continue to attend meeting of statewide organizations and coalitions;

1.4.4 Maintain relationships with child care providers and resource and referral organizations;

1.4.5 Work closely with and provide domestic violence referrals to RESPONSE;

1.4.6 Work with NH Children's Trust around training, technical assistance, and client advocacy and recognition;

1.4.7 Engage with the NH Employment Program and staff around client supports and attend wraparound meetings;

1.4.8 Keep informed about the health care system, maintaining relationships with the medical community, coordinate to establish and maintain medical homes for clients, coordinate with and refer clients to WIC, NH Medicaid, mental health providers and substance abuse providers;

1.4.9 Maintain and expand upon our relationships with and referring clients for basic needs, financial supports, transportation and other supports; and,

1.4.10 Maintain relationships with funders including the NH DHHS, Granite United Way and nonprofit resources including the NH Center for Nonprofits;

1.4.11 Participate and host "Lunch and Learns" with staff counterparts and partner agencies;

1.4.12 Initiate a communications outreach campaign which entails the mailing of a letter and brochure and scheduling informational visits to all area:

- 1.4.12.1 High schools;
- 1.4.12.2 Hospitals;
- 1.4.12.3 Health care clinics;
- 1.4.12.4 Oral health mobile clinic;
- 1.4.12.5 Area's mental health agency;
- 1.4.12.6 Private health practitioners.

1.5 Identifying additional resources and funding opportunities and reporting the results to the Division for Children, Youth and Families' Program Specialist monitoring the Comprehensive Family Support Services Program. The Contractor will:

1.5.1 Actively pursue opportunities for identifying and gaining support for Family Programs from:

- 1.5.1.1 Private foundations;
- 1.5.1.2 Corporate foundations; and
- 1.5.1.3 Other sources.

1.5.2 Institute a series of projects that include:

- 1.5.2.1 The professional adaptation of artwork created by our afterschool youth into a series of all-season greeting cards, notepads, etc., for sale to the public;
- 1.5.2.2 A creative outreach campaign based on a 'scholarship theme' to support afterschool programs;
- 1.5.2.3 An enhanced annual March event and raffle (including the raffle for a convertible automobile provided by a local car dealership);
- 1.5.2.4 A fee based co-parenting and child development education service, utilizing an evidence based curriculum for court involved families that are not restrained by low income and can afford to purchase this service;

1.5.2.5 Increasing Medicaid billing via contractual relationships with NH's managed Medicaid companies for home visiting services;

1.5.2.6 Continuation and expansion of contract relationships with statewide agencies for delivery of services to the North Country; the Family Resource Center at Gorham is a subcontractor with Harbor Homes, Inc. and Easter Seals of NH to provide support for homeless veterans and family support programming to military families; and,

1.5.2.7 Continued outreach to foundations not previously familiar with the Family Resource Center at Gorham.

1.6 Ensuring service delivery is flexible and support services are provided to families across a continuum of the three (3) preventive stages (Prevention, Early Intervention, and Crisis).

1.7 Facilitating identification and evaluation of programs/services, using the North Carolina Family Assessment Scale General assessment tool, the ASQ-3, and the ASQ-SE, for families experiencing conditions that include, but are not limited to:

1.7.1 Current founded or unfounded child protective services report;
1.7.2 Previous founded child protective services report;
1.7.3 Closed DCYF case;
1.7.4 Child's low birth weight and neuro developmental delays;
1.7.5 History of, or current, parental or caregiver substance abuse;
1.7.6 Low socioeconomic status of the family (defined as <300% percent of the Federal Poverty Level);
1.7.7 Problematic marital relationship;
1.7.8 Family history, including history of domestic violence;
1.7.9 Child's insecure attachment in early years;
1.7.10 Pregnancy;
1.7.11 Recent birth of a child (within 6-12 months);
1.7.12 Expected birth of an additional child (within 6 months);
1.7.13 Birth of a child or expected birth of a child with special health care needs;
1.7.14 More than 1 child under the age of 3 years;
1.7.15 Families, teen parent, or single parent experiencing multiple stressors;
1.7.16 Physical or social isolation;
1.7.17 Home conditions present a health and safety risk to family members;
1.7.18 Chronic health problems, which interfere with care giving; and
1.7.19 Child or family with chronic health, behavioral or developmental issues that impact on parenting;
1.7.20 ASQ & ASQ-SE results that indicate possible delay;
1.7.21 Families impacted by traumatic events;
1.7.22 Receiving TANF cash assistance or any of the Medicaid options;
1.7.23 Any other factors that may contribute to unhealthy social and emotional outcomes.

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1.8 Authorizing and managing the preventive child care award in accordance with Exhibit A-1, in an amount not to exceed the yearly-authorized amount for preventive child care dollars in paragraph 1 of Exhibit A-1.

1.9 Evaluating the progress of both parents/caregivers (if applicable) as well as the performance of the programs and services provided. The Contractor will:

1.9.1 Continue to administer participant satisfaction surveys as individual cases close; and

1.9.2 Conduct an annual focus group to add value to ongoing efforts and evaluation program delivery and adherence to evidence based curricula. The focus group will include:

1.9.2.1 Family members previously served;

1.9.2.2 Sever members of the Board of Directors; and

1.9.2.3 Agency leadership.

1.10 Maintaining a family service record on each family in compliance with all Health Insurance Portability and Accountability Act (HIPPA) Privacy Rules. The family service record will include but not be limited to:

1.10.1 Referral information;

1.10.2 Release of information form;

1.10.3 Family assessment;

1.10.4 Child/Family services plan;

1.10.5 Case contact log;

1.10.6 Identification of primary care physician (PCP);

1.10.7 Linkages with prenatal/primary care and visit schedule as outlined in American Academy Pediatrics "Recommendations for Preventive Pediatric Health Care" schedule;

1.10.8 Progress notes;

1.10.9 Child care utilization and billing information; and

1.10.10 Case closure report.

1.11 Completing criminal background and central registry checks on all staff, sub-contractors, and volunteers working on this contract, who come in contact with children.

1.12 Ensuring all staff, sub-contractors, and volunteers, at minimum, possess:

1.12.1 An understanding of the principles of family support;

1.12.2 Skills to address the ethnic and cultural needs, resources and assets of their community;

1.12.3 Experience working with community groups;

1.12.4 Empathy for parents and families, and an understanding of family stressors;

1.12.5 A working knowledge of the array of services in the community;

1.12.6 Experience working directly with families;

1.12.7 Experience in the area of child welfare services;

1.12.8 Experience in the area of maternal and child health,

1.12.9 Experience in working in coordination with a multidisciplinary team, including but not limited to Registered Nurses, Advance Practice Registered Nurses, licensed clinical social workers, and/or other licensed health professionals.
1.12.10 Good organizational skills;
1.12.11 Good problem solving skills;
1.12.12 Clear and effective oral and written communication skills;
1.12.13 A valid driver's license and reliable automobile transportation;
1.12.14 The ability to work hours that are flexible and convenient for families; and
1.12.15 An understanding of how to access the range of services in the delivery system.

1.13 Ensuring all allied health professionals have the appropriate New Hampshire licenses whether directly employed, contracted or subcontracted.

1.14 Providing consultation services from a clinician or prescribing practitioner who is licensed, by the New Hampshire Board of Psychological Examiners, as a health care professional.

1.15 Submitting a Communication and Marketing Plan that ensures and describes involvement with DCYF District Office staff to promote Comprehensive Family Support Services.

1.15.1 Work collaboratively with the District Office in your catchment area and make the request to attend no fewer than two DO staff meetings a year, preferably quarterly.

1.16 Ensuring that staff attend meetings and trainings as required by the Division of Public Health Services, Maternal and Child Health Section, including but not limited to:

1.16.1 MCH Agency Directors' Meetings
1.16.2 MCH Coordinators Meetings

1.17 Ensuring that programs are staffed by a Program Director and an appropriate number of Home Visitors and/or paraprofessional home visitors, in accordance with "Parents As Teachers Guidance for determining caseload size for your affiliate", that is necessary to implement the program. The Contractor will ensure staff qualifications, as listed below:

1.17.1 The Program Director will:
1.17.1.1 Work a minimum of .5 FTE;
1.17.1.2 Supervise each Professional Home Visitors preferably on a weekly (at minimum bi-weekly) basis; and
1.17.1.3 Possess either:
1.17.1.3.1 A Master's degree in social work, counseling, nursing, public health or a related field, and two years of experience working with families and children in a social service, home health or other early childhood program setting; or
1.17.1.3.2 A Bachelor's degree in social work, counseling, nursing, public health or a related field, and five years of experience working with families and children in a social service, home health or other

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early childhood program setting, some of which must have been in a supervisory capacity.

1.17.2 Professional Home Visitors will:

1.17.2.1 Have knowledge of the eligibility requirements for Medicaid reimbursement;

1.17.2.2 Have access to clinical case consultation;

1.17.2.3 Have a minimum of two (2) years of supervised experience working with families; and

1.17.2.4 Possess a Bachelor's Degree in one of the following disciplines:

1.17.2.4.1 Social work

1.17.2.4.2 Counseling

1.17.2.4.3 Early childhood education

1.17.2.4.4 Nursing or a related field.

1.17.3 Paraprofessional home visitors shall have at minimum:

1.17.3.1 A high school diploma or general equivalency diploma; and

1.17.3.2 Two years' experience working with families in an early childhood program or health care support capacity.

1.18 The Contractor has been granted a waiver from using the "Parents as Teachers: curriculum and has been approved to use the "Growing Great Kids" curriculum.

1.19 Designating a liaison for all programmatic correspondence between the Department and the agency for matters including but not limited to:

1.19.1 Program announcements;

1.19.2 Clinical updates;

1.19.3 Reporting changes, errors and requests.

1.20 Notifying the Division for Children, Youth and Families (DCYF) in writing when hiring a new administrator or any staff person essential to carrying out this scope of services to work in the program. Notification must be provided to DCYF within 30 days of the hire date and will include:

1.20.1 A resume of the employee;

1.20.2 Date of hire; and

1.20.3 Job description for the position.

1.21 Requesting a waiver of the applicable staffing requirements before an agency hires new program personnel that do not meet the required staff qualifications. Waiver requests must be sent to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program and include:

1.21.1 Reason for request;

1.21.2 Name and job description of the position; and

1.21.3 Proposed qualifications for the position.

1.22 Notifying the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program in writing of the need for a budget revision if any critical

position is vacant for more than one month or if at any time funded under this contract does not have adequate staffing to perform all required services for more than one month.

1.23 Reporting all cases of communicable diseases according to New Hampshire RSA 141-C and He-P 301, adopted June 03, 2008.

1.24 Coordinating and participating in public health activities as requested by the Division of Public Health Services during any disease outbreak and/or emergency, natural or man-made affecting the public's health.

1.25 Ensuring that all staff complies with the reporting requirements of New Hampshire RSA 169: C, Child Protection Act; RSA 161:F46, Protective Services to Adults; RSA 631:6, Assault and Related Offenses; and RSA 130: A, Lead Paint Poisoning and Control.

1.26 Promoting immunizations in accordance with RSA 141-C and the Immunization Rules promulgated there under.

1.27 Ensuring that services meet the requirements of Sec. 401 (a) (3) of the 42 USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF. One of the purposes of this requirement is to increase State flexibility to "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies" to the State/Federal regulation.

1.28 Complying with the confidentiality provisions of RSA 170-G: 8-a. All information regarding the Division's clients, client families, foster families, and other involved individuals that the Contractor may learn is strictly confidential and shall not be discussed with anyone except the Division's personnel in the performance of contracted services.

1.29 Maintaining the confidentiality of all clients and using client information only for the purpose of program administration, evaluation and quality improvement.

1.30 Ensuring that all staff understands that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.

1.31 Ensuring that all staff adheres to the Division of Family Assistance confidentiality policy in the General Manual and sign a statement saying that they agree to uphold the confidentiality standards. Failure to maintain confidentiality shall result in disciplinary actions.

1.32 Reporting personally identifiable health data to DHHS as requested, for all clients served under this contract for purposes of program evaluation and/or continuous quality improvement. Contractors are responsible for obtaining any authorizations for release of information from the clients that is necessary to comply with federal and state laws and regulations.

1.32.1 All forms developed for authorization for release of information must be approved by the Division for Children, Youth and Families prior to their use.

1.33 Informing the Division for Children, Youth and Families prior to initiating any research relating to this contract that uses clients as subjects and adhering to the legal requirements governing human subjects' research, if considering clinical or sociological research using clients as subjects.

1.34 Complying with all of the provisions of the Home Visiting NH 2012 and Watch Me Grow.

1.35 Using the MCH portion of these funds to provide or arrange for preventative health care for children in the service delivery area, in the event that the Community Health Center in the Contractor's service delivery area is defunded.

1.36 Providing culturally and linguistically appropriate services as well as providing clients of limited English Proficiency with interpretation services to ensure equal access to quality health services in compliance with Title VI, language efficiency and Proficiency citation 45 CFR 80.3 (b) (2).

1.37 Complying with all of the requirements of the Health Insurance Portability and Accountability Act (HIPPA) Privacy Rules, Public Law 104-191.

1.38 Agreeing that the Department of Health and Human Services and/or its funders will retain COPYRIGHT ownership for any and all original materials produced with the Department of Health and Human Services' contract funding, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports.

1.39 Agreeing that all media (written, video, audio, and electronic etc.) produced, reproduced or purchased under the contract shall have prior approval from the Department before publication, production, distribution, or use.

1.40 Crediting the New Hampshire Department of Health and Human Services on all materials produced under this contract.

2. Reporting Requirements

2.1 The Contractor shall submit monthly reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program by the last day of the month, which will include, but not be limited to:

2.1.1 Statistical reports that must detail:

2.1.1.1 Number of families enrolled at the beginning and end of the month;
2.1.1.2 Number of referrals;
2.1.1.3 Number of families receiving TANF,
2.1.1.4 Early and Periodic Screening and Diagnosis services,
2.1.1.5 Number of terminations;
2.1.1.6 Total number of units of services delivered, (Unit = 15 minutes)
2.1.1.7 Number of childcare cases and utilization data;
2.1.1.8 Year-To-Date unduplicated childcare count;
2.1.1.9 Narrative regarding impact of the services provided for families; and

Contractor Initials: LB
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2.1.1.10 Community impact of the services provided;
2.1.1.11 Family income, composed of earned income and child support receipts;
2.1.1.12 Number of families employed or in training;
2.1.1.13 Number of families reporting housing destabilization;
2.1.1.14 Number of expectant women and children receiving WIC services.

2.1.2 A narrative summary of the family services records.

2.2 The Contractor shall submit quarterly reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program no later than the 15th day of the month following the reporting period of each contract year, with the first report due on October 15, 2014. Quarterly reports shall include, but not be limited to:

2.2.1 A report highlighting the program activities for each quarter, which includes;
2.2.2 Describing the progress in achieving the stated outcomes;
2.2.3 Feedback from families, as to the effectiveness and satisfaction of the contracted services.
2.2.4 Submitting a Work Plan Outcome Report with S.M.A.R.T. Goals that are Specific, Measurable Attainable Realistic and Timely, and that, at minimum, includes:

2.2.4.1 Input/resources;
2.2.4.2 Activities/action plan;
2.2.4.3 Performance measures for outcomes;
2.2.4.4 Evaluation activities; and
2.2.4.5 Brief narrative describing strategies for Quality Improvement.

2.3 The Contractor shall submit Annual reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program by July 31st of each contract year, with the first report due on July 31, 2015. Annual reports shall include, but not be limited to:

2.3.1 Information regarding accomplishments and activities for the program;
2.3.2 Recommendations for service development and outcomes;
2.3.3 Systemic barriers; and
2.3.4 Family satisfaction survey results.

3. Requirements of Delivery of Services

3.1 In addition to the reporting requirements set forth in Section 2 Reporting Requirements, the Contract will:

3.1.1 Achieve a minimum 80% favorable rating on parent/family satisfaction surveys conducted annually;
3.1.2 Achieve each target set in the approved Work Plan.

Contractor Initials: KB
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New Hampshire Department of Health and Human Services
Comprehensive Family Support Services
Exhibit A-1

Vendor: The Family Resource Center at Gorham (Berlin District Area)

PREVENTIVE CHILD CARE AUTHORIZATION AND BILLING INSTRUCTIONS, SFY16

1. The Contractor's maximum yearly-authorized amount for preventive child care dollars is $10,000. Preventive child care shall not be authorized in excess of the standard rate. (see page 2 of this Exhibit).

   1.1 Out of this maximum yearly amount, for those families that the Contractor determines should receive preventive child care, the Contractor shall authorize no more than twelve weeks of child care services at a time.

   1.2 The Contractor shall maintain utilization data that includes the family's name and authorized amounts; this information shall accompany the Contractor's billing invoice submitted to DCYF on a monthly basis.

2. To access the preventive child care service, the Contractor shall identify an appropriate provider.

   2.1 The Contractor shall contact the designated DCYF preventive child care Provider Relations Specialist to authorize the family's enrollment into this service and provide the Specialist with the required family and provider contact information necessary to complete the authorization process through NH Bridges, utilizing Form 2096 (Exhibit A-2).

   2.2 The Provider Relations Specialist shall complete the authorization process to generate child care billing forms that will automatically be sent to the designated provider on a weekly basis.

   2.3 If the Contractor identifies a new child care provider that is willing to be certified by DCYF to provide preventive child care, the Contractor shall contact the Provider Relations Specialist and provide the name and address of the provider. Preventive child care services cannot be authorized until the provider has been certified by DCYF.

3. If the Contractor determines that child care services are required beyond the initial twelve-week authorization, the Contractor shall follow steps 2.1 and 2.2 above.

4. If the Contractor determines that authorized child care is no longer needed or appropriate, the Contractor shall contact the Provider Relations Specialist to request that this service be terminated for the applicable family.

5. The Contractor shall routinely track the amount of child care that it authorizes through DCYF. Upon reaching the yearly allotment, the Contractor shall notify DCYF in writing (e-mail is acceptable), to ensure that no further authorizations are processed. The Contractor will receive quarterly reports from DCYF.

6. DCYF shall monitor preventive child care usage based on the utilization data provided by the Contractor. Should monitoring reveal that authorized child care services are not being utilized (the child care provider does not submit invoices for payments); DCYF shall notify the Contractor to determine whether the authorization should remain active in the NH Bridges system.

   6.1 The Contractor shall contact the family and child care provider to determine the status of child care usage and notify them of the decision whether to continue or rescind authorization for child care resources not yet utilized.

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7. If within the contract year, DCYF monitoring indicates that the Contractor's maximum yearly-authorized amount for preventive child care has been reached or is about to be reached, DCYF will alert the Contractor.

CHILD CARE SCHOLARSHIP PROGRAM MAXIMUM WEEKLY STANDARD RATES EFFECTIVE JULY 1, 2013

Licensed Child Care Center

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$201.75
Full Time	18-35	$191.00
Full Time	36-78	$170.00
Full Time	79-155	$135.96
Half Time	1-17	$156.24
Half Time	18-35	$147.84
Half Time	36-78	$131.52
Half Time	79-155	$85.00
Part Time	1-17	$78.12
Part Time	18-35	$73.92
Part Time	36-78	$65.76
Part Time	79-155	$42.49

Licensed Family Home

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$155.00
Full Time	18-35	$152.50
Full Time	36-78	$147.50
Full Time	79-155	$65.18
Half Time	1-17	$120.00
Half Time	18-35	$118.08
Half Time	36-78	$114.24
Half Time	79-155	$50.00
Part Time	1-17	$60.00
Part Time	18-35	$59.04
Part Time	36-78	$57.12
Part Time	79-155	$25.00

License-Exempt Center

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	
Full Time	18-35	
Full Time	36-71	
Full Time	72-78	$85.00
Full Time	79-155	$67.98
Half Time	1-17	
Half Time	18-35	
Half Time	36-71	
Half Time	72-78	$65.76
Half Time	79-155	$42.50
Part Time	1-17	
Part Time	18-35	
Part Time	36-71	
Part Time	72-78	$32.88
Part Time	79-155	$21.24

License Exempt Family Home

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$108.50
Full Time	18-35	$106.75
Full Time	36-78	$103.25
Full Time	79-155	$45.63
Half Time	1-17	$84.00
Half Time	18-35	$82.66
Half Time	36-78	$79.97
Half Time	79-155	$35.00
Part Time	1-17	$42.00
Part Time	18-35	$41.33
Part Time	36-78	$39.98
Part Time	79-155	$17.50

Full Time Level = 31 or more hours per week
Half Time Level = 16 to 30 hours per week
Part Time Level = 1 to 15 hours per week

Providers caring for children with disabilities can be reimbursed an additional amount per week.
Full time = $50.00 per week, Half time = $30.00 per week, and Part time = $15.00 per week. Call (603) 271-7313 for information regarding Form 2628, Verification for a Child with a Disability.

Contractor Initials LB
Date 5/16/14

EXHIBIT A-2

STATE OF NEW HAMPSHIRE
Department of Health and Human Services
Division for Children, Youth and Families

Form 2096
May 2009

REFERRAL FOR PREVENTIVE CHILD CARE SERVICES

Date: _____

CHILD/FAMILY INFORMATION

Name of Child: _____ _____ _____
LAST FIRST MI

Date of Birth _____ Social Security # _____

Name of Parent _____

Street Address: _____

Town or City _____ State _____ Zip Code _____

CHILD CARE INFORMATION

Name of Child Care Provider _____

Street Address _____

Town or City _____ State _____ Zip Code _____

RESOURCE ID NUMBER _____

Start Date of Child Care Services _____

Projected End Date of Child Care Services _____ (No longer that 12 weeks)

Number of hours of child care approved by the Comprehensive Family Support Agency as identified in the Family Service Plan.

☐ **Full Time** (31 or more hrs) ☐ **Half Time** (16-30 hrs/week) ☐ **Part Time** (1-15 hrs/week)

FAMILY RESOURCE AND SUPPORT AGENCY INFORMATION

Name of Family Resource and Support Agency _____

Address _____

Em ail Address _____

FRS Worker _____ Telephone Number _____

PD 09-15

Contractor Initials LB

Date 5/16/14

Method and Conditions Precedent to Payment

1. Subject to the availability of Federal funds, and in consideration for the Contractor's compliance with the terms and conditions of this agreement, and for the services provided by the Contractor pursuant to Exhibit A, Scope of Services, and expenses incurred, the Department shall pay the Contractor an amount not to exceed, Form P-37, block 1.8, Price Limitation.

   1.1. This contract is funded with funds from the following Catalog of Federal Domestic Assistance (CFDA) #'s, for the provision of services pursuant to Exhibit A, Scope of Services.

   - # 93.667, Federal Agency Department of Health and Human Services, Administration for Children and Families, Social Services Block Grant;
   - # 93.645, Federal Agency Department of Health and Human Services, Administration for Children and Families, Stephanie Tubbs Jones Child Welfare Services Program;
   - # 93.556, Federal Agency Department of Health and Human Services, Administration for Children and Families, Promoting Safe and Stable Families;
   - # 93.558, Federal Agency Department of Health and Human Services, Administration for Children and Families, Temporary Assistance for Needy Families; and
   - # 93.994, Federal Agency Department of Health and Human Services, Administration for Children and Families, Maternal and Child Health Services Block Grant to the States.

   1.2. The contractor agrees to provide the services in Exhibit A, Scope of Services in compliance with funding requirements.

2. Payment for said services shall be made monthly, but not less than quarterly:

   2.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this agreement. The invoice, provided by the Department, must be completed, signed, and returned to the Department in order to initiate payment. In lieu of hard copies, invoices may be assigned an electronic signature and emailed. Hard copies shall be mailed to:

   Fiscal Administrator
   Division for Children, Youth and Families
   Department of Health and Human Services
   129 Pleasant Street
   Concord, NH 03301

   Email: dbclark@dhhs.state.nh.us

   2.2 Expenditures shall be in accordance with the approved line item budget shown in exhibit B-1 and Exhibit B-2.

   2.3 Payments may be withheld pending receipt of required reports, plans, and updates as defined in Exhibit A.

   2.4 A final payment request shall be submitted no later than sixty days after the contact ends.

Contractor Initials KB
Date 5/16/14

2.5 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; and

2.6 When the contract price limitation is reached, the program shall continue to operate at full capacity at no charge to the State of New Hampshire for the duration of the contract period.

2.7 Notwithstanding paragraph 18 of the P-37, an amendment limited to the adjustment of the amounts between budget line items and/or State Fiscal Years, related items, and amendments of related budget exhibits, can be made by written agreement of both parties and do not require additional approval of the Governor and Executive Council.

Contractor Initials LB
Date 5/16/14

Exhibit B-1

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

Bidder/Program Name: The Family Resource Center at Gorham

Budget Request for: Berlin DO
(Name of RFP)

Budget Period: 2014-2015

1. Total Salary/Wages	$ 93,804.00	$ 5,750.00	$ 103,354.00	$ 3,750.00		$ 3,750.00	$ 99,804.00	$ 5,750.00	$ 99,804.00
2. Employee Benefits	$ 22,959.00	$ 4,012.00	$ 26,971.00	$ 500.00	$ -	$ 500.00	$ 22,459.00	$ 4,012.00	$ 26,471.00
3. Consultants	$ 1,100.00	$ -	$ 1,100.00	$ -	$ -	$ -	$ 1,100.00	$ -	$ 1,100.00
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 3,607.00	$ -	$ 3,607.00	$ 1,500.00	$ -	$ 1,500.00	$ 2,107.00	$ -	$ 2,107.00
6. Travel	$ 5,500.00	$ -	$ 5,500.00	$ 500.00	$ -	$ 500.00	$ 5,000.00	$ -	$ 5,000.00
7. Occupancy	$ 4,200.00	$ -	$ 4,200.00	$ -	$ -	$ -	$ 4,200.00	$ -	$ 4,200.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 3,000.00	$ -	$ 3,000.00	$ -	$ -	$ -	$ 3,000.00	$ -	$ 3,000.00
Postage	$ 200.00	$ -	$ 200.00	$ -	$ -	$ -	$ 200.00	$ -	$ 200.00
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
Insurance	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 2,000.00	$ -	$ 2,000.00	$ -	$ -	$ -	$ 2,000.00	$ -	$ 2,000.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specify details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
FSNH annual fee	$ 125.00	$ -	$ 125.00	$ -	$ -	$ -	$ 125.00	$ -	$ 125.00
Printing	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -	$ 500.00	$ -	$ 500.00
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 138,795.00	$ 13,762.00	$ 152,557.00	$ 6,250.00	$ -	$ 6,250.00	$ 132,545.00	$ 13,762.00	$ 146,307.00

Indirect As A Percent of Direct 9.9%

Budget One Budget Period

Contractor Initials KB.

Date 5/16/14

Exhibit B-2

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

Bidder/Program Name: The Family Resource Center at Gorham

Budget Request for: Berlin DO

Budget Period: 2015-2016

1. Total Salary/Wages	$ 93,804.00	$ 9,750.00	$ 103,354.00	$ 3,750.00		$ 3,750.00	$ 89,854.00	$ 9,750.00	$ 89,804.00
2. Employee Benefits	$ 22,959.00	$ 4,012.00	$ 26,971.00	$ 500.00	$ -	$ 500.00	$ 22,459.00	$ 4,012.00	$ 26,471.00
3. Consultants	$ 1,100.00	$ -	$ 1,100.00	$ -	$ -	$ -	$ 1,100.00	$ -	$ 1,100.00
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 3,607.00	$ -	$ 3,607.00	$ 1,500.00	$ -	$ 1,500.00	$ 2,107.00	$ -	$ 2,107.00
6. Travel	$ 5,500.00	$ -	$ 5,500.00	$ 500.00	$ -	$ 500.00	$ 5,000.00	$ -	$ 5,000.00
7. Occupancy	$ 4,200.00	$ -	$ 4,200.00	$ -	$ -	$ -	$ 4,200.00	$ -	$ 4,200.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 3,000.00	$ -	$ 3,000.00	$ -	$ -	$ -	$ 3,000.00	$ -	$ 3,000.00
Postage	$ 200.00	$ -	$ 200.00	$ -	$ -	$ -	$ 200.00	$ -	$ 200.00
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
Insurance	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 2,000.00	$ -	$ 2,000.00	$ -	$ -	$ -	$ 2,000.00	$ -	$ 2,000.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
FSNH annual fee	$ 125.00	$ -	$ 125.00	$ -	$ -	$ -	$ 125.00	$ -	$ 125.00
Printing	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -	$ 500.00	$ -	$ 500.00
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 138,795.00	$ 13,762.00	$ 152,557.00	$ 6,250.00	$ -	$ 6,250.00	$ 132,545.00	$ 13,762.00	$ 146,307.00

Indirect As A Percent of Direct 9.9%

Contractor Initials KB

Date 5/16/14

Exhibit B-1

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

Resource Center at Gorham

(Name of RFP)

Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
93,604.00	$ 9,750.00	$ 103,354.00	$ 3,750.00		$ 3,750.00	$ 89,854.00	$ 9,750.00	$ 99,604.00
22,959.00	$ 4,012.00	$ 26,971.00	$ 500.00	$ -	$ 500.00	$ 22,459.00	$ 4,012.00	$ 26,471.00
1,100.00	$ -	$ 1,100.00	$ -	$ -	$ -	$ 1,100.00	$ -	$ 1,100.00
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3,607.00	$ -	$ 3,607.00	$ 1,500.00	$ -	$ 1,500.00	$ 2,107.00	$ -	$ 2,107.00
5,500.00	$ -	$ 5,500.00	$ 500.00	$ -	$ 500.00	$ 5,000.00	$ -	$ 5,000.00
4,200.00	$ -	$ 4,200.00	$ -	$ -	$ -	$ 4,200.00	$ -	$ 4,200.00
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3,000.00	$ -	$ 3,000.00	$ -	$ -	$ -	$ 3,000.00	$ -	$ 3,000.00
200.00	$ -	$ 200.00	$ -	$ -	$ -	$ 200.00	$ -	$ 200.00
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2,000.00	$ -	$ 2,000.00	$ -	$ -	$ -	$ 2,000.00	$ -	$ 2,000.00
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
125.00	$ -	$ 125.00	$ -	$ -	$ -	$ 125.00	$ -	$ 125.00
500.00	$ -	$ 500.00	$ -	$ -	$ -	$ 500.00	$ -	$ 500.00
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
138,795.00	$ 13,762.00	$ 152,557.00	$ 6,250.00	$ -	$ 6,250.00	$ 132,545.00	$ 13,762.00	$ 146,307.00
	9.9%							

Contractor Initials KB.

Date 5/16/14

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 fundors 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 fundors, 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. 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:

16.1. Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function

16.2. 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

16.3. Monitor the subcontractor's performance on an ongoing basis

16.4. Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed

16.5. 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.

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.

ADDITIONAL SPECIAL PROVISIONS

1. The Division reserves the right to renew the Agreement for up to four additional years, subject to continued availability of funds, satisfactory performance of services, and approval by the Governor and Executive Council.

Contractor Initials: KB
Date: 5/16/14

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 GRANTEES 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

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:

5/16/14
Date

Lorlenne Laubli
Name:
Title: Interim Chair

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:

Katherine Bouchie

Name:
Title: Interim Chair

5/16/14
Date

Contractor Initials KB
Date 5/16/14

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 oluntary 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

Contractor Initials CB
Date 5/16/14

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 (I)(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:

5/16/14
Date

Catherine Bauder
Name:
Title: Interim Chair

Contractor Initials LB
Date 5/16/14

CERTIFICATION REGARDING THE AMERICANS WITH DISABILITIES ACT COMPLIANCE

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

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

Contractor Name:

5/16/14
Date

Catherine Bauble
Name:
Title: Interim Chair

Contractor Initials CB
Date 5/16/14

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:

5/16/14
Date

Katherine Lavallee
Name:
Title: Interim Chair

HEALTH INSURANCE PORTABLITY 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, usiness 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. reach shall have the same meaning as the term reach in section 164.402 of Title 45, Code of Federal Regulations.

b. usiness 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, TitleXIII, 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.

l. 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.

(3) 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

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:

- The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
- The unauthorized person used the protected health information or to whom the disclosure was made;
- Whether the protected health information was actually acquired or viewed
- 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 (l). 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

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 usiness 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 usiness 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

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 usiness 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 usiness 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 nowledge of a breach by usiness Associate of the usiness 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.

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) l, 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.

NH DHHS	Family Resource Center at Gorham
The State	Name of the Contractor
Signature of Authorized Representative	Signature of Authorized Representative
Mary Ann Lloyd	Katherine Baublis
Name of Authorized Representative	Name of Authorized Representative
Associate Commissioner	Interim Chair
Title of Authorized Representative	Title of Authorized Representative
5/28/14	5/16/14
Date	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:

5/16/14
Date

Catherine Bauhler
Name:
Title: Interim Chair

Contractor Initials LB
Date 5/16/14

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: 019-150817

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?

   X 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: _____

State of New Hampshire
Department of Health and Human Services
Amendment #4 to the Comprehensive Family Support Services

This 4th Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #4") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and The Family Resource Center at Gorham (hereinafter referred to as "the Contractor"), a nonprofit with a place of business at 123 Main Street, Gorham, NH, 03581.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80), and as amended on June 10, 2015 (approved by the Attorney General's Office), May 18, 2016 (Item #9A), and March 21, 2018 (Item #14B), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules or terms and conditions of the contract; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-2 Additional Special Provisions, Paragraph #1, the State may modify the scope of work and the payment schedule of the contract upon written agreement of the parties and approval from the Governor and Executive Council; and

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

WHEREAS, all terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #4 remain in full force and effect; and

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

1. Form P-37 General Provisions, Block 1.6, Account Number to add:

   05-095-045-450010-61270000-102-500731
   05-095-042-421010-29580000-644-504187

2. Form P-37 General Provisions, Block 1.7, Completion Date, to read:

   June 30, 2020.

3. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:

   $1,077,444.

4. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:

   Nathan D. White, Director.

5. Form P-37, General Provisions, Block 1.10, State Agency Telephone Number, to read:

   603-271-9631.

6. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 2.2, to read:

   2.2 Expenditures shall be in accordance with the approved line item budget shown in Exhibit B-1 – Amendment #2, B-2 – Amendment #2, B-3 - Amendment #3, B-4 – Amendment #3, Exhibit B-5, Budget Amendment #4.

7. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 1.2 to read:

    1.2 The Contractor agrees to provide the services in Exhibit A, Scope of Service in compliance with funding requirements, which includes an in-kind match of an amount equal to a minimum of 25% of the federal Title IV-B grant identified in Subsection 1.1, above and 25% of the federal Promoting Safe and Stable Families grant identified in Subsection 2.2, above.

8. Add Exhibit B, Methods and Conditions Precedent to Payment, Section 1.3 to read:

    1.3 The Contractor shall ensure the annual 25% required match in Section 1.2 above, is in non-federal contributions either in cash or in-kind related to directly providing Title IV-B and Promoting Safe and Stable Families project activities and goals related to Comprehensive Family Support Services as approved by the Department.

9. Add Exhibit B-5, Budget Amendment #4.

10. Add Exhibit K, DHHS Information Security Requirements

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

5/28/19
Date

Name: Christine Santaniello
Title: Director

The Family Resource Center at Gorham

5/23/19
Date

Patricia Stolte
Name: Patricia Stolte
Title: Executive Director

Acknowledgement of Contractor's signature:

State of NH, County of Coos on 5/23/19, before the undersigned officer, personally appeared the person identified directly above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

Roselle M Higgins
Signature of Notary Public or Justice of the Peace

Roselle M Higgins JP
Name and Title of Notary or Justice of the Peace

My Commission Expires: Oct 2020

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

OFFICE OF THE ATTORNEY GENERAL

6/4/2019
Date

Name: Nancy J. Smith
Title: Sr. Asst Atty General

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

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

Contractor name The Family Resource Center Gorham

Budget Request for: Comprehensive Family Support Services (Littleton)

Budget Period: July 1, 2019 through June 30, 2020

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 136,208.64	$ -	$ 136,208.64	$ 1,000.00		$ 1,500.00	$ 135,208.64		$ 135,208.64
2. Employee Benefits	$ 24,000.00	$ -	$ 24,000.00			$ -	$ 24,000.00		$ 24,000.00
3. Consultants	$ 4,250.00	$ -	$ 4,250.00	$ 750.00		$ 750.00	$ 3,500.00		$ 3,500.00
4. Equipment:	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Rental	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Repair and Maintenance	$ 350.00	$ -	$ 350.00	$ 350.00		$ 350.00	$ -		$ -
Purchase/Depreciation	$ 650.00	$ -	$ 650.00			$ -	$ 650.00		$ 650.00
5. Supplies:	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Educational	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Lab	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Pharmacy	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Medical	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Office	$ 3,900.00	$ -	$ 3,900.00	$ 2,000.00		$ 500.00	$ 1,900.00		$ 1,900.00
6. Travel	$ 15,050.00	$ -	$ 15,050.00	$ 50.00			$ 15,000.00		$ 15,000.00
7. Occupancy	$ 4,100.00	$ -	$ 4,100.00	$ 100.00		$ 100.00	$ 4,000.00		$ 4,000.00
8. Current Expenses	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Telephone	$ 2,550.00	$ -	$ 2,550.00	$ 650.00		$ 150.00	$ 1,900.00		$ 1,900.00
Postage	$ 990.00	$ -	$ 990.00	$ 950.00		$ 300.00	$ 40.00		$ 40.00
Subscriptions	$ -	$ -	$ -	$ -		$ -	$ -		$ -
Audit and Legal	$ 1,900.00	$ -	$ 1,900.00	$ -		$ -	$ 1,900.00		$ 1,900.00
Insurance	$ 1,400.00	$ -	$ 1,400.00	$ -		$ -	$ 1,400.00		$ 1,400.00
Board Expenses	$ 250.00	$ -	$ 250.00	$ -		$ -	$ 250.00		$ 250.00
9. Software	$ -	$ -	$ -	$ -		$ -			$ -
10. Marketing/Communications	$ 1,650.00	$ -	$ 1,650.00	$ 750.00		$ 750.00	$ 900.00		$ 900.00
11. Staff Education and Training	$ 4,900.00	$ -	$ 4,900.00	$ 3,000.00		$ 2,500.00	$ 1,900.00		$ 1,900.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -		$ -	$ -		$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -		$ -	$ -		$ -
FSNH annual fee	$ 125.00	$ -	$ 125.00	$ -		$ -	$ 125.00		$ 125.00
Printing	$ 850.00	$ -	$ 850.00	$ -	$ -	$ -	$ 850.00		$ 850.00
Admin Fee	$ 20,277.36	$ -	$ 20,277.36	$ 960.00	$ -	$ 960.00	$ 19,317.36		$ 19,317.36
TOTAL	$ 223,401.00	$ -	$ 223,401.00	$ 10,560.00	$ -	$ 7,880.00	$ 212,841.00	$ -	$ 212,841.00

Indirect As A Percent of Direct 10.0%

Contractor Initials: BV
Date: 5-25-19

A. Definitions

The following terms may be reflected and have the described meaning in this document:

1. "Breach" means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users and for an other than authorized purpose have access or potential access to personally identifiable information, whether physical or electronic. With regard to Protected Health Information, " Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.

2. "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.

3. "Confidential Information" or "Confidential Data" means all confidential information disclosed by one party to the other such as all medical, health, financial, public assistance benefits and personal information including without limitation, Substance Abuse Treatment Records, Case Records, Protected Health Information and Personally Identifiable Information.

   Confidential Information also 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 Protected Health Information (PHI), Personal Information (PI), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.

4. "End User" means any person or entity (e.g., contractor, contractor's employee, business associate, subcontractor, other downstream user, etc.) that receives DHHS data or derivative data in accordance with the terms of this Contract.

5. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder.

6. "Incident" means an act that potentially violates an explicit or implied security policy, which includes attempts (either failed or successful) to gain unauthorized access to a system or its data, unwanted disruption or denial of service, the unauthorized use of a system for the processing or storage of data; and changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. Incidents include the loss of data through theft or device misplacement, loss or misplacement of hardcopy documents, and misrouting of physical or electronic

mail, all of which may have the potential to put the data at risk of unauthorized access, use, disclosure, modification or destruction.

7. "Open Wireless Network" means any network or segment of a network that is not designated by the State of New Hampshire's Department of Information Technology or delegate as a protected network (designed, tested, and approved, by means of the State, to transmit) will be considered an open network and not adequately secure for the transmission of unencrypted PI, PFI, PHI or confidential DHHS data.

8. "Personal Information" (or "PI") means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, personal information as defined in New Hampshire RSA 359-C:19, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.

9. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164, promulgated under HIPAA by the United States Department of Health and Human Services.

10. "Protected Health Information" (or "PHI") has the same meaning as provided in the definition of "Protected Health Information" in the HIPAA Privacy Rule at 45 C.F.R. § 160.103.

11. "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Part 164, Subpart C, and amendments thereto.

12. "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.

I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR

A. Business Use and Disclosure of Confidential Information.

1. The Contractor must not use, disclose, maintain or transmit Confidential Information except as reasonably necessary as outlined under this Contract. Further, Contractor, including but not limited to all its directors, officers, employees and agents, must not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.
2. The Contractor must not disclose any Confidential Information in response to a

request for disclosure on the basis that it is required by law, in response to a subpoena, etc., without first notifying DHHS so that DHHS has an opportunity to consent or object to the disclosure.

3. If DHHS notifies the Contractor that DHHS 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 Contractor must be bound by such additional restrictions and must not disclose PHI in violation of such additional restrictions and must abide by any additional security safeguards.
4. The Contractor agrees that DHHS Data or derivative there from disclosed to an End User must only be used pursuant to the terms of this Contract.
5. The Contractor agrees DHHS Data obtained under this Contract may not be used for any other purposes that are not indicated in this Contract.
6. The Contractor agrees to grant access to the data to the authorized representatives of DHHS for the purpose of inspecting to confirm compliance with the terms of this Contract.

II. METHODS OF SECURE TRANSMISSION OF DATA

1. Application Encryption. If End User is transmitting DHHS data containing Confidential Data between applications, the Contractor attests the applications have been evaluated by an expert knowledgeable in cyber security and that said application's encryption capabilities ensure secure transmission via the internet.
2. Computer Disks and Portable Storage Devices. End User may not use computer disks or portable storage devices, such as a thumb drive, as a method of transmitting DHHS data.
3. Encrypted Email. End User may only employ email to transmit Confidential Data if email is encrypted and being sent to and being received by email addresses of persons authorized to receive such information.
4. Encrypted Web Site. If End User is employing the Web to transmit Confidential Data, the secure socket layers (SSL) must be used and the web site must be secure. SSL encrypts data transmitted via a Web site.
5. File Hosting Services, also known as File Sharing Sites. End User may not use file hosting services, such as Dropbox or Google Cloud Storage, to transmit Confidential Data.
6. Ground Mail Service. End User may only transmit Confidential Data via *certified* ground mail within the continental U.S. and when sent to a named individual.
7. Laptops and PDA. If End User is employing portable devices to transmit Confidential Data said devices must be encrypted and password-protected.
8. Open Wireless Networks. End User may not transmit Confidential Data via an open

wireless network. End User must employ a virtual private network (VPN) when remotely transmitting via an open wireless network.

9. Remote User Communication. If End User is employing remote communication to access or transmit Confidential Data, a virtual private network (VPN) must be installed on the End User's mobile device(s) or laptop from which information will be transmitted or accessed.
10. SSH File Transfer Protocol (SFTP), also known as Secure File Transfer Protocol. If End User is employing an SFTP to transmit Confidential Data, End User will structure the Folder and access privileges to prevent inappropriate disclosure of information. SFTP folders and sub-folders used for transmitting Confidential Data will be coded for 24-hour auto-deletion cycle (i.e. Confidential Data will be deleted every 24 hours).
11. Wireless Devices. If End User is transmitting Confidential Data via wireless devices, all data must be encrypted to prevent inappropriate disclosure of information.

III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS

The Contractor will only retain the data and any derivative of the data for the duration of this Contract. After such time, the Contractor will have 30 days to destroy the data and any derivative in whatever form it may exist, unless, otherwise required by law or permitted under this Contract. To this end, the parties must:

A. Retention

1. The Contractor agrees it will not store, transfer or process data collected in connection with the services rendered under this Contract outside of the United States. This physical location requirement shall also apply in the implementation of cloud computing, cloud service or cloud storage capabilities, and includes backup data and Disaster Recovery locations.
2. The Contractor agrees to 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.
3. The Contractor agrees to provide security awareness and education for its End Users in support of protecting Department confidential information.
4. The Contractor agrees to retain all electronic and hard copies of Confidential Data in a secure location and identified in section IV. A.2
5. The Contractor agrees Confidential Data stored in a Cloud must be in a FedRAMP/HITECH compliant solution and comply with all applicable statutes and regulations regarding the privacy and security. All servers and devices must have currently-supported and hardened operating systems, the latest anti-viral, anti-hacker, anti-spam, anti-spyware, and anti-malware utilities. The environment, as a

whole, must have aggressive intrusion-detection and firewall protection.

6. The Contractor agrees to and ensures its complete cooperation with the State's Chief Information Officer in the detection of any security vulnerability of the hosting infrastructure.

B. Disposition

1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor 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 by the Contractor 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 and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute of Standards and Technology, U. S. Department of Commerce. The Contractor 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 Contractor prior to destruction.

2. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.

3. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

IV. PROCEDURES FOR SECURITY

A. Contractor agrees to safeguard the DHHS Data received under this Contract, and any derivative data or files, as follows:

1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.

2. The Contractor will 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.).

3. The Contractor will maintain appropriate authentication and access controls to contractor systems that collect, transmit, or store Department confidential information where applicable.

4. The Contractor will 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.

5. The Contractor will provide regular security awareness and education for its End Users in support of protecting Department confidential information.

6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor 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 Contractor, including breach notification requirements.

7. The Contractor 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 Contractor and any applicable sub-contractors prior to system access being authorized.

8. If the Department determines the Contractor is a Business Associate pursuant to 45 CFR 160.103, the Contractor will execute a HIPAA Business Associate Agreement (BAA) with the Department and is responsible for maintaining compliance with the agreement.

9. The Contractor will work with the Department at its request to complete a System Management Survey. The purpose of the survey is to enable the Department and Contractor to monitor for any changes in risks, threats, and vulnerabilities that may occur over the life of the Contractor engagement. The survey will be completed annually, or an alternate time frame at the Departments discretion with agreement by the Contractor, or the Department may request the survey be completed when the scope of the engagement between the Department and the Contractor changes.

10. The Contractor 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 Information Security Office leadership member within the Department.

11. 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.

12. Contractor must, comply with all applicable statutes and regulations regarding the privacy and security of Confidential Information, and must in all other respects maintain the privacy and security of PI and PHI at a level and scope that is not less than the level and scope of requirements applicable to federal agencies, including, but not limited to, provisions of the Privacy Act of 1974 (5 U.S.C. § 552a), DHHS Privacy Act Regulations (45 C.F.R. §5b), HIPAA Privacy and Security Rules (45 C.F.R. Parts 160 and 164) that govern protections for individually identifiable health information and as applicable under State law.

13. Contractor agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the Confidential Data and to prevent unauthorized use or access to it. The safeguards must provide a level and scope of security that is not less than the level and scope of security requirements established by the State of New Hampshire, Department of Information Technology. Refer to Vendor Resources/Procurement at https://www.nh.gov/doit/vendor/index.htm for the Department of Information Technology policies, guidelines, standards, and procurement information relating to vendors.

14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer and the State's Security Officer of any security breach immediately, at the email addresses provided in Section VI. This includes 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.

15. Contractor must restrict access to the Confidential Data obtained under this Contract to only those authorized End Users who need such DHHS Data to perform their official duties in connection with purposes identified in this Contract.

16. The Contractor must ensure that all End Users:

    a. comply with such safeguards as referenced in Section IV A. above, implemented to protect Confidential Information that is furnished by DHHS under this Contract from loss, theft or inadvertent disclosure.

    b. safeguard this information at all times.

    c. ensure that laptops and other electronic devices/media containing PHI, PI, or PFI are encrypted and password-protected.

    d. send emails containing Confidential Information only if <u>encrypted</u> and being sent to and being received by email addresses of persons authorized to receive such information.

e. limit disclosure of the Confidential Information to the extent permitted by law.

f. Confidential Information received under this Contract and individually identifiable data derived from DHHS Data, must be stored in an area that is physically and technologically secure from access by unauthorized persons during duty hours as well as non-duty hours (e.g., door locks, card keys, biometric identifiers, etc.).

g. only authorized End Users may transmit the Confidential Data, including any derivative files containing personally identifiable information, and in all cases, such data must be encrypted at all times when in transit, at rest, or when stored on portable media as required in section IV above.

h. in all other instances Confidential Data must be maintained, used and disclosed using appropriate safeguards, as determined by a risk-based assessment of the circumstances involved.

i. understand that their user credentials (user name and password) must not be shared with anyone. End Users will keep their credential information secure. This applies to credentials used to access the site directly or indirectly through a third party application.

Contractor is responsible for oversight and compliance of their End Users. DHHS reserves the right to conduct onsite inspections to monitor compliance with this Contract, including the privacy and security requirements provided in herein, HIPAA, and other applicable laws and Federal regulations until such time the Confidential Data is disposed of in accordance with this Contract.

V. LOSS REPORTING

The Contractor must notify the State's Privacy Officer and Security Officer of any Security Incidents and Breaches immediately, at the email addresses provided in Section VI.

The Contractor must further handle and report Incidents and Breaches involving PHI in accordance with the agency's documented Incident Handling and Breach Notification procedures and in accordance with 42 C.F.R. §§ 431.300 - 306. In addition to, and notwithstanding, Contractor's compliance with all applicable obligations and procedures, Contractor's procedures must also address how the Contractor will:

1. Identify Incidents;
2. Determine if personally identifiable information is involved in Incidents;
3. Report suspected or confirmed Incidents as required in this Exhibit or P-37;
4. Identify and convene a core response group to determine the risk level of Incidents and determine risk-based responses to Incidents; and

5. Determine whether Breach notification is required, and, if so, identify appropriate Breach notification methods, timing, source, and contents from among different options, and bear costs associated with the Breach notice as well as any mitigation measures.

Incidents and/or Breaches that implicate PI must be addressed and reported, as applicable, in accordance with NH RSA 359-C:20.

VI. PERSONS TO CONTACT

A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov

B. DHHS Security Officer:

DHHSInformationSecurityOffice@dhhs.nh.gov

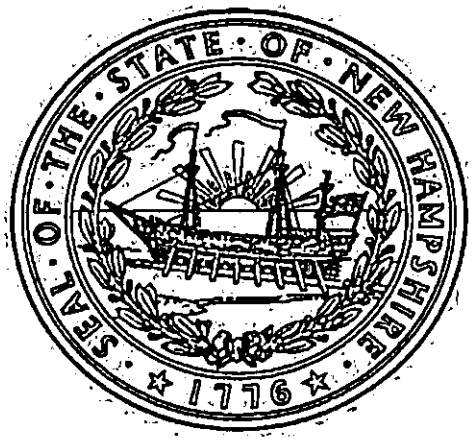
State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that THE FAMILY RESOURCE CENTER AT GORHAM is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on April 03, 1997. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: **270161**

Certificate Number : **0004510479**



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 6th day of May A.D. 2019.

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

I, Heidi Barker, do hereby certify that:

1. I am a duly elected Officer of The Family Resource Center at Gorham.

2. The following is a true copy of the resolution duly adopted at a meeting of the Board of Directors of the Agency duly held on May 16, 2018:

RESOLVED: That the Patricia Stolte

is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

3. The forgoing resolutions have not been amended or revoked, and remain in full force and effect as of the 23rd day of May, 2019.

4. Patricia Stolte is the duly elected Executive Director of the Agency.

Signature

STATE OF NEW HAMPSHIRE

County of Coos

The forgoing instrument was acknowledged before me this 23 day of May, 2019.

By Heidi Barker, President of the FRC Board of Directors

Rosalle M Higgins JP
Notary Public/Justice of the Peace

Commission Expires: Oct 2020

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/15/2019

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

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

PRODUCER
E & S Insurance Services LLC
21 Meadowbrook Lane
P O Box 7425
Gilford NH 03247-7425

CONTACT NAME: Fairley Kenneally
PHONE (A/C, No, Ext): (603) 293-2791 FAX (A/C, No): (603) 293-7188
E-MAIL ADDRESS: fairley@esinsurance.net

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Great American Insurance Group	GAIG
INSURER B: Travelers Property Casualty Co of America	25674
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Family Resource Center at Gorham
123 Main Street
Gorham NH 03581

COVERAGES **CERTIFICATE NUMBER:** 2019 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			MAC3793560-13	05/10/2019	05/10/2020	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 3,000,000
							PRODUCTS - COMP/OP AGG	$ 3,000,000
							AbMol Daycare,IncAnoPA	$ 1,000,000
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			MAC3793560-13	05/10/2019	05/10/2020	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	[X] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $			UMB113778405	05/10/2019	05/10/2020	EACH OCCURRENCE	$ 1,000,000
							AGGREGATE	$ 1,000,000
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		6JUB2E64693-3-19	05/08/2019	01/01/2020	[X] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 500,000
							E.L. DISEASE - EA EMPLOYEE	$ 500,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000

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

CERTIFICATE HOLDER
State of NH DHHS
129 Pleasant Street
Concord NH 03301-3857

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

AUTHORIZED REPRESENTATIVE
Fairley Kenneally

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the family
resource center
at Gorham

MISSION:

To build healthier families and stronger communities through positive relations, programs and collaborations in the North Country of New Hampshire

Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

FOR THE YEARS ENDED JUNE 30, 2018 AND 2017
AND
INDEPENDENT AUDITORS' REPORT

FAMILY RESOURCE CENTER AT GORHAM

FINANCIAL STATEMENTS

FOR THE YEARS ENDED JUNE 30, 2018 AND 2017

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Leone, McDonnell & Roberts
PROFESSIONAL ASSOCIATION
CERTIFIED PUBLIC ACCOUNTANTS
WOLFEBORO • NORTH CONWAY
DOVER • CONCORD
STRATHAM

To the Board of Directors
Family Resource Center at Gorham
Gorham, New Hampshire

INDEPENDENT AUDITORS' REPORT

Report on the Financial Statements

We have audited the accompanying financial statements of Family Resource Center at Gorham (a New Hampshire nonprofit organization), which comprise the statements of financial position as of June 30, 2018 and 2017, and the related statements of activities, cash flows, and functional expenses for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Family Resource Center at Gorham as of June 30, 2018 and 2017, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

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

Other Reporting Required by *Government Auditing Standards*

In accordance with Government Auditing Standards, we have also issued our report dated September 7, 2018, on our consideration of Family Resource Center at Gorham's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering Family Resource Center at Gorham's internal control over financial reporting and compliance.

Leon, McDonnell & Roberts
Professional Association

September 14, 2018
North Conway, New Hampshire

FAMILY RESOURCE CENTER AT GORHAM

STATEMENTS OF FINANCIAL POSITION
AS OF JUNE 30, 2018 AND 2017

ASSETS

	2018	2017
CURRENT ASSETS		
Cash and cash equivalents	$ 238,341	$ 199,929
Certificates of deposit	80,127	79,967
Grants receivable	251,249	183,900
Prepaid expenses	9,441	10,548
Total current assets	579,158	474,344
PROPERTY		
Leasehold improvements	74,932	74,932
Furniture and equipment	51,575	51,575
Total	126,507	126,507
Less: accumulated depreciation	(90,919)	(85,345)
Property, net	35,588	41,162
OTHER ASSETS		
Investments	209,058	203,775
Agency deposits - cash	22,226	25,583
Total other assets	231,284	229,358
TOTAL ASSETS	$ 846,030	$ 744,864

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Accounts payable	$ 8,890	$ 12,377
Accrued expenses	28,856	30,432
Agency deposits	22,226	25,583
Refundable advances	14,799	29,260
Total current liabilities	74,771	97,652
NET ASSETS		
Unrestricted		
Designated for long-term building maintenance	19,244	16,835
Undesignated	530,856	419,120
Temporarily restricted	5,000	-
Permanently restricted - endowment	216,159	211,257
Total net assets	771,259	647,212
TOTAL LIABILITIES AND NET ASSETS	$ 846,030	$ 744,864

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2018

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
REVENUE AND SUPPORT				
Grants	$ -	$ 1,414,856	$ -	$ 1,414,856
Donations	39,023	5,000	-	44,023
Agency rents	37,205	-	-	37,205
Investment income	-	-	5,405	5,405
Other income	1,560	-	-	1,560
Interest income	370	-	-	370
Net unrealized investment gain (loss)	-	-	(7,607)	(7,607)
Net realized investment gain	-	-	11,475	11,475
Net assets released from restrictions	1,414,856	(1,414,856)	-	-
Total revenues, support and net assets released from restrictions	1,493,014	5,000	9,273	1,507,287
EXPENSES				
Program services	1,222,386	-	-	1,222,386
Management and general	156,483	-	4,371	160,854
Total expenses	1,378,869	-	4,371	1,383,240
INCREASE IN NET ASSETS	114,145	5,000	4,902	124,047
NET ASSETS - BEGINNING OF YEAR	435,955	-	211,257	647,212
NET ASSETS - END OF YEAR	$ 550,100	$ 5,000	$ 216,159	$ 771,259

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2017

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
REVENUE AND SUPPORT				
Grants	$ -	$ 1,263,836	$ -	$ 1,263,836
Donations	13,572	-	-	13,572
Agency rents	37,351	-	-	37,351
Investment income	-	-	4,872	4,872
Other income	4,850	-	-	4,850
Interest income	293	-	-	293
Net unrealized investment gain (loss)	-	-	(1,348)	(1,348)
Net realized investment gain	-	-	12,122	12,122
Net assets released from restrictions	1,263,836	(1,263,836)	-	-
Total revenues, support and net assets released from restrictions	1,319,902	-	15,646	1,335,548
EXPENSES				
Program services	1,075,827	-	-	1,075,827
Management and general	176,446	-	4,153	180,599
Total expenses	1,252,273	-	4,153	1,256,426
INCREASE IN NET ASSETS	67,629	-	11,493	79,122
NET ASSETS - BEGINNING OF YEAR	368,326	-	199,764	568,090
NET ASSETS - END OF YEAR	$ 435,955	$ -	$ 211,257	$ 647,212

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2018 AND 2017

	2018	2017
CASH FLOWS FROM OPERATING ACTIVITIES		
Increase in net assets	$ 124,047	$ 79,122
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Unrealized loss on investments	7,607	1,348
Realized gains on investments	(11,475)	(12,122)
Depreciation	5,574	7,500
(Increase) decrease in assets:		
Grants receivable	(67,349)	31,036
Prepaid expenses	1,107	2,344
Increase (decrease) in liabilities:		
Accounts payable	(3,487)	(1,366)
Accrued expenses	(1,576)	11,875
Agency deposits	(3,357)	(738)
Refundable advances	(14,461)	6,812
NET CASH PROVIDED BY OPERATING ACTIVITIES	36,630	125,811
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds from the sale of investments	55,979	29,852
Purchase of investments and certificates of deposit	(57,554)	(45,440)
NET CASH USED IN INVESTING ACTIVITIES	(1,575)	(15,588)
NET INCREASE IN CASH AND EQUIVALENTS	35,055	110,223
CASH AND EQUIVALENTS - BEGINNING OF YEAR	225,512	115,289
CASH AND EQUIVALENTS - END OF YEAR	$ 260,567	$ 225,512

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2018

	Program Services	Management and General	Total
Personnel Costs			
Salaries and wages	$ 769,290	$ 105,510	$ 874,800
Payroll taxes	57,002	7,818	64,820
Employee benefits	96,469	12,161	108,630
Program activities	90,579	-	90,579
Travel	80,917	530	81,447
Food and supplies	19,748	793	20,541
Heat and utilities	18,039	949	18,988
Telephone, internet, fax and cable	12,014	2,288	14,302
Accounting fees	-	12,852	12,852
Contractors and consultants	10,550	1,449	11,999
Small equipment	10,027	925	10,952
Conferences and meetings	8,441	1,704	10,145
Liability insurance	9,578	-	9,578
Rent	8,166	-	8,166
Maintenance, cleaning and inspections	6,027	1,506	7,533
Depreciation	4,459	1,115	5,574
Printing	4,885	373	5,258
Student transportation	5,185	-	5,185
Bank charges	-	4,560	4,560
Advertising	3,071	1,468	4,539
Training	3,526	369	3,895
Technology	2,216	1,672	3,888
Payroll processing service	-	2,445	2,445
Property insurance	1,078	360	1,438
Postage and shipping	1,119	7	1,126
Total	$ 1,222,386	$ 160,854	$ 1,383,240

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2017

	Program Services	Management and General	Total
Personnel Costs			
Salaries and wages	$ 697,801	$ 120,998	$ 818,799
Payroll taxes	51,430	9,256	60,686
Employee benefits	70,330	13,468	83,798
Program activities	61,994	-	61,994
Travel	56,520	690	57,210
Food and supplies	23,461	1,853	25,314
Heat and utilities	16,862	888	17,750
Accounting fees	-	16,188	16,188
Contractors and consultants	10,620	1,331	11,951
Telephone, internet, fax and cable	11,530	240	11,770
Rent	10,545	-	10,545
Conferences and meetings	7,474	2,740	10,214
Liability insurance	9,800	177	9,977
Maintenance, cleaning and inspections	7,298	1,825	9,123
Training	6,582	1,154	7,736
Depreciation	7,500	-	7,500
Student transportation	6,576	-	6,576
Small equipment	6,026	470	6,496
Printing	5,472	41	5,513
Technology	2,500	1,862	4,362
Bank charges	-	4,338	4,338
Postage and shipping	2,615	46	2,661
Payroll processing service	-	2,355	2,355
Advertising	1,810	318	2,128
Property insurance	1,081	361	1,442
Total	$ 1,075,827	$ 180,599	$ 1,256,426

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2018 AND 2017

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

The Family Resource Center at Gorham (the Resource Center) is a voluntary, not-for-profit corporation incorporated under the laws of the State of New Hampshire (RSA 292) and organized exclusively for tax exempt charitable and educational purposes. The principal activity of the Resource Center is to deliver programming that empowers and educates children and families so they can overcome obstacles to healthy family development while providing access to social and educational services to underserved North Country populations. Primary programs include:

home visiting programs that deliver evidence based early child development and parenting support curricula which empowers parents and gives them the motivations and skills to improve parenting and foster healthy family dynamics;

afterschool programs that support the academic, social and emotional developmental needs of students in grades K-8; and,

an IRS sanctioned Volunteer Income Tax Assistance (VITA) program that provides free tax preparation services to a continuum of the population with a focus on maximizing income tax refunds and earned income tax credits for all individuals entitled to claim such credits.

Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting.

Basis of Presentation

The Resource Center 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.

Unrestricted: Net assets that are not subject to donor-imposed stipulations. Board designated unrestricted net assets consist of cash and cash equivalents which are to be used only with a specific vote of the board.

Temporarily Restricted: Net assets whose use is limited by donor-imposed stipulations that will either expire with the passage of time or be fulfilled or removed by actions of the Resource Center. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Absent explicit donor stipulations about how long long-lived assets must be maintained or the manner of their disposition, the Resource Center reports expirations of donor restrictions when the donated or acquired long-lived

assets are placed in service. The Resource Center reports expirations of continuing donor restrictions regarding use or disposition of long-lived assets over the assets' expected useful lives.

Permanently Restricted: Net assets that are subject to donor-imposed stipulations that they be maintained permanently by the Resource Center. Generally, the donors of these assets permit the Resource Center to use all or part of the income earned on related investments for general or specific purposes.

As of June 30, 2018, the Resource Center had unrestricted, temporarily restricted, and permanently restricted net assets. As of June 30, 2017, the Resource Center had unrestricted and permanently restricted net assets.

Use of Estimates

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

Cash and Cash Equivalents

Cash and cash equivalents include all monies in banks and liquid investments with maturity dates of less than three months. The carrying value of cash and cash equivalents approximates fair value because of the short maturities of those financial instruments.

Investments

Investments are accounted for according to Accounting Standards Codification (ASC) 958-320 *Not For Profit Entities – Investments – Debt and Equity Securities.* Under ASC 958-320, investments in marketable securities with readily determinable fair values and all investments in debt securities are valued at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets. Fair values of investments are based on quoted prices in active markets for identical investments.

Property and Equipment

Property and equipment is recorded at cost if purchased and at fair value if donated. Depreciation is computed using the straight-line method over the estimated useful lives of the related assets as follows:

Furniture and equipment	5 - 15 years
Leasehold improvements	20 years

The Resource Center's policy is to capitalize all assets over $2,500 with an expected life of one year or longer. Assets sold or otherwise disposed of are removed from the accounts, along with the related depreciation allowance, and any gain or loss is recognized.

Contributions

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor or time restrictions. A temporary restriction permits the Resource Center to use donated assets as specified for a particular purpose. Permanently restricted net assets are those that are required to be permanently maintained, but income from such investments may be used for specified purposes. All donor restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Contributed Services

From time to time, the Resource Center receives donated services in carrying out the mission and fundraising activities of the Resource Center. Such donations do not meet the criteria for recognition under ASC 958 and accordingly no amounts are reflected in the financial statements for those services.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Refundable Advances

The Resource Center records grant/contract revenue as a refundable advance until it is expended for the purpose of the grant/contract, at which time it is recognized as revenue.

Income Taxes

The Resource Center is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. In addition, the Resource Center qualifies for the charitable contribution deduction under Section 170(b)(1)(a) and has been classified as an organization that is not a private foundation.

Management has evaluated the Resource Center's tax positions and concluded that the Resource Center has maintained its tax-exempt status and has taken no uncertain tax positions that would require adjustment to the financial statements. With few exceptions, the Resource Center is no longer subject to income tax examinations by the United States Federal or State tax authorities prior to 2014.

Leased Facilities

The Resource Center leases its current facility from the Town of Gorham. In lieu of rent, the Resource Center is responsible for the cost of repairs and maintenance, insurance, utilities and rubbish removal. The lease is for a 20 year period and expired on May 19, 2018. The lease continues under the same terms on a month to month basis. The Resource Center in turn sublets space in the facility to other nonprofit and community agencies at an average rate of approximately $10 - $16 per square foot. All participating organizations must provide services to a client base that is at least 66% low and moderate income.

Grants Receivable

Grants receivable from various public and other nonprofit organizations at June 30, 2018 and 2017 were considered fully collectable and therefore no provisions for bad debts have been made in these financial statements.

Advertising

Advertising costs are expensed as incurred.

Reclassifications

Certain amounts in the prior year financial statements have been reclassified for comparative purposes to conform with the presentation in the current year financial statements.

Fair Value of Financial Instruments

ASC Topic No. 820-10, *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 820-10, the Resource Center may use valuation techniques consistent with market, income and cost approaches to measure fair value. As a basis for considering market participant assumptions in fair value measurements, ASC Topic 820-10 establishes a fair value hierarchy, which prioritizes the inputs used in measuring fair values. The hierarchy gives the highest priority to Level 1 measurements and the lowest priority to Level 3 measurements. The three levels of the fair value hierarchy under ASC Topic 820-10 are described as follows:

> ***Level 1*** – Inputs to the valuation methodology are quoted prices available in active markets for identical investments as of the reporting date.
>
> ***Level 2*** - Inputs to the valuation methodology are other than quoted market prices in active markets, which are either directly or indirectly observable as of the reporting date, and fair value can be determined through the use of models or other valuation methodologies.
>
> ***Level 3*** - Inputs to the valuation methodology are unobservable inputs in situations where there is little or no market activity for the asset or liability and the reporting entity makes estimates and assumptions related to the pricing of the asset or liability including assumptions regarding risk.

At June 30, 2018 and 2017, the Resource Center's investments were all classified as Level 1 and were based on fair value.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

The following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at June 30, 2018 and 2017.

Mutual Funds: Valued at the net asset value (NAV) of shares held by the Resource Center at year end.

The preceding method may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although the Resource Center believes its valuation method is appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

2. DEMAND NOTE PAYABLE

In April 2013, the Resource Center entered into a revolving line of credit agreement with a bank. The revolving line of credit agreement provides for maximum borrowings up to $75,000 and is collateralized by a certificate of deposit held at the same bank. The revolving line of credit and the certificate of deposit both renew every six months. At June 30, 2018 and 2017, the interest rate on the revolving line of credit was stated at the bank's prime rate of 3.20%. There were no balances outstanding as of June 30, 2018 and 2017.

3. AGENCY DEPOSITS

The Resource Center serves as a fiscal agent for the Androscoggin Valley Community Partners (formerly the Berlin Area Healthcare Consortium), a collaborative effort of area health and social services agencies intended to provide health related education, information and communications to the communities of Berlin and Gorham. The amounts held on behalf of the consortium as of June 30, 2018 and 2017 were $22,226 and $22,187, respectively.

The Resource Center served as a fiscal agent for the North Country Veterans Committee. The committee performed extensive outreach, education and awareness throughout the North Country of New Hampshire in building a stronger safety net for North Country veterans and their families. The fiscal agent relationship ended during the year ended June 30, 2018. The amount held on behalf of the committee as of June 30, 2017 was $3,396.

4. REFUNDABLE ADVANCES

Refundable advances from program grants and contract advances at June 30, 2018 and 2017 totaled $14,799 and $29,260, respectively.

5. CONCENTRATION OF CREDIT RISK - CASH

The Resource Center maintains cash balances that, at times, may exceed federally insured limits. The cash balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to $250,000 per bank at June 30, 2018 and 2017. The Resource Center has not experienced any losses in such accounts and believes it is not exposed to any significant risk with these accounts.

6. OPERATING LEASE OBLIGATIONS

The Organization has entered into a one-year operating lease agreement to rent satellite office space. The Organization also rents various other office space on a month to month basis. Rent expense under these agreements aggregated $8,166 and $10,545 for the years ended June 30, 2018 and 2017, respectively.

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

Year Ending June 30	Amount
2019	$ 2,268

7. INVESTMENTS

Investments held in the form of mutual funds at Bank of America are stated at fair value. Realized gains and losses are determined on the specific identification method. Gains and losses (realized and unrealized) are reported in the statement of activities as increases or decreases to unrestricted net assets, except for those investments for which their use is restricted. Information on investments at June 30, 2018 and 2017 is presented as follows:

Year	Investment	Cost	Market Value	Excess of Market Over Cost	Investment Income
2018	Bank of America	$194,026	$209,058	$15,032	$5,405
2017	Bank of America	$181,136	$203,775	$22,639	$4,872

8. UNRESTRICTED NET ASSETS - DESIGNATED

By vote of the Board of Directors, funds have been designated for long term building maintenance. Unrestricted net assets designated by the board was $19,244 and $16,835 at June 30, 2018 and 2017, respectively.

9. TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets at June 30, 2018 consisted of a $5,000 contribution with a time restriction requiring the amount to be used in support of general operations for the fiscal year ended June 30, 2019.

10. PERMANENTLY RESTRICTED NET ASSETS

In 2007, the Resource Center established a permanent endowment fund for the organization with the intent of accumulating donations and interest earnings of one million dollars. During 2013, the Resource Center began taking allowable distributions from the fund. Per the laws of the State of New Hampshire (RSA 292-B:4), 7% of the fair market value of the endowment fund, calculated on the basis of fair market value determined at least quarterly and averaged over a period of not less than three years may be

appropriated for operating account expenditures. No distributions were taken from the fund during the years ended June 30, 2018 and 2017.

The Not-for-Profit Entities Topic of the FASB ASC (ASC 958-205 and subsections) intends to improve the quality of consistency of financial reporting of endowments held by not-for-profit organizations. This Topic provides guidance on classifying the net assets associated with donor-restricted endowment funds held by organizations that are subject to an enacted version of the Uniform Prudent Management Institutional Funds Act (UPMIFA). New Hampshire has adopted UPMIFA. The Topic also requires additional financial statement disclosures on endowments and related net assets.

The Resource Center has followed an investment and spending policy to ensure a total return (income plus capital change) necessary to preserve the principal of the fund and at the same time, provide a dependable source of support to help build healthier families and stronger communities.

In recognition of the prudence required of fiduciaries, the Resource Center only invests the fund in cash and mutual funds. The Resource Center has taken a risk adverse approach to managing the endowment fund in order to mitigate financial market risk such as interest rate, credit and overall market volatility, which could substantially impact the fair value of the endowment fund at any given time.

As of June 30, 2018 and 2017, the endowment fund was entirely composed of permanently restricted net assets.

Fund activity for June 30, 2018 and 2017 was as follows:

	Balances as of June 30, 2017	Activity for the year ended June 30, 2018	Balances as of June 30, 2018
Permanent gifts	$ 175,809	$ -	$ 175,809
Investment earnings	43,336	5,405	48,741
Realized gain	39,862	11,475	51,337
Transfer to unrestricted	(41,590)	-	(41,590)
Investment expense	(28,799)	(4,371)	(33,170)
Unrealized gain (loss)	22,639	(7,607)	15,032
	$ 211,257	$ 4,902	$ 216,159

	Balances as of June 30, 2016	Activity for the year ended June 30, 2017	Balances as of June 30, 2017
Permanent gifts	$ 175,809	$ -	$ 175,809
Investment earnings	38,464	4,872	43,336
Realized gain	27,740	12,122	39,862
Transfer to unrestricted	(41,590)	-	(41,590)
Investment expense	(24,646)	(4,153)	(28,799)
Unrealized gain (loss)	23,987	(1,348)	22,639
	$ 199,764	$ 11,493	$ 211,257

11. SUBSEQUENT EVENTS

Subsequent events are events or transactions that occur after the statement of financial position date, but before financial statements are available to be issued. Recognized subsequent events are events or transactions that provide additional evidence about conditions that existed at the statement of financial position date, including the estimates inherent in the process of preparing financial statements. Non recognized subsequent events are events that provide evidence about conditions that did not exist at the statement of financial position date, but arose after that date. Management has evaluated subsequent events through September 14, 2018, the date the June 30, 2018 financial statements were available for issuance.

FAMILY RESOURCE CENTER AT GORHAM

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2018

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/ PROGRAM TITLE	FEDERAL CFDA NUMBER	PASS THROUGH GRANTOR NUMBER	FEDERAL EXPENDITURES
U.S. DEPT. OF HEALTH AND HUMAN SERVICES			
Passed through State of New Hampshire			
Department of Health and Human Services, Office of Human Services, Division of Children, Youth and Families			
Stephanie Tubbs Jones Child Welfare Services Program	93.645	42106802	$ 8,104
Promoting Safe and Stable Families	93.556	42107306	37,280
Social Services Block Grant	93.667	42106603	139,786
TANF CLUSTER			
Temporary Assistance for Needy Families	93.558	45030206	65,740
Temporary Assistance for Needy Families	93.558	45030353	118,628
			184,368
Maternal & Child Health Services Block Grant for States	93.994	90004009	9,951
ACA Maternal, Infant and Early Childhood Home Visiting Program	93.505	05-95-90-902010-5896	157,316
ACA Maternal, Infant and Early Childhood Home Visiting Program	93.505	05-95-90-902010-0831	91,925
			249,241
Passed through Easter Seals			
MEDICAID CLUSTER			
Medical Assistance Program	93.778	None	2,756
Total U.S. Department of Health and Human Services			$ 631,486
U.S. DEPARTMENT OF EDUCATION			
Passed through State of New Hampshire Department of Education			
Twenty-First Century Community Learning Centers	84.287	86227	$ 179,474
Twenty-First Century Community Learning Centers	84.287	86282	181,709
Total U.S. Department of Education			$ 361,183
Total expenditures of federal awards			$ 992,669

NOTE A - BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of Family Resource Center at Gorham under programs of the federal government for the year ended June 30, 2018. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Family Resource Center at Gorham, it is not intended to and does not present the financial position, changes in net assets, or cash flows of Family Resource Center.

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

NOTE C - INDIRECT COST RATE

Family Resource Center at Gorham has elected to use the 10-percent de minimis indirect cost rate allowed under Uniform Guidance.

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FAMILY RESOURCE CENTER AT GORHAM

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

To the Board of Directors
Family Resource Center at Gorham
Gorham, New Hampshire

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Family Resource Center at Gorham (a New Hampshire nonprofit organization), which comprise the statements of financial position as of June 30, 2018 and 2017, and the related statements of activities, cash flows and functional expenses for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated September 14, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Family Resource Center at Gorham's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Family Resource Center at Gorham's internal control. Accordingly, we do not express an opinion on the effectiveness of Family Resource Center at Gorham's internal control.

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

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

not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

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

Purpose of this Report

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

Leon, McDonnell & Roberts
Professional Association

September 14, 2018
North Conway, New Hampshire

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FAMILY RESOURCE CENTER AT GORHAM

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

To the Board of Directors
Family Resource Center at Gorham
Gorham, New Hampshire

Report on Compliance for Each Major Federal Program

We have audited Family Resource Center at Gorham's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Family Resource Center at Gorham's major federal programs for the year ended June 30, 2018. Family Resource Center at Gorham's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditors' Responsibility

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

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Family Resource Center at Gorham's compliance.

Opinion on Each Major Federal Program

In our opinion, Family Resource Center at Gorham complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2018.

Report on Internal Control Over Compliance

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

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

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

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

Leone, McDonnell & Roberts
Professional Association

September 14, 2018
North Conway, New Hampshire

FAMILY RESOURCE CENTER AT GORHAM

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2018

A. SUMMARY OF AUDITORS' RESULTS

1. The auditors' report expresses an unmodified opinion on the financial statements of Family Resource Center at Gorham.

2. No significant deficiencies were disclosed during the audit of the financial statements are reported in the *Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards*. No material weaknesses are reported.

3. No instances of noncompliance material to the financial statements of Family Resource Center at Gorham, which would be required to be reported in accordance with Government Auditing Standards, were disclosed during the audit.

4. No significant deficiencies in internal control over major federal award programs are reported in the *Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by Uniform Guidance*. No material weaknesses are reported.

5. The auditors' report on compliance for the major federal award programs for Family Resource Center at Gorham expresses an unmodified opinion on all major federal programs.

6. There were no audit findings that are required to be reported in accordance with 2 CFR 200.516(a).

7. The program tested as a major program was: U.S. Department of Education; Twenty-First Century Community Learning Centers, CFDA – 84.287.

8. The threshold for distinguishing between Type A and B programs was $750,000.

9. Family Resource Center at Gorham was determined to be a low-risk auditee.

B. FINDINGS – FINANCIAL STATEMENTS AUDIT

None

C. FINDINGS AND QUESTIONED COSTS–MAJOR FEDERAL AWARD PROGRAM AUDIT

None

the family
resource center

123 Main Street Gorham, NH 03581 603-466-5190

Offices in Berlin, Colebrook,Lancaster & Littleton ~ www.frc123.org

2019 BOARD OF DIRECTORS – Names & Affiliations only

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UNH Cooperative Extension
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Family Services Specialist

Karen Moore
Berlin Public Schools
Title I Supervisor

Vicky McGillicuddy
Consumer

Gretchen Taillon
White Mountains Community College

Jen Buteau

[redacted]

Skills and Professional Trainings

- Growing Great Kids / Growing Great Families; evidence-based curricula trained and certified practitioner and supervisor
- Motivational Interviewing; an evidence-based counseling approach to health care
- Healthy Families America; evidence-based model certified Family Support Worker and Supervisor
- Healthy Families America; evidence-based model certified Parent Survey / Community Outreach Worker and Supervisor
- Pyramid Model for Supporting Social Emotional Competence in Infants and Young Children
- Parents Interacting with Infants and Toddlers (PI-WI) practitioner and coach
- Illness Management and Recovery Facilitator
- Regularly commended for delivering effective and quality services with integrity
- Active listener with excellent interpersonal skills
- Motivated, dependable, committed, and loyal employee
- Strong and proven sales and marketing background
- Ability to lead and motivate team members
- Self starter and quick learner
- Expert advocacy, communication, and case planning skills
- Successful leadership and managerial experiences
- Effectively use both traditional and social media to spread awareness and engage community members
- Grant writing, reporting, Opinion-Editorial pieces, and press releases
- Ability to multi-task, be versatile and deal with crisis situations while maintaining excellent time-management skills and professionalism
- Adhere to strict budgets and analyze and incorporate ways to decrease expenses and increase revenue
- Creative and innovative with a track record of designing and implementing programs where there is a need; such as the Holiday Shoppe, social skills groups, team-building sessions, boundaries trainings, trainings on evidence-based methods for dealing with people with personality disorders, and panel discussions on substance use in the North Country
- Sensitivity to and clinical experience with people struggling with addiction, mental health issues, poverty, diversity, cognitive impairments, or otherwise marginalized individuals
- Overall, genuinely cheerful, kind and respectful to all people

Professional Experience

September 2015 - present **Family Resource Center at Gorham** **Director of Family Support Services**

- Manage and develop evidence-based home visiting and family support programs in Coos and Upper Grafton County

2013 – 2015 **CASA of NH** **Training & Recruitment Coordinator**

- Strategically implemented efforts to increase awareness about CASA of NH and recruited more quality volunteers to advocate for children who have been abused / neglected
- Initiated and developed fundraising campaigns, appeals, volunteer appreciation initiatives, grant research, writing and reporting

- Responsible for social media communications various platforms along with traditional communications such as radio, newspaper, television and frequent speaking engagements throughout the state
- Provided additional supports, trainings and resources as needed to ensure continued personal growth and effectiveness of volunteers

2012 – 2013 **Tri-County Cap, Berlin, NH** **Employment Specialist**

- Worked closely and effectively with NH Employment Program teams in both the Berlin and Littleton District Offices to oversee appropriateness of placement with career path and intervene when issues / potential conflict arose. Provided job coaching and reinforcement to clients
-

2005– 2012 **Northern Human Services, Berlin, NH** **Case Manager**

- Through community based services, assisted people with a major mental illness manage their social, emotional, housing, financial, legal, vocational and medical needs through assessment, coordinating services, advocacy, crisis intervention, referrals, service monitoring and outreach
- Facilitated evidence based practice group, "Illness, Management and Recovery." This site was awarded highest fidelity in state with this pilot group
- Carried a niche caseload of clients who historically were unsuccessful of engaging in traditional treatment by effectively employing interventions based on evidence based practices specific to the individuals

2000 – 2005 **The Wentworth, Jackson, NH** **Director of Sales, 2002 – 2005**
Dining Room Manager, 2000 -2002

- Oversaw the execution of successful, quality events by effective coordination and supervision of multiple departments. Developed marketing strategies to brand hotel as an elegant country inn and premiere venue for luxurious weddings and upscale corporate retreats
- Hired, trained and managed all dining room, event and bar staff. Developed and implemented appropriate training procedures to acquire and maintain prestigious four diamond status restaurant
- Gained trust and respect of employees I supervised as well as other managers to be able to improve overall morale and milieu within Food and Beverage Department as well as the other Departments so that teamwork and efficiency drastically improved and turnover decreased
- Responsible for controlling labor and costs while providing exceptional product and outstanding customer service
- Exceeded aggressive budgeted revenues across all categories every year while achieving many record months and years.

O Education

Rivier College, B.A., Psychology

O Community Involvement

2014 Co-recipient of the Gus Rooney Award

Soccer coach for North Country Soccer League

Coach / coordinator for Young Athlete Program

Former Therapeutic foster care provider

Former Berlin Planning Board Member

Former Berlin City Councilor

Amy L. Robinson

[redacted]

Work Experience:

The Family Resource Center (July 2016- current)
Family Support Specialist- Gorham, NH

- Provide in-home support to at-risk families
- Create support plans based on family's needs including budgeting assistance, parenting skills, child development, and referrals to outside services
- Use reflective and active listening skills, practice high confidentiality, record-keeping, and provide creativity and flexibility with planned for each family
- Supervisor of Grafton Comprehensive and Grafton Healthy Families America programs effective 2018

Easter Seals (June 2012- July 2016)
Paraprofessional - Manchester, NH and Lancaster, NH

- Vocational (non-verbal and verbal) classroom paraprofessional at the Joliceour School with students ages 8-21 with general and specific educational needs
- Use of positive behavioral interventions and supports to help students develop behavioral skills
- Provide assistance to students with volunteer opportunities within the local community
- Provide direct supervision of 1 on 1 and group clients

Residential Instructor- Lancaster, NH

- Residential instructor at intensive treatment center
- Assist with social, recreational, emotional and independent daily living skills
- Provide direct supervision of 1 on 1 and group clients

Easter Seals Camp Sno-Mo (June 2012-August 2012)
Counselor- Gilmanton Iron Works, NH

- Counselor at summer camp for children and young adults with disabilities and special needs
- Assisted with variety of outdoor activities to promote confidence building

Education

White Mountain Regional High School

- High school diploma- General high school curriculum

Certifications

- CCAR Recovery Coach Academy Training (June 2018)
- Center on the Social and Emotional Foundations for Early Learning- Positive Solutions for Families Training (April 2018)
- Growing Great Kids Certified (July 2016)
- Healthy Families America Core Training (September 2016)
- Healthy Families America Advanced Supervisor Training (September 2018)
- Therapeutic Crisis Intervention- Easter Seals of New Hampshire (September 2015)
- Early Childhood Education and Training- Hugh J Gallen Vocational Program (May 2009)

Gabrielle Lepine

Objective

Highly skilled and empathetic professional with experience leading, managing and supervising professional staff in social services. Past work has included Supervisory support; coaching; program planning and development and educational parenting support. Active listener with a knack for building lasting professional relationships.

Skills & Abilities

- Highly organized
- Calm under pressure
- High attention to detail
- Strength-based
- Growth minded
- Experience supervising a team
- Empathetic
- Culturally-sensitive
- Reliable & Flexible

Experience

Associate Director of Family Support Services, The Family Resource Center

June 2018 – Current

- Provide family support and advocacy skills for in home Wraparound services in Enhanced Care Coordination for children ages 3-7
- Individually partnered with Dartmouth Injury Prevention Center and Healthy Families America to create a NH live webinar on Child Passenger Safety to educate home visitors on car seat safety
- Train and educate employees on Medicaid billing
- Oversee & Supervise all programs for Family Support and assist with writing & managing grants for programs
- Conduct ACES Prenatal and Postpartum intakes with high risk mothers that individually assess their needs (parent survey).
- Monitors quality assurance and assures all contract requirements are met

Supervisor & GGK Curriculum Coach, The Family Resource Center

March 2016 – Current

- Conducted monthly GGK staff meetings around agency wide curriculum use to fidelity
- Provided staff with weekly reflective and supportive supervision
- Observed workers' performance and provided feedback accordingly
- Supervised 9 staff members for program implementation and provided technical assistance when needed
- Provided training to staff on rules and regulation for 3 different programs as well as training for 3 different program practices.
- Practice-Based Coach implementing Pyramid model practices to various agencies through iSocial

Education

New England College – Henniker, NH – Bachelor of Science Health Science 2015

Certifications

- Peer Recovery Support Worker- certified
- Growing Great Kids Curriculum Tiers 1,2,3 (0-3 & 3-5) certified
- Trained in Motivational Interviewing/ Supervisors training- evidenced based counseling approach to health care
- Healthy Families of America- Evidence based model certified Family Support Worker
- Healthy Families America; evidence-based model certified Parent Survey / Community Outreach Worker /Supervisor
- Pyramid Model for Supporting Social Emotional Competence in Infants and Young Children trained
- Parents Interacting with Infants and Toddlers (PI-WI) trained/ PIWI 2.0 (supervisors) trained
- Child Passenger Safety Technician- Safekids Worldwide Certified
- TPOT Validated- Pyramid Model
- Practice-Based Coach (Individual/Group)- Certified

[redacted]

JoAnne M Little

[redacted]

Objective

Seeking Employment utilizing my clerical and people skills in a challenging environment with opportunities to learn and advance.

Employment History

Family Support Specialist

10/2017 – Present Family Resource Center Littleton, NH

- Provide in-home support to at-risk families.
- Create Support Plans based on family's needs including budgeting assistance, parenting skills, child development, and referrals to outside services.
- Use reflective and active listening skills, practice high confidentiality, record keeping, and provide creativity and flexibility with planning for each family.
- Attending classes and conferences as required to keep up to date with all new requirements.

Customer Service/Front Desk/Order Entry

10/2014 – 10/2017 Sabbow Inc. dba World Trading Co Littleton, NH

- Front Office main contact to customers/clients. Answering phones directing calls to appropriate departments. Daily mail distribution.
- Responsibilities include taking orders over the phone while checking inventory in both Littleton and Ohio facility as warranted.
- Responsible for receiving credit card payments from clients.
- Working with clients quoting costs of monuments and sandblast costs using square foot calculations.
- Distribution of all orders sent in from email, fax or phone to appropriate departments
- Responsible for quality and accuracy of all orders entered into system and sending out all order confirmations to clients and salespeople.

- Ensure daily shipping logs that are distributed to Littleton and Ohio warehouse are complete and accurate.
- Scheduling imported granite containers for delivery and making sure the shipping logs are complete and accurate.

Administrative Assistant

6/2014 – 10/2014 White Mountain Auto Sales & Finance Whitefield, NH

- As Front Office-Multi-Line Phone Receptionist – Greeted clients and customers, directed inquiries to appropriate personnel
- Working directly with clients to take payments over the phone with emphasis on accuracy/privacy on cc accounts, receiving payments directly from walk in clients.
- Entering data regarding work performed on client's cars, trucking expenses, etc.
- Filing repair orders, clients credit applications, etc.
- Mail distribution and general office work.

Temporary Stitcher

05/2014 – 06/2014 Allstaff/Genfoot Littleton, NH

- Production/Stitching position with a local company doing a variety of jobs as required

Assistant Manager

11/2013 - 02/2014 Fiddleheads Gift Shop Littleton, NH

- Responsible for opening and closing store, maintaining a clean and updated atmosphere. Helped people in their decisions for purchases if needed. Handled cash and credit transactions, being very careful to be accurate on all transactions. Maintained any books when necessary, made sure any new inventory was displayed so customers were able to see at its best.
- Responsible for making sure all monies at end of day were balanced, maintained a running log of all transactions and balanced out at the end of the day with all deposits made to bank within the time needed and also forwarded all related paperwork to the main office.

Administrative Assistant

11/2007 - 08/2013 Garnet Hill Inc. Franconia, NH

- Responsibilities include working directly with vendors to gather information about their product, availability, costs and time constraints. Processing forms that need to be passed onto other departments within the time allowed.
- Working with the buyers in the Children's apparel dept. to prepare for each season by gathering samples, keeping in communication with vendors, help in the selection of the items.
- Inputting information into our Planner system while having to have a great skill to detail as the information that is put into this system is shared throughout the company.
- Scheduling meetings as they pertain to each season. Scheduling samples to arrive at the correct times so meeting will be utilized for their sole purpose and not waste time.
- Proof web and catalog mechanicals for any errors especially item numbers, colors, sizes, and prices must all be correct.
- Keeping track of when some the vendor's items must be returned to them and making sure that is done on time.
- Communication with the Product Development team to make sure they are all on the same calendar dates that we are and scheduling our meetings to coincide.
- Working with the sample dept. to make sure they have all the information that they need to make a successful photo shoot by having all of the samples to them on the date they are due to them so they can ship them to the photo shoot.
- Learn to be a trouble shooter when not everything runs exactly as planned, but keeping a steady hand and calm head is a big plus.
- I was also involved in making sure that the item in the catalog or web is represented as it should be, sometime this means getting another shot retaken, or making sure that color correction is applied before it goes to the printer.

Temp. Position

07/2007 - 11/2007 Garnet Hill/Leddy Group Franconia, NH

- Assisting Buyers in the Home Division with data entry using Planner software
- Proofreading for mechanicals and other magazine documentation.
- Shipping RTV items, photography and documentation of samples received.
- Responsible for scheduled meeting documentation and pulling samples for reviews.

Temporary worker

04/2007 - 07/2007 Tender Corp. / Leddy Group Littleton, NH

Production/Assembly position with a local company doing a variety of jobs as required.

Real Estate Broker

12/2003 - 01/2007 Peabody & Smith Real Estate Company Franconia, NH

- Scheduled appointments with customers and clients
- Received NH Real Estate Broker's License
- Utilized interpersonal skills to maintain positive working relationships between clients and customers to attain business goal
- Responsible for drawing up legal contracts between customers and clients
- Responsible for maintaining confidentiality of clients and adhering to the ethics of Realtors
- Maintained client and customer files. Kept detailed notes of meetings, phone calls and other important information.

Real Estate Agent

05/2002 - 12/2003 Century 21 Winn Associates Littleton, NH

- Scheduled appointments with customers and clients
- Utilized interpersonal skills to maintain positive working relationships between clients and customers to attain business goals
- Responsible for drawing up legal contracts between customers and clients
- Responsible for maintaining confidentiality of clients and adhering to the ethics of Realtor

Shipping & Receiving Manager / Secretary

07/1987 - 05/2002 White Mountain Shoes / Connors Footwear Lisbon, NH

- As Shipping/Receiving Manager – responsible for contacting and coordinating transportation companies to schedule both sending and receiving shipping times
- As Shipping/Receiving Manager – Completed bills of lading, scheduled and organized products to be picked up and shipped along with picking orders if necessary.
- As Shipping/Receiving Manager – Utilized knowledge of Federal Express and UPS procedures and machines
- As Shipping/Receiving Manager – Oversaw picking of orders and ensured product readiness for shipping.
- As Front Office-Multi-Line Phone Receptionist – Greeted clients and customers, directed inquiries to appropriate personnel
- As Front Office-Multi-Line Phone Receptionist – Responsible for multi-line communication and organization to ensure completed telephone communication; coordinated conference calls: both domestic and international.
- Secretarial responsibilities included, but were not limited to, personal secretary duties for company president, typed and faxed business communications

Education and Training

Issuing Institution	Qualification	Course of Study
Pittsburg High School	High School Diploma	General High School Curriculum

Attended College for Lifelong Learning, Fall 1997, receiving credits for courses taken in Microsoft Word and Excel.

Detailed References

Tim Fisher
Warehouse Manager
Sabbow Inc. / DBA World Trading Co
603-991-8691
Business reference known for 3 years

Joy Moore, Broker in Charge
Peabody & Smith Realty Inc.
Littleton, NH 03576
603-444-1294
Business reference known for 10 year(s).

Patricia Emmons, Head of Sample Division
White Mountain / Connors Footwear
Lisbon, NH 03585
603-838-6694
Personal reference known for 15 year(s).

Annette Lucas
603-991-4172
Personal reference known for 5 year(s)

ML

OBJECTIVE

My interests are to work with children and families to support them to become skillful parents.

SKILLS

My best skills would include but are not limited to:

- Organizational skills
- Time management skills
- Motivated
- Personable
- Delegating skills
- Scheduling
- Hiring
- Interviewing
- Communicational skills
- Empathetic
- Supportive
- Great work ethic

EXPERIENCE

MANAGER •OLYMPIA SPORTS•2005 - PRESENT
Responsible for Schedules, delegating, training, end of the month paperwork, supply orders, inventory counts, opening/closing the store, handling money, hiring, interviewing, and having 10 -12 employees reporting to me at a time.

BARISTA AND TAKE OUT ORDERS• CHEESECAKE FACTORY • 2004 - 2005
Responsible for making coffee drinks, and desserts. Also, responsible for taking orders over the phone, handling money, knowing every aspect of the menu and all the speculations for all of the food in the restaurant. Making sure any modifications for special allergies were made to the food.

EDUCATION

HIGH SCHOOL DIPLOMA
GRADUATED IN 2002

WHITE MOUNTAINS COMMUNITY COLLEGE
GENERAL EDUACTION COURSES

Marlo Norris

[redacted]

Personal Skills

Creative and flexible solutions to kids' problems through motivational interviewing; A solution-based and non-judgmental approach toward individuals; The ability to put people at their ease

Experience

April 2016 - PRESENT

Family Resource Center, Littleton, NH – *Family Support Specialist*

- Create support plans based on family's needs including: parenting skills, child development, and referrals to outside services.
- Use reflective and active listening skills, practice high confidentiality, and provide creativity and flexibility with planning for each family.

FIVE YEARS

Bethlehem Recreation Program, Bethlehem, NH - *Lead Arts & Crafts Counselor*

- Designed daily calendar of activities including cooking, fiber arts, jewelry making, soft metal working, candle making, making toys from recycling, glass painting, drawing and more.
- Projects involved basic principles of art and science.
- Planned lessons and utilized step-by-step procedures for k-5th grade kids to follow, so as to promote their independent learning.

Education

B.A. In Visual Arts

Certificates

- Motivational Interviewing Techniques - An Evidence-Based Counseling Approach to Health Care
- Growing Great Kids / Growing Great Families - GGK Level I
- Standards of Childcare Practice
- ASQ 3 and ASQ SE 2

Trainings

- Parents Interacting with Infants and Toddlers (PIWI)
- Zero to Three: Understanding Child and Family Trauma, Toxic Stress and Substance Abuse Issues
- Mental Health Response - National Alliance on Mental Illness
- Children of Incarcerated Parents Program - Child and Family Services
- Youth Mental Health First Aid Training
- Parents as Teachers evidence-based curriculum and model trained and certified
- Pyramid Model for Supporting Social Emotional Competence in Infants and Young Children

Morgan Trist Gilcris

[redacted]

Summary Statement:

As a Human Service Professionalism I would like to provide support to families in need.

Qualifications:

- Great with people
- clerical skills
- computer skills (word, works, excel, internet)
- receptionist skills (answering phones, taking messages)
- multitasking
- I also work well under pressure.

Education:

Groveton High School, 2003, H.S. diploma
White Mountains Community College, Berlin NH. Associates Degree 2017
Granite State College, Concord NH, Bachelor's Degree, in progress

Employment:

06/2017-Current *Family Support Specialist*
Provide in home support to at-risk families. Create support plans based on family's needs including budgeting assistance, parenting skills, child development, and referrals to outside services. Use reflective and active listening skills, practice high confidentiality, record keeping, and provide creativity and flexibility with planning for each family

09/2015-10/2017 *Direct Service Advocate, Response for Domestic and Sexual Abuse*
Assisting clients with restraining orders, attending court hearings with clients, advocating for parents while their child is in a CAC meeting, answering phones, filing papers, driving clients to court hearings, and taking call for the Crisis Line (for people in need).

08/2014-06/2016 *Cashier, Lancaster Big Apple*
Running the register, answer phones, taking orders for deli, stocking shelves, sweeping floors, and making coffee.

03/2005-07/2012 *Switchboard Operator/Admitting Clerk, WEEKS Hospital*
Answering phones, taking messages, paging doctors on beepers and over head, admitting people for the different departments, and dispatching the ambulances, filing papers.

06/2004-03/2005 *Cashier, Munce's Konvenience*
Running the register, helping customers, and answer phones.

06/2003-08/2003 *Summer Help, Groveton Mill*
Working on paper machines, cleaning up (sweeping the mill floors and taking care of the paper on the roof), painting, filing papers, shredding and run a tow motor.

Debra Reeves

Work Experience

The Family Resource Center * Family Support Specialist * Littleton, NH *April 2019 to present

Provide in-home support to at-risk families. Create support plans based on family's needs including budgeting assistance, parenting skills, child development, and referrals to outside services. Use reflective and active listening skills, practice high confidentiality, record keeping, and provide creativity and flexibility with planning for each family

GM / Front of House Manager * Rek-Lis Brewing CO - Bethlehem, NH * May 2018 to April 2019

• Accountable for, but not limited to: scheduling, payroll management, opening and closing, quality control. Ensure all employees are up to date on the latest technology for our POS system. Employee Relations - hiring staff, team building exercises, voluntary and involuntary dismissals

Eastern States Compounding -* Professional Liaison *Littleton, NH *January 2016 to May 2018

• Territory included Maine, Vermont and New Hampshire leading to travel 2-3 days/week. Travel to establish new relationships, and maintain/grow existing relationships with doctors. Provided continuing education to clients on new medications offered by ESC including marketing deal sand specials on occasion. Influenced the client to consider products created at ESC resulting in strong product delivery. Offered ongoing customer service to our offices and their clients. Shared product information and education at expos/seminars/fairs

Chang Thai Restaurant * Server and Bartender* Littleton, NH * January 2013 to May 2018

• Provided excellent customers service while serving food and making drinks for customers ensuring a favorable experience. Managed front desk answering the phone, making reservations and taking "to go" orders

Woodsville Guaranty Saving Bank - Customer Service Representative * Littleton, NH * August 2012 to January 2016

• Responsible for identifying opportunities for cross selling products and financial services. Opening of account IRA Cd's Saving & Checking accounts and Personal Loans. Participated in ongoing education through banking classes at night. Administrative duties included inventory and ordering of bank supplies each week; handling a teller bank as needed and counting of money for the vault.

Gina Belanger

January 2018

Objective: Family Support Specialist, Licensed Practical Nurse |
Family Resource Center

EDUCATION

1976-1977 Diploma Nursing Degree
Berlin Vocational Technical College

Degree Earned: Diploma Licensed Practical Nurse

WORK HISTORY

September 2012 - Ongoing
Licensed Practical Nurse for Home Visiting Programs HFA and Comprehensive Family Support
Administration and Coordination of nursing home visits for Home Visiting NH and Healthy Families America
Pre-natal and post-natal home visits, nursing assessment, screening and identification of mother and infant health issues, family issues and social systems.
Tracking, reporting and data analysis
Support Specialist for ESNH Veterans Count Program working with veterans with emergent needs

April 2008 – 2015 Family Resource Center Gorham, NH
Maternal and Child Health Programs Administrator
Licensed Practical Nurse and Family Educator
Administration and management for Maternal and Child Health NH funded programs including the Home Visiting NH and Comprehensive Family Programming for Berlin/Gorham Child and Family Health Support Programs Northern NH Programming
Coordinator of services with collaborating partners
Oversight of fiscal budgets and Medicaid billing

November 2000 – 2008 Family Resource Center Gorham, NH
Community Coordinator implementing, training and administration of the Leaders in Prevention Programming coordinator for youth leadership and training in ADAT prevention
Participant in the Coos County Coalition Against Substance Use Prevention Programs and Curriculums

ADAT Prevention awareness campaigns and events/trainings for the North Country
Community Coordinator and Master Trainer for the Frameworks Youth Suicide Prevention project
Family Readiness Lead for the New Hampshire National Guard Deployment year 2003-2005

April 1991-October 2001
Coos County Nursing Home Berlin, NH
Charge Nurse for a 50 bed geriatric unit
Staffing and management of 10 Licensed Nursing Assistants
Medication administration, daily nursing assessments, implementation of physicians order, primary care for residents
Accurate documentation in resident medical records, physician awareness reports
Worked with an interdisciplinary team for resident care, quarterly reporting and the Minimum Data Set Assessment
Management and implementation of comprehensive Plans of Care for residents
Resident and Staff Advocate

1987 – 1989 School Lunch Program Assistant Gorham School District Gorham, NH
Preparation and administration of 200 youth meals daily

1977-1980 St Vincent de Paul Nursing Home Berlin, NH Licensed Practical Nurse
Medication administration
Ongoing daily nursing assessments
Implantation of physician's orders
Resident care

Volunteer
Past president of Local Union #3421 AFSME Berlin NH
Executive Board Member Coos County Coalition for Prevention of Substance Use
Member Berlin Area Health Consortium
Executive Board member Androscoggin Valley Community Partners
Past Board member Androscoggin Valley Cancer Fund
Past Advisory Board for UNH Coop Extension
Present board member for Northern Granite United Way

Accomplishments and Certificates

Growing Great Kids/Growing Great Families evidence based curricula trained and certified
Parents as Teachers evidence-based curriculum and model trained and certified

Trained in Motivational Interviewing; an evidence-based curricula

Completed and administered 20 ADAT Prevention Programming SAMSHA approved Dare To Be You Family Programs

Completed and administered the ADAT Prevention Program "Strengthening Families Program" a SAMSHA approved ADAT Prevention Program
Successfully implemented, planned and coordinated 15 Strengthening Family Program

Participated and completed the North Country Leadership Program
Participated in the Family Support Unit for the NH National Guard 2003 – 2005
Completed the Frameworks Youth Suicide Prevention Program as a Master Trainer 2004 – 2006
American Health Association Basis Life Saver Coordinator/Instructor and Trainer 2003 – 2017
Executive Chair for the Androscoggin Valley Community Partners 2001 and ongoing
NAMI NH Trained in the Mental Health First Aid for Veterans and Families Program

Activities: Crafting in different mediums, painting, stained glass and knitting
Enthusiastic about camping, outdoor activities and spending time with my family and friends.

LEADERSHIP

Past president of Local Union #3421 AFSME Berlin NH
Executive Board Member Coos County Coalition against Drugs
Member Berlin Area Health Consortium
Executive Board member Androscoggin Valley Community Partners
Past Board member Androscoggin Valley Cancer Fund
Past Advisory Board for UNH Coop Extension
Present board member for Northern Granite United Way 15 plus years

Peggy Lee Brickley

[redacted]

[redacted]

[redacted]

PROFESSIONAL EXPERIENCE

The Family Resource Center at Gorham **2014-Present**

Programs Administrator

Provide administrative services to the Family Support Program. Responsibilities include but are not limited to preparation of Medicaid billing and correspondence, support bookkeeper and Executive Director as needed, preparation of time sheets.

Old Republic Title Insurance Company **2011-2012**

Title Examiner

Examined, analyzed and evaluated records of titles of real estate properties. Assigned title search orders to title searchers and monitored orders to ensure turnaround requirements were met. Examined title documents filed in the public records and prepared final title reports for real estate transactions.

Bank of America **2010-2011**

Customer Assistance/Collections

Negotiated account resolution and accurately implemented and documented actions within the collection systems while maintaining company performance and productivity standards.

Delaware Title Services, LLC **2007-2008**

Self Employed **2004-2010**

First American Title Insurance Company **2001-2004**

Gregory W. Williams, PA **1998-2001**

Hudson, Jones, Jaywork, Williams & Liguori **1996-1998**

Title Searcher

Prepared data and filed documents necessary for property settlements. Reviewed titles for liens, encumbrances and judgments. Documented all right of ways, easements, and recorded surveys affecting properties. Recorded applicable mortgages, deed transfers and parcel plots.

EDUCATION

Delaware Technical & Community College, Georgetown, DE **2000**

Associates Applied Science Business Admin - Graduated Magna Cum Laude

Mt. Pleasant High School, Wilmington, DE **1986**

Diploma

The Family Resource Center (Littleton District Office) CFSS

Key Personnel

Name	**Job Title**	**Salary**	**% Paid from this Contract**	**Amount Paid from this Contract**
Jen Buteau	Director of Family Supports	50,000	15	7,500
Amy Robinson	FSS Supervisor	34,000	70	23,800
Gabrielle Lepine	Associate Director of FSS	38,000.00	21	7,980.00
JoAnne Little	Family Support Specialist	30,000	45	13,500.00
Michelle Lucas	Family Support Specialist	29,717	50	14,858.50
Marlo Norris	Family Support Specialist	30,200	50	15,100
Morgan Gilcris-Rogers	Family Support Specialist	30,000	30	9,000
Debbie Reeves	Family Support Specialist	30,000	90	27,000
Gina Belanger	Nurse	45,000	15	6,750
Peggy Brickley	Program Administrator	36,001	27	9,720
				0.00
				135208.64

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STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

Jeffrey A. Meyers
Commissioner

Christine Tappan
Associate Commissioner

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

March 9, 2018

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division For Children, Youth and Families, to enter into **sole source** amendments with the vendors identified below, for the provision of Comprehensive Family Support Services by increasing the price limitation by $4,606,197 from $6,424,788 to $11,030,985 and by extending the contract completion date from June 30, 2018 to June 30, 2019 effective upon Governor and Executive Council approval. 97.59% Federal Funds, 2.41% General Funds.

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$585,228	$502,907	$1,088,135	O: 6/18/14 #80 A1: 5/22/15 AG A2: 5/18/16 #9A
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway NH	$585,228	$274,561	$859,789	O: 6/18/14 #80 A1: 6/10/15 #5D A2: 5/18/16 #9A
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$572,508	$461,375	$1,033,883	O: 6/18/14 #80 A1: 5/18/16 #9A
Greater Seacoast Community Health (f/k/a Families First)	TBD	100 Campus Drive, Suite 12 Portsmouth NH	$585,228	$464,555	$1,049,783	O: 6/18/14 #80 A1:6/10/15 #5C A2: 5/18/16 #9A

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
TLC Family Resource Center (formerly Good Beginnings of Sullivan County)	170625-B001	109 Pleasant Street Claremont NH	$585,228	$423,075	$1,008,303	O: 6/18/14 #80 A1: 5/18/16 #9A
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$585,228	$463,279	$1,048,507	O: 6/18/14 #80 A1: 5/18/16 #9A
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$585,228	$451,881	$1,037,109	O: 6/18/14 #80 A1: 5/18/16 #9A
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$585,228	$279,375	$864,603	O: 6/18/14 #80 A1: 6/10/15 AG A2: 5/18/16 #9A
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$585,228	$279,375	$864,603	O: 6/18/14 #80 A1: 6/10/15 AG A2: 5/18/16 #9A
		Total	**$6,424,788**	**$4,606,197**	**11,030,985**	

Funds to support this request are available in the following accounts in State Fiscal Year 2018 and in State Fiscal Year 2019, with the ability to adjust encumbrances between state fiscal years through the Budget Office without further approval from the Governor and Executive Council, if needed and justified.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

05-095-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, TEMPORARY ASSISTANCE FOR NEEDY FAMILES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

This request is **sole source** because the funding being added in State Fiscal Year 2018 exceeds 10% of the total contract value for each contract. The addional funding is being utilized by the vendors to increase staff capacity to provide services to families who had a an abuse/neglect assessment conducted by the Division for Children, Youth and Families that was closed unfounded or unfounded with conerns.

The purpose of these amendments is to increase capacity for programs and utilize one (1) of the two (2) years available for renewing services, as specified in Exhibit C-2 of the original agreements.

Comprehensive Family Support Services assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents and give families an opportunity to learn and grow.

Below is a breakdown of those served in 2016 through the original Comprehensive Family Support Services contracts:

- Families served, 1,027.
- Family members served, 2,979.
- Total children served 1,695
- 50% of families served had a single caregiver.
- 48% of families served have mental health issues.
- 33 % of families served have chronic health issues.
- 93% of children served have child Medicaid insurance.
- 12% of adults served are without any insurance

Considering those served and program outcomes from 2014 to 2016 there have been considerable success for those who have participated and successfully completed or graduated from the program. Success is measured by future avoidance of DCYF services. Families are tracked for 3 years following the completion of services. Below are the outcome measures for the period identified

- 2014, 91.8%
- 2015, 93.1%
- 2016, 93.6%

Over the last several years the State of New Hampshire has seen a significant increase in the volume of families with open abuse and neglect cases. This translates to many more children in out of home care and significant increase in cost to the State of New Hampshire. By providing the additional resources through these amendments, the vendors will be able to increase services offered to the State's most vulnerable population.

With the increased funding, the vendors will be able to increase their ability to expand their service array to clients within their community by being able to employ one (1) to two (2) full time employees in order to manage their current wait list and to support the Division for Children, Youth and Families with assessments where substance abuse is an identified concern. Vendors will work with their communities to increase referrals for TANF exempt clients with children under the age of one (1) year. Vendors will increase their capacity to offer and implement prevention services to those most in need.

The services offered by these vendors are available to any family in the State of New Hampshire with children under the age of 21 years, with priority given to those families referred by the Division for Children Youth and Families. The Division for Children, Youth and Families will refer families who have had an abuse/neglect assessments closed unfounded or unfounded with concerns to the appropriate vendor in the service area. Families would then receive prevention services to assist them with decreasing famly stressors.

Although, prevention services are offered through the original Comprehensive Family Support Services contracts, these amendments will increase the vendor's capacity to provide additional resources. The additional services will allow vendors to increase the number of families served and the services offered, which include but are not limited to:

- Education.
- Parenting support.
- Case management.
- Assisted referrals.
- Home visiting resources.
- Budget management.
- Child development/

The Deppartment anticipates that by increasing the availability and quality of prevention services offered statewide there will be a reduction in incidents of child abuse and neglect, which would result in a reduction of open abuse/neglect cases with the Division for Children, Youth and Families.

The following performance measures/objectives will be used to measure the effectiveness of the agreement:

- 60% of families referred will enter and complete services. (Performance Measure)
- 95% of families who complete services will not be referred to DCYF within the following 3 years.(Performance Measure)

- Increase the number of families served with children under the age of 1. (Performance Measure)
- Increase the number of parents served under the age of 21. (Performance Measure)

Should Governor and Executive Council not authorize this request, the flexibility of community based family services may not be available to address the needs of children and families statewide, which could result in an increase in the Division for Children, Youth and Families involvement for out-of-home placement. Additionally families will not receive services that could assist with preventing the separation of children from their families by providing services that would result in parents providing a safe, stable and supportive family environment for their children.

Area served: Statewide

Source of Funds: 97.59% Federal Funds from Title IV-B Subpart I (CFDA#:93.645, FAIN: 1801NHCWSS), Promoting and Stable Families (CFDA#: 93.556, FAIN: 1801FPSS),Title XX Grants – SSBG (CFDA#: 93.667, FAIN: 1801NHSOSR), temporary Assistance to Needy Families (CFDA#: 93.558, FAIN: 17NHTANF), MCH Block Grant, 2.41% General Funds.

In the event that the Federal (or Other) Funds are no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

Christine Tappan
Associate Commissioner

Approved by:

Jeffrey A. Meyers
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$823.00		$823.00
2016	102-500734	Social Service Contract	42106802	$1,907.00		$1,907.00
2017	102-500734	Social Service Contract	42106802	$823.00		$823.00
2018	102-500734	Social Service Contract	42106802	$1,907.00		$1,907.00
2019	102-500734	Social Service Contract	42106802	$0.00	$1,365.00	$1,365.00
			Total:	**$5,460.00**	**$1,365.00**	**$6,825.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2016	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2017	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2018	102-500734	Social Service Contract	42106802	$4,545.00		$4,545.00
2019	102-500734	Social Service Contract	42106802	$0.00	$4,545.00	$4,545.00
			Total:	**$18,180.00**	**$4,545.00**	**$22,725.00**
			Sub-Total:	**$187,260.00**	**$46,815.00**	**$234,075.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2016	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2017	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2018	102-500734	Social Service Contract	42107306	$20,909.00		$20,909.00
2019	102-500734	Social Service Contract	42107306	$0.00	$20,909.00	$20,909.00
			Total:	**$83,636.00**	**$20,909.00**	**$104,545.00**
			Sub-Total:	**$919,996.00**	**$229,999.00**	**$1,149,995.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2016	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2017	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2018	102-500734	Social Service Contract	42106603	$8,982.00		$8,982.00
2019	102-500734	Social Service Contract	42106603	$0.00	$8,982.00	$8,982.00
			Total:	**$35,928.00**	**$8,982.00**	**$44,910.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2016	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2017	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2018	102-500734	Social Service Contract	42106603	$78,401.00		$78,401.00
2019	102-500734	Social Service Contract	42106603	$0.00	$78,401.00	$78,401.00
			Total:	**$313,604.00**	**$78,401.00**	**$392,005.00**
			Sub-Total:	**$3,171,968.00**	**$792,992.00**	**$3,964,960.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-045-450010-61270000-102-500731-45030353 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$178,300.00	$178,300.00
			Total:	**$0.00**	**$356,600.00**	**$356,600.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$64,127.00	$64,127.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$64,127.00	$64,127.00
			Total:	**$0.00**	**$128,254.00**	**$128,254.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
			Total:	**$0.00**	**$318,248.00**	**$318,248.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$159,124.00	$159,124.00
			Total:	**$0.00**	**$318,248.00**	**$318,248.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$138,384.00	$138,384.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$138,384.00	$138,384.00
			Total:	**$0.00**	**$276,768.00**	**$276,768.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$158,486.00	$158,486.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$158,486.00	$158,486.00
			Total:	**$0.00**	**$316,972.00**	**$316,972.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$152,787.00	$152,787.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$152,787.00	$152,787.00

Total:	**$0.00**	**$305,574.00**	**$305,574.00**

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
			Total:	**$0.00**	**$133,068.00**	**$133,068.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2016	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2017	102-500731	Contracts For Prog. Svc	45030353	$0.00		$0.00
2018	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
2019	102-500731	Contracts For Prog. Svc	45030353	$0.00	$66,534.00	$66,534.00
			Total:	**$0.00**	**$133,068.00**	**$133,068.00**
			Sub-Total:	**$0.00**	**$3,000,000.00**	**$3,000,000.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, DIV OF FAMILY ASSISTANCE, TEMPORARY ASSISTANCE FOR NEEDY FAMILES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2016	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2017	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2018	502-500891	Payments To Providers	45030206	$31,290.00		$31,290.00
2019	502-500891	Payments To Providers	45030206	$0.00	$31,290.00	$31,290.00
			Total:	**$125,160.00**	**$31,290.00**	**$156,450.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2016	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2017	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2018	502-500891	Payments To Providers	45030206	$36,871.00		$36,871.00
2019	502-500891	Payments To Providers	45030206	$0.00	$36,871.00	$36,871.00
			Total:	**$147,484.00**	**$36,871.00**	**$184,355.00**
			Sub-Total:	**$1,600,000.00**	**$400,000.00**	**$2,000,000.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DICISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMINITY SERVICES, MATERIAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

GREATER SEACOAST COMMUNITY HEALTH f/k/a Families First (SEACOAST DISTRICT OFFICE SERVICE AREA) Vendor# TBD

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGININGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2016	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2017	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2018	102-500731	Contracts For Prog. Svc	90004009	$5,581.00		$5,581.00
2019	102-500731	Contracts For Prog. Svc	90004009	$0.00	$5,581.00	$5,581.00
			Total:	**$22,324.00**	**$5,581.00**	**$27,905.00**
			Sub-Total:	**$245,564.00**	**$61,391.00**	**$306,955.00**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS:DICISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMINITY SERVICES, MATERIAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

FISCAL YEAR	CLASS	TITLE	ACTIVITY CODE	CURRENT MODIFIED BUDGET	INCREASE (DECREASE)	REVISED BUDGET AMOUNT
2015	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2016	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2017	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2018	102-500731	Contracts For Prog. Svc	90004015	$75,000.00		$75,000.00
2019	102-500731	Contracts For Prog. Svc	90004015	$0.00	$75,000.00	$75,000.00
			Total:	**$300,000.00**	**$75,000.00**	**$375,000.00**
			Grand Total:	**$6,424,788.00**	**$4,606,197.00**	**$11,030,985.00**

State of New Hampshire
Department of Health and Human Services
Amendment #3 to the Comprehensive Family Support Services Contract

This third (3rd) Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #3") dated this 15th day of February, 2018, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and The Family Resource Center at Gorham, (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 123 Main Street, Gorham, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80), as amended (Amendment #1) approved by the Attorney General's Office on June 10, 2015, and as amended (Amendment #2) approved by the Governor and Executive Council on May 18, 2016 (Item #9A), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, the agreement may be amended and Exhibit C-2, Additional Special Provisions, Paragraph 1, the State may renew the agreement for up to four additional years by written agreement of the parties and approval of the Governor and Executive Council; and

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

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

1. Form P-37, General Provisions, Block 1.7, Completion Date, to read:

   June 30, 2019.

2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:

   $864,603.

3. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:

   E. Maria Reinemann, Esq., Director.

4. Form P-37, General Provisions, Block 1.10, State Agency Telephone Number, to read:

   (603) 271-9330.

5. Add Exhibit A-2 Amendment #3, Additional Scope of Services.
6. Delete Exhibit B-3 Amendment #2-Littleton and replace with Exhibit B-3, Amendment #3.
7. Add Exhibit B – 4, Amendment #3.

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

3/5/18
Date

Christine Tappan
Associate Commissioner

The Family Resource Center at Gorham

2-21-18
Date

Name/Title

Acknowledgement:
State of New Hampshire, County of Coos on 2-21-18, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.
Signature of Notary Public or Justice of the Peace

Joseph Young - Ow.
Name and Title of Notary or Justice of the Peace

JOSEPH YOUNG
Notary Public, State of New Hampshire
My Commission Expires August 2, 2022

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

OFFICE OF THE ATTORNEY GENERAL

3/7/18
Date

Name: Megan Yeh
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

Additional Scope of Services

1. Provisions Applicable to All Services

1.1. The Contractor will submit a detailed description of the language assistance services 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.

1.2. 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.

2. Scope of Work

2.1. The Contractor shall work with their community to increase referrals for Temporary Assistance to Needy Families (TANF) exempt clients with children under the age of one (1) years old.

2.2. The Contractor shall follow the Home Visiting New Hampshire model when providing services to TANF clients with children under the age of one (1) in order to assist them with successfully overcoming barriers to employment.

2.3. The Contractor shall provide mandatory training to their staff that includes, but is not limited to:

2.3.1. Trauma Informed Care/Practices.

2.3.2. Two (2) Generation Approach to Working with Families.

2.3.3. Strengthening Families Model.

2.3.4. FRC-Q Standards Training.

2.3.5. How to Report Abuse and/or Neglect.

2.3.6. Completing and Utilizing the North Carolina Assessment.

2.3.7. Creating and Utilizing Individual Service Plans.

2.3.8. Home Visiting Worker Safety.

2.3.9. Individual Agency Trainings (Human Resources Requirements).

2.4. The Contractor shall provide weekly supervision of all Home Visiting staff.

3. Staffing

3.1. The Contractor shall increase their ability to expand their service array to clients within their community by employing an additional one (1) Full Time Employee (FTE) whose duties shall include, but are not limited to:

3.1.1. Manage current wait list.

3.1.2. Support the Department with "unfounded reports" from the Department where substance abuse is an identified as a concern.

3.1.3. Address the needs of clients that are referred by the Department who have had an assessment that is closed as "Unfounded, but with reasonable concerns".

Exhibit B-3 Amendment #3

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

Bidder/Program Name: The Family Resource Center at Gorham (Littleton)

Budget Request for: Comprehensive Family Support Services

Budget Period: July 1, 2017 through June 30, 2018

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 140,098.82	$ 13,559.88	$ 153,658.70	$ 4,500.00		$ 4,500.00	$ 135,598.82	$ 13,559.88	$ 149,158.70
2. Employee Benefits	$ 21,260.00	$ 2,076.00	$ 23,336.00	$ 500.00	$ -	$ 500.00	$ 20,760.00	$ 2,076.00	$ 22,836.00
3. Consultants	$ 5,700.00	$ 450.00	$ 6,150.00	$ 1,200.00	$ -	$ 1,200.00	$ 4,500.00	$ 450.00	$ 4,950.00
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ 350.00	$ -	$ 350.00	$ 350.00	$ -	$ 350.00	$ -	$ -	$ -
Purchase/Depreciation	$ 550.00	$ 55.00	$ 605.00	$ -	$ -	$ -	$ 550.00	$ 55.00	$ 605.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -
Office	$ 5,600.00	$ 210.00	$ 5,810.00	$ 3,500.00	$ -	$ 3,500.00	$ 2,100.00	$ 210.00	$ 2,310.00
6. Travel	$ 16,900.00	$ 1,600.00	$ 18,500.00	$ 900.00	$ -	$ 900.00	$ 16,000.00	$ 1,600.00	$ 17,600.00
7. Occupancy	$ 12,033.00	$ 383.30	$ 8,200.00	$ 8,200.00	$ -	$ 8,200.00	$ 3,833.00	$ 383.30	$ 4,216.30
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 3,450.00	$ 280.00	$ 3,730.00	$ 650.00	$ -	$ 650.00	$ 2,800.00	$ 280.00	$ 3,080.00
Postage	$ 1,000.00	$ 5.00	$ 1,005.00	$ 950.00	$ -	$ 950.00	$ 50.00	$ 5.00	$ 55.00
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ 2,050.00	$ 205.00		$ -	$ -	$ -	$ 2,050.00	$ 205.00	$ 2,255.00
Insurance	$ 1,000.00	$ 100.00		$ -	$ -	$ -	$ 1,000.00	$ 100.00	$ 1,100.00
Board Expenses	$ 250.00	$ 25.00		$ -	$ -	$ -	$ 250.00	$ 25.00	$ 275.00
9. Software	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -
10. Marketing/Communications	$ 1,550.00	$ 80.00	$ 1,630.00	$ 750.00	$ -	$ 750.00	$ 800.00	$ 80.00	$ 880.00
11. Staff Education and Training	$ 6,100.00	$ 210.00	$ 6,310.00	$ 4,000.00	$ -	$ 4,000.00	$ 2,100.00	$ 210.00	$ 2,310.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
FSNH annual fee	$ 125.00	$ 12.50		$ -	$ -	$ -	$ 125.00	$ 12.50	$ 137.50
Printing	$ 975.00	$ 97.50		$ -	$ -	$ -	$ 975.00	$ 97.50	$ 1,072.50
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 218,991.82	$ 19,349.18	$ 229,264.70	$ 25,500.00	$ -	$ 25,500.00	$ 193,491.82	$ 19,349.18	$ 212,841.00

Indirect As A Percent of Direct 8.8%

Contractor Initials: PR

Date: 2-21-18

Exhibit B-4 Amendment #3

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

Bidder/Program Name: The Family Resource Center at Gorham (Littleton)

Budget Request for: Comprehensive Family Support Services

Budget Period: July 1, 2018 through June 30, 2019

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 140,098.82	$ 13,559.88	$ 153,658.70	$ 4,500.00		$ 4,500.00	$ 135,598.82	$ 13,559.88	$ 149,158.70
2. Employee Benefits	$ 21,260.00	$ 2,076.00	$ 23,336.00	$ 500.00	$ -	$ 500.00	$ 20,760.00	$ 2,076.00	$ 22,836.00
3. Consultants	$ 5,700.00	$ 450.00	$ 6,150.00	$ 1,200.00	$ -	$ 1,200.00	$ 4,500.00	$ 450.00	$ 4,950.00
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ 350.00	$ -	$ 350.00	$ 350.00	$ -	$ 350.00	$ -	$ -	$ -
Purchase/Depreciation	$ 550.00	$ 55.00	$ 605.00	$ -	$ -	$ -	$ 550.00	$ 55.00	$ 605.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -
Office	$ 5,600.00	$ 210.00	$ 5,810.00	$ 3,500.00	$ -	$ 3,500.00	$ 2,100.00	$ 210.00	$ 2,310.00
6. Travel	$ 16,900.00	$ 1,600.00	$ 18,500.00	$ 900.00	$ -	$ 900.00	$ 16,000.00	$ 1,600.00	$ 17,600.00
7. Occupancy	$ 12,033.00	$ 383.30	$ 8,200.00	$ 8,200.00	$ -	$ 8,200.00	$ 3,833.00	$ 383.30	$ 4,216.30
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 3,450.00	$ 280.00	$ 3,730.00	$ 650.00	$ -	$ 650.00	$ 2,800.00	$ 280.00	$ 3,080.00
Postage	$ 1,000.00	$ 5.00	$ 1,005.00	$ 950.00	$ -	$ 950.00	$ 50.00	$ 5.00	$ 55.00
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ 2,050.00	$ 205.00		$ -	$ -	$ -	$ 2,050.00	$ 205.00	$ 2,255.00
Insurance	$ 1,000.00	$ 100.00		$ -	$ -	$ -	$ 1,000.00	$ 100.00	$ 1,100.00
Board Expenses	$ 250.00	$ 25.00		$ -	$ -	$ -	$ 250.00	$ 25.00	$ 275.00
9. Software	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -
10. Marketing/Communications	$ 1,550.00	$ 80.00	$ 1,630.00	$ 750.00	$ -	$ 750.00	$ 800.00	$ 80.00	$ 880.00
11. Staff Education and Training	$ 6,100.00	$ 210.00	$ 6,310.00	$ 4,000.00	$ -	$ 4,000.00	$ 2,100.00	$ 210.00	$ 2,310.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
FSNH annual fee	$ 125.00	$ 12.50		$ -	$ -	$ -	$ 125.00	$ 12.50	$ 137.50
Printing	$ 975.00	$ 97.50		$ -	$ -	$ -	$ 975.00	$ 97.50	$ 1,072.50
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 218,991.82	$ 19,349.18	$ 229,284.70	$ 25,500.00	$ -	$ 25,500.00	$ 193,491.82	$ 19,349.18	$ 212,841.00

Indirect As A Percent of Direct 8.8%

Contractor Initials: PR

Date 2-21-18

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STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

DIVISION FOR CHILDREN, YOUTH & FAMILIES

Jeffrey A. Meyers
Commissioner

Lorraine Bartlett
Director

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

March 21, 2016

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Children, Youth and Families to exercise a renewal option with the vendors identified below for the provision of Comprehensive Family Support Services by increasing the price limitation by $3,212,394 from $3,212,394 to $6,424,788 and extending the contract completion date from June 30, 2016 to June 30, 2018, effective July 1, 2016 or date of Governor and Executive Council approval, whichever is later. 95.34% Federal Funds, 4.66% General Funds

Vendor	Vendor Number	Location	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget	G&C Approval
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 5/2215 AG
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 5/22/15 AG
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1 5/22/15 AG
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 #5D
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$ 286,254	$ 286,254	$ 572,508	O: 6/18/14 #80
Families First of the Greater Seacoast	166629-B001	100 Campus Drive, Suite 12 Portsmouth NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1:6/10/15 #5C
TLC Family Resource Center (formerly Good Beginnings of Sullivan County)	170625-B001	109 Pleasant Street Claremont NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 AG
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$ 292,614	$ 292,614	$ 585,228	O: 6/18/14 #80 A1: 6/10/15 AG
		Total	$3,212,394	$3,212,394	$6,424,788	

Funds to support this request are available in the following accounts in State Fiscal Year 2017 and anticipated to be available in State Fiscal Year 2018, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between state fiscal years through the Budget Office if needed and justified without further approval from the Governor and Executive Council.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, SOCIAL SERVICES BLOCK GRANT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

The purpose of this request is to renew contract services with these vendors for an additional two years. For a detailed summary of the changes please see attachment.

Comprehensive Family Support Services assist pregnant women and families with children up to the age of twenty-one (21) by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents to give families an opportunity to learn and grow.

The Division for Children, Youth and Families and the Division of Public Health Services have blended three family health and support related programs in to one program which is now represented as the Comprehensive Family Support Services.

Currently, there are twenty-five (25) community based family resource centers in operation across the State which provide a range of support services to families and children that focus on strengthening, supporting and building on the strengths and skills of individuals while also ensuring developmental screening for children six (6) and under. These centers are often key local stakeholders in groups that assess and advocate for the needs of local families.

The original contracts were competitively bid.

These contracts contain language which allows for the right to renew for up to four additional years based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

The Comprehensive Family Support Services program has served a total of 871 families and 1664 children in 2014. As a result, ninety-five percent (95%) of the families served achieved successful outcomes and remained uninvolved in a Division abuse or neglect case. The Division is satisfied with the services provided and is requesting approval to exercise two years of the renewal option reserving the Division's option to renew for the remaining two years based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

Should the Governor and Executive Council not authorize this request, the flexibility of community based family services may not be available to address the needs of children and families throughout the state which could cause an increase in the Division for Children, Youth and Families involvement for out of home placements. The services provided through these agreements help prevent separation of children from their families and afford them a safe, stable and supportive family environment.

Area Served: Statewide

Source of Funds: 95.34% Federal Funds
4.66% General Funds

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

Respectfully submitted,

Mary Ann Cooney
Associate Commissioner

Approved by:

Jeffrey A. Meyers
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	**$9,090**	**$9,090**	**$18,180**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$823	$0	$823
2016	102-500734	Social Service Contract	42106802	$1,907	$0	$1,907
2017	102-500734	Social Service Contract	42106802	$0	$823	$823
2018	102-500734	Social Service Contract	42106802	$0	$1,907	$1,907
			Total:	$2,730	$2,730	$5,460

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545	$0	$4,545
2017	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
2018	102-500734	Social Service Contract	42106802	$0	$4,545	$4,545
			Total:	$9,090	$9,090	$18,180
			Sub-Total	$93,630	$93,630	$187,260

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	**$41,818**	**$41,818**	**$83,636**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909	$0	$20,909
2017	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
2018	102-500734	Social Service Contract	42107306	$0	$20,909	$20,909
			Total:	$41,818	$41,818	$83,636
			Sub-Total	$459,998	$459,998	$919,996

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$8,982	$0	$8,982
2016	102-500734	Social Service Contract	42106603	$8,982	$0	$8,982
2017	102-500734	Social Service Contract	42106603	$0	$8,982	$8,982
2018	102-500734	Social Service Contract	42106603	$0	$8,982	$8,982
			Total:	$17,964	$17,964	$35,928

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	$156,802	$156,802	$313,604

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401	$0	$78,401
2017	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
2018	102-500734	Social Service Contract	42106603	$0	$78,401	$78,401
			Total:	**$156,802**	**$156,802**	**$313,604**
			Sub-Total	**$1,585,984**	**$1,585,984**	**$3,171,968**

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$31,290	$0	$31,290
2016	502-500891	Social Service Contract	45030206	$31,290	$0	$31,290
2017	502-500891	Social Service Contract	45030206	$0	$31,290	$31,290
2018	502-500891	Social Service Contract	45030206	$0	$31,290	$31,290
			Total:	**$62,580**	**$62,580**	**$125,160**

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	$73,742	$73,742	$147,484

FISCAL DETAILS
/COMPREHENSIVE FAMILY SUPPORT SERVICES

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871	$0	$36,871
2017	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
2018	502-500891	Social Service Contract	45030206	$0	$36,871	$36,871
			Total:	**$73,742**	**$73,742**	**$147,484**
			Sub-Total	**$800,000**	**$800,000**	**$1,600,000**

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

TLC FAMILY RESOURCE CENTER (FORMERLY KNOWN AS GOOD BEGINNINGS OF SULLIVAN COUNTY) (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581	$0	$5,581
2017	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
2018	102-500731	Contracts for Program Services	90004009	$0	$5,581	$5,581
			Total:	$11,162	$11,162	$22,324
			Sub-Total	$122,782	$122,782	$245,564

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

State Fiscal Year	Class/Object	Title	Activity Code	Current Modified Budget	Increase (Decrease) Amount	Revised Budget Amount
2015	102-500731	Contracts for Program Services	90004105	$75,000	$0	$75,000
2016	102-500731	Contracts for Program Services	90004105	$75,000	$0	$75,000
2017	102-500731	Contracts for Program Services	90004105	$0	$75,000	$75,000
2018	102-500731	Contracts for Program Services	90004105	$0	$75,000	$75,000
			Total:	$150,000	$150,000	$300,000
			Sub-Total	$3,212,394	$3,212,394	$6,424,788

State of New Hampshire
Department of Health and Human Services
Amendment #2 to the Comprehensive Family Support Services Contract

This second (2nd) Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #2") dated this 29th day of February, 2016, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and The Family Resource Center at Gorham, (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 123 Main Street, Gorham, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80) and Amendment #1 approved by the Attorney General's Office on June 10, 2015, the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to the General Provisions, Paragraph 18, "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 by Governor and Executive Council of the State of New Hampshire", and Exhibit C-2, Additional Special Provisions, Paragraph 1, the State may renew the agreement for up to four additional years by written agreement of the parties and approval of the Governor and Executive Council; and

WHEREAS the State and the Contractor have agreed to increase the price limitation and extend the contract for two additional years; and

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

To amend as follows:

1. Form P-37, General Provisions, Item 1.7, Completion Date, to read:

   June 30, 2018

2. Form P-37, General Provisions, Item 1.8, Price Limitation, to read:

   $585,228

3. Add Exhibit A, Scope of Services, Paragraph 1.34.1:

   1.34.1 Which includes entering all on-line data for the Watch Me Grow Program.

4. Add Exhibit B-2 – Amendment #2 - Littleton.
5. Add Exhibit B-3 – Amendment #2 - Littleton.
6. Delete and replace Exhibit B-1 Budget Period 07/01/2015 – 6/30/2016 with:

   Exhibit B-1- Amendment #2 SFY 2016 – Littleton

7. Exhibit B, Method and Conditions Precedent to Payment , Paragraph 2.2 to read:

   Expenditures shall be in accordance with the approved line item budget shown in Exhibits B-1 – Amendment #1, Budget Period 7/1/2014 – 6/30/2015 – Littleton DO, B-1 –Amendment #2 SFY 2016 - Littleton, B-2 - Amendment #2 - Littleton and B-3 – Amendment #2 - Littleton.

Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement, and the obligations of the parties there under, shall remain in full force and effect in accordance with the terms and conditions set forth herein.

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

4/3/14
Date

Mary Ann Cooney
Associate Commissioner

The Family Resource Center at Gorham

3/21/16
Date

Nathan Morin / President
Name/Title

Acknowledgement:
State of New Hampshire County of Coos on 3/21/16, before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.
Signature of Notary Public or Justice of the Peace

Marin E. Delisle
Name and Title of Notary ~~or Justice of the Peace~~
9-18-2018

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

OFFICE OF THE ATTORNEY GENERAL

5/3/16
Date

Name: Megan Ali
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

Exhibit B-1 - Amendment #2 SFY 2016 - Littleton

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

Bidder/Program Name: The Family Resource Center at Gorham

Budget Request for: Littleton DO
(Name of RFP)

Budget Period: FY 2016

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 73,228.00	$ 8,943.00	$ 80,171.00	$ 3,800.00	$ -	$ 3,800.00	$ 69,428.00	$ 8,943.00	$ 78,371.00
2. Employee Benefits	$ 14,624.92	$ 1,412.49	$ 16,037.41	$ 500.00	$ -	$ 500.00	$ 14,124.92	$ 1,412.49	$ 15,537.41
3. Consultants	$ 1,000.00	$ 100.00	$ 1,100.00	$ -	$ -	$ -	$ 1,000.00	$ 100.00	$ 1,100.00
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ 2,900.00	$ 290.00	$ 3,190.00	$ -	$ -	$ -	$ 2,900.00	$ 290.00	$ 3,190.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 2,470.44	$ 202.04	$ 2,672.48	$ 450.00	$ -	$ 450.00	$ 2,020.44	$ 202.04	$ 2,222.48
6. Travel	$ 6,100.00	$ 460.00	$ 6,560.00	$ 1,500.00	$ -	$ 1,500.00	$ 4,600.00	$ 460.00	$ 5,060.00
7. Occupancy	$ 4,600.00	$ 460.00	$ 5,060.00	$ -	$ -	$ -	$ 4,600.00	$ 460.00	$ 5,060.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -
Telephone	$ 3,200.00	$ 320.00	$ 3,520.00	$ -	$ -	$ -	$ 3,200.00	$ 320.00	$ 3,520.00
Postage	$ 150.00	$ 15.00	$ 165.00	$ -	$ -	$ -	$ 150.00	$ 15.00	$ 165.00
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ 2,000.00	$ 200.00	$ 2,200.00	$ -	$ -	$ -	$ 2,000.00	$ 200.00	$ 2,200.00
Insurance	$ 1,000.00	$ 100.00	$ 1,100.00	$ -	$ -	$ -	$ 1,000.00	$ 100.00	$ 1,100.00
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 1,370.00	$ 137.00	$ 1,507.00	$ -	$ -	$ -	$ 1,370.00	$ 137.00	$ 1,507.00
11. Staff Education and Training	$ 2,880.00	$ 288.00	$ 3,168.00	$ -	$ -	$ -	$ 2,880.00	$ 288.00	$ 3,168.00
12. Subcontracts/Agreements	$ 23,432.00	$ 2,343.20	$ 25,775.20	$ -	$ -	$ -	$ 23,432.00	$ 2,343.20	$ 25,775.20
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
PRINTING	$ 300.00	$ 30.00	$ 330.00	$ -	$ -	$ -	$ 300.00	$ 30.00	$ 330.00
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 138,285.36	$ 13,301.64	$ 151,587.00	$ 6,250.00	$ -	$ 6,250.00	$ 133,035.36	$ 13,301.64	$ 144,337.00

Indirect As A Percent of Direct 9.6%

Budget One Budget Period

Contractor Initials NM
Date 3/21/16

Exhibit B-2 - Amendment #2 - Littleton

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

Bidder/Program Name: The Family Resource Center at Gorham

Budget Request for: Littleton DO FY 2017
(Name of RFP)

Budget Period: 2016-2017

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct (Incremental)	Indirect Fixed	Total	Direct (Incremental)	Indirect Fixed	Total	Direct (Incremental)	Indirect Fixed	Total
1. Total Salary/Wages	$ 88,500.00	$ 10,084.00	$ 98,584.00	$ 4,500.00		$ 4,500.00	$ 84,000.00	$ 10,084.00	$ 84,084.00
2. Employee Benefits	$ 20,859.00	$ 2,045.90	$ 23,004.90	$ 500.00	$ -	$ 500.00	$ 20,459.00	$ 2,045.90	$ 22,504.90
3. Consultants	$ 2,400.00	$ 120.00	$ 2,520.00	$ 1,200.00	$ -	$ 1,200.00	$ 1,200.00	$ 120.00	$ 1,320.00
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ 350.00	$ -	$ 350.00	$ 350.00	$ -	$ 350.00	$ -	$ -	$ -
Purchase/Depreciation	$ 300.00	$ 30.00	$ 330.00	$ -	$ -	$ -	$ 300.00	$ 30.00	$ 330.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -
Office	$ 4,500.00	$ 100.00	$ 4,600.00	$ 3,500.00	$ -	$ 3,500.00	$ 1,000.00	$ 100.00	$ 1,100.00
6. Travel	$ 8,900.00	$ 800.00	$ 9,700.00	$ 900.00	$ -	$ 900.00	$ 8,000.00	$ 800.00	$ 8,800.00
7. Occupancy	$ 15,533.00	$ 733.30	$ 16,266.30	$ 8,200.00	$ -	$ 8,200.00	$ 7,333.00	$ 733.30	$ 8,066.30
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 3,450.00	$ 280.00	$ 3,730.00	$ 650.00	$ -	$ 650.00	$ 2,800.00	$ 280.00	$ 3,080.00
Postage	$ 1,350.00	$ 40.00	$ 1,390.00	$ 950.00	$ -	$ 950.00	$ 400.00	$ 40.00	$ 440.00
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ 2,000.00	$ 200.00	$ 2,200.00	$ -	$ -	$ -	$ 2,000.00	$ 200.00	$ 2,200.00
Insurance	$ 1,000.00	$ 100.00	$ 1,100.00	$ -	$ -	$ -	$ 1,000.00	$ 100.00	$ 1,100.00
Board Expenses	$ 250.00	$ 25.00	$ 275.00	$ -	$ -	$ -	$ 250.00	$ 25.00	$ 275.00
9. Software	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -
10. Marketing/Communications	$ 1,249.36	$ 49.94	$ 1,299.30	$ 750.00	$ -	$ 750.00	$ 499.36	$ 49.94	$ 549.30
11. Staff Education and Training	$ 5,500.00	$ 150.00	$ 5,650.00	$ 4,000.00	$ -	$ 4,000.00	$ 1,500.00	$ 150.00	$ 1,650.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
FSNH annual fee	$ 125.00	$ 12.50	$ 137.50	$ -	$ -	$ -	$ 125.00	$ 12.50	$ 137.50
Printing	$ 600.00	$ 60.00	$ 660.00	$ -	$ -	$ -	$ 600.00	$ 60.00	$ 660.00
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 156,888.36	$ 14,848.64	$ 171,867.00	$ 25,500.00	$ -	$ 25,500.00	$ 131,488.36	$ 14,848.64	$ 146,367.00

Indirect As A Percent of Direct 9.5%

Contractor Initials NM
Date 3/21/16

Exhibit B-3 - Amendment #2 - Littleton

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

Bidder/Program Name: The Family Resource Center at Gorham

Budget Request for: Littleton DO FY 2017
(Name of RFP)

Budget Period: 2017-2018

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 86,500.00	$ 10,084.00	$ 96,584.00	$ 4,500.00		$ 4,500.00	$ 84,000.00	$ 10,084.00	$ 94,084.00
2. Employee Benefits	$ 20,859.00	$ 2,045.90	$ 23,004.90	$ 500.00	$ -	$ 500.00	$ 20,459.00	$ 2,045.90	$ 22,504.90
3. Consultants	$ 2,400.00	$ 120.00	$ 2,520.00	$ 1,200.00	$ -	$ 1,200.00	$ 1,200.00	$ 120.00	$ 1,320.00
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ 350.00	$ -	$ 350.00	$ 350.00	$ -	$ 350.00	$ -	$ -	$ -
Purchase/Depreciation	$ 300.00	$ 30.00	$ 330.00	$ -	$ -	$ -	$ 300.00	$ 30.00	$ 330.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -
Office	$ 4,500.00	$ 100.00	$ 4,600.00	$ 3,500.00	$ -	$ 3,500.00	$ 1,000.00	$ 100.00	$ 1,100.00
6. Travel	$ 8,800.00	$ 800.00	$ 9,700.00	$ 900.00	$ -	$ 900.00	$ 8,000.00	$ 800.00	$ 8,800.00
7. Occupancy	$ 15,533.00	$ 733.30	$ 16,266.30	$ 8,700.00	$ -	$ 8,700.00	$ 7,333.00	$ 733.30	$ 8,066.30
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 3,450.00	$ 280.00	$ 3,730.00	$ 650.00	$ -	$ 650.00	$ 2,800.00	$ 280.00	$ 3,080.00
Postage	$ 1,350.00	$ 40.00	$ 1,390.00	$ 950.00	$ -	$ 950.00	$ 400.00	$ 40.00	$ 440.00
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ 2,000.00	$ 200.00	$ 2,200.00	$ -	$ -	$ -	$ 2,000.00	$ 200.00	$ 2,200.00
Insurance	$ 1,000.00	$ 100.00	$ 1,100.00	$ -	$ -	$ -	$ 1,000.00	$ 100.00	$ 1,100.00
Board Expenses	$ 250.00	$ 25.00	$ 275.00	$ -	$ -	$ -	$ 250.00	$ 25.00	$ 275.00
9. Software	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -
10. Marketing/Communications	$ 1,249.36	$ 49.94	$ 1,299.30	$ 750.00	$ -	$ 750.00	$ 499.36	$ 49.94	$ 549.30
11. Staff Education and Training	$ 5,500.00	$ 150.00	$ 5,650.00	$ 4,000.00	$ -	$ 4,000.00	$ 1,500.00	$ 150.00	$ 1,650.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
FSNH annual fee	$ 125.00	$ 12.50	$ 137.50	$ -	$ -	$ -	$ 125.00	$ 12.50	$ 137.50
Printing	$ 600.00	$ 60.00	$ 660.00	$ -	$ -	$ -	$ 600.00	$ 60.00	$ 660.00
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 156,866.36	$ 14,840.64	$ 171,707.00	$ 25,500.00	$ -	$ 25,500.00	$ 131,366.36	$ 14,840.64	$ 146,207.00
Indirect As A Percent of Direct		9.5%							

Budget One Budget Period

Contractor Initials NM
Date 3/21/16

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION FOR CHILDREN, YOUTH & FAMILIES

Nicholas A. Toumpas
Commissioner

Lorraine Bartlett
Director

129 PLEASANT STREET, CONCORD, NH 03301
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-626-2983 TDD Access: 1-800-735-2964

May 29, 2015

Attorney Megan Yaple
NH Department of Justice
Office of the Attorney General
33 Capitol Street
Concord, New Hampshire 03301

Good Morning Attorney Yaple,

I am writing to ask that you review the attached amendments between the Department of Health and Human Services, Division for Children, Youth and Families and The Family Resource Center at Gorham (Vendor # 162412-B001), 123 Main Street, Gorham, NH. The amendment has been signed by the Associate Commissioner and an authorized signor for the vendor. The vendor provides Comprehensive Family Support Services in the Berlin and Littleton District Office areas, and has requested the adjustment of several budget line items in State Fiscal Year 2015 in order to meet specified needs. The Governor and Executive Council approved the original agreements on June 18, 2014, (Item # 80). These are zero cost amendments with no change to any of the contracts end date of June 30, 2016.

Because of the language, in all of the contracts, in Exhibit B, Section 2.7, that reads:

2.7 *Notwithstanding paragraph 18 of the P-37, an amendment limited to the adjustment of the amounts between budget line items and/or State Fiscal Years, related items, and amendments of related budget exhibits, can be made by written agreement of both parties and do not require additional approval of the Governor and Executive Council*

I am asking that you review and sign off on the amendments as they do not need further action by the Governor and Executive Council.

The remainder of this letter is presented in the format typical of most Governor and Executive Council letters, so that you might have some context for your review.

Funds to support this request are available in the following accounts in State Fiscal Year 2015 and are anticipated to be available in State Fiscal Year 2016, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified without further approval from the Governor and Executive Council.

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attached for fiscal details

EXPLANATION

The purpose of these amendments is to allow the vendor to adjust certain budget lines in each of the contracts in order to meet contractual needs; and to update the standard contract language in Exhibit C and Exhibit G for each contract. The vendor underestimated the Travel, Occupancy and Printing expenses for the Berlin District Office area and the Subcontracting expenses in the Littleton District Office area. The change has resulted in a request from the vendor to adjust the Salary/Wages, Benefits, Occupancy, Travel and Printing budget lines in the Berlin area contract, the salary, benefits and subcontractor budget lines in the Littleton area contract. The Department supports the requested adjustments.

There are no additional funds being requested in this amendment. Other than the changes outlined in the paragraph above, all other terms and conditions remain unchanged from the original agreement approved by the Governor and Executive Council on June 18, 2014, (Item # 80).

Comprehensive Family Support Services assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents and give families an opportunity to learn and grow.

This contract was awarded as the result of a competitive bid process. On January 21, 2014, the Division issued a Request for Proposal for Comprehensive Family Support Services to serve the eleven (11) catchment areas in the State of New Hampshire. Twelve proposals were received.

The Family Resource Center at Gorham was awarded two (2) of the eleven (11) contracts selected in the competitive bid process.

Should the Governor and Executive Council not approve this request, the vendor would not be able to meet their contractual needs which could reduce the availability, accessibility, and quality of Comprehensive Family Support Services in the Manchester, Concord and Southern District Office areas.

Area Served: Berlin and Littleton District Office areas

Source of Funds: 100% Federal Funds

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

Respectfully submitted,

Eric Borrin
Director

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	**$9,090**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	**$9,090**
			Sub-Total	***$18,180***

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number,	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	**$41,818**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	**$41,818**
			Sub-Total	***$83,636***

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	**$156,802**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	**$156,802**
			Sub-Total	***$313,604***

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	**$73,742**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	**$73,742**
			Sub-Total	***$147,484***

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	**$11,162**

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	**$11,162**
			Sub-Total	***$22,324***
			Grand Total	**$585,228**

State of New Hampshire
Department of Health and Human Services
Amendment #1 to the Comprehensive Family Support Services Contract

This first Amendment to the Comprehensive Family Support Services contract (hereinafter referred to as "Amendment #1") dated this 14th day of May, 2015, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and The Family Resource Center at Gorham, (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 123 Main Street, Gorham, New Hampshire.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 18, 2014 (Item #80), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

WHEREAS, the State and the Contractor have agreed to make changes to the scope of work, payment schedules and terms and conditions of the contract; and

WHEREAS, pursuant to Exhibit B, Paragraph 2.7, an amendment limited to the adjustment of amounts between budget line items and/or State Fiscal Years, related items, and amendment of related budget exhibits, can be made by written agreement of both parties and does not require additional approval of the Governor and Executive Council;

WHEREAS the State and the Contractor have agreed to amend Exhibit B-1, Budget Period 7/1/2014 – 6/30/2015 –Littleton DO, of the contract;

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

To amend as follows:

1. Replace Exhibit B-1, Budget Period 7/1/2014 – 6/30/2015 – Littleton DO with:

   Exhibit B-1 – Amendment #1, Budget Period 7/1/2014 – 6/30/2015 – Littleton DO

2. Replace Exhibit C – Special Provisions with:

   Exhibit C – Amendment # 1

3. Add Exhibit C-2, Additional Special Provisions, Paragraph 2

   2. Subparagraph 14.1.1 of the General Provisions of this contract, is deleted and the following subparagraph is added:

      14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than $250,000 per claim and $1,000,000 per occurrence with additional umbrella liability insurance coverage of not less than $1,000,000 per occurrence; and

4. Replace Standard Exhibit G, Certification Regarding the Americans with Disabilities Act Compliance with:

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

Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement, and the obligations of the parties there under, shall remain in full force and effect in accordance with the terms and conditions set forth herein.

Amendment #1 to the The Family Resource Center at Gorham Contract for Comprehensive Family Support Services

This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

6/5/15
Date

Mary Ann Gooney
Associate Commissioner

The Family Resource Center at Gorham

5/20/2015
Date

Martha Moni / President
Name/Title

Acknowledgement:
State of New Hampshire, County of Coos on May 20, 2015 before the undersigned officer, personally appeared the person identified above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.
Signature of Notary Public or Justice of the Peace

Monique F. Dube
Name and Title of Notary or Justice of the Peace

Monique F. Dube
Notary Public &
Justice of the Peace
State of New Hampshire
My Commission Expires
July 14, 2015

Amendment #1 to the The Family Resource Center at Gorham Contract for Comprehensive Family Support Services

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

OFFICE OF THE ATTORNEY GENERAL

6/15/2015
Date

Name: Nancy J. Smith
Title: Senior Asst. Atty General

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

OFFICE OF THE SECRETARY OF STATE

_____
Date

_____
Name:
Title:

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

Bidder/Program Name: The Family Resource Center at Gorham

Budget Request for: Littleton DO
(Name of RFP)

Budget Period: FY 2015

	[illegible]			[illegible]			Funded by DHHS contract share		
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 35,721.00	$ 5,500.00	$ 45,221.00	$ 3,800.00	$ -	$ 3,800.00	$ 31,821.00	$ 9,600.00	$ 41,421.00
2. Employee Benefits	$ 6,208.07	$ 4,100.00	$ 10,308.07	$ 500.00	$ -	$ 500.00	$ 5,708.07	$ 4,100.00	$ 9,808.07
3. Consultants	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
4. Equipment:	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 2,470.73	$ -	$ 2,470.73	$ 450.00	$ -	$ 450.00	$ 2,020.73	$ -	$ 2,020.73
6. Travel	$ 5,100.00	$ -	$ 5,100.00	$ 1,500.00	$ -	$ 1,500.00	$ 3,600.00	$ -	$ 3,600.00
7. Occupancy	$ 2,800.00	$ -	$ 2,800.00	$ -	$ -	$ -	$ 2,800.00	$ -	$ 2,800.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -			$ -
Telephone	$ 1,200.00	$ -	$ 1,200.00	$ -	$ -	$ -	$ 1,200.00	$ -	$ 1,200.00
Postage	$ 200.00	$ -	$ 200.00	$ -	$ -	$ -	$ 200.00	$ -	$ 200.00
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
Insurance	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 2,000.00	$ -	$ 2,000.00	$ -	$ -	$ -	$ 2,000.00	$ -	$ 2,000.00
12. Subcontracts/Agreements	$ 78,957.20	$ -	$ 78,957.20	$ -	$ -	$ -	$ 78,957.20	$ -	$ 78,957.20
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
PRINTING	$ 300.00	$ -	$ 300.00	$ -	$ -	$ -	$ 300.00	$ -	$ 300.00
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 136,957.00	$ 13,600.00	$ 152,557.00	$ 6,350.00	$ -	$ 6,350.00	$ 132,707.00	$ 13,600.00	$ 146,307.00

Indirect As A Percent of Direct 9.9%

Contractor Initials NM
Date 5/20/15
Nathan Morin

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;

Contractor Initials NM
Date 5/20/15
Natha Moo

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.ojp.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

Contractor Initials NM
Date 5/20/15
Nadia Moi

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.

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.

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:

5/20/15
Date

Nathan Morin
Name: Nathan Morin
Title: President

SDM

IV 80

Nicholas A. Toumpas
Commissioner

Mary Ann Cooney
Associate Commissioner

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF HUMAN SERVICES

DIVISION FOR CHILDREN, YOUTH & FAMILIES

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4451 1-800-852-3345 Ext. 4451
FAX: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

May 23, 2014

95.34 % Federal Funds
4.66 % General Funds

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to enter into agreements with the vendors identified below, for the provision of Comprehensive Family Support Services, in an amount not to exceed $3,212,394, effective July 1, 2014 or date of Governor and Council approval, whichever is later, through June 30, 2016.

Vendor	Vendor Number	Location	Amount
Child and Family Services of New Hampshire (Concord Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Child and Family Services of New Hampshire (Manchester Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Child and Family Services of New Hampshire (Southern Service Area)	17766-B002	464 Chestnut Street Manchester NH	$292,614
Children Unlimited, Inc.	156114-B001	182 West Main Street Conway, NH	$292,614
Community Action Partnership of Strafford County	177200-B004	642 Central Ave Dover NH	$286,254
Families First of the Greater Seacoast	166629-B001	100 Campus Drive, Suite 12 Portsmouth NH	$292,614
Good Beginnings of Sullivan County	170625-B001	109 Pleasant Street Claremont NH	$292,614
Home Healthcare, Hospice and Community Services	177274-B002	312 Marlboro Street Keene NH	$292,614
Lakes Region Community Services Council	177251-B001	719 North Main Street Laconia NH	$292,614
The Family Resource at Gorham (Berlin Service Area)	162412-B001	123 Main Street Gorham NH	$292,614
The Family Resource at Gorham (Littleton Service Area)	162412-B001	123 Main Street Gorham NH	$292,614
		Total	$3,212,394

Funds to support this request are available in the following accounts in State Fiscal Year 2015 and are anticipated to be available in State Fiscal Year 2016, upon the availability and continued appropriation of funds in the future operating budget with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified without further approval from the Governor and Executive Council.

05-095-042-421010-29680000-102-500734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, SOCIAL SERVICES BLOCK GRANT

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

Please see attachment for fiscal details.

EXPLANATION

Comprehensive Family Support Services assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. These services are designed to enable families to access the services they need and want in their home communities. These prevention services empower parents and give families an opportunity to learn and grow.

The Division for Children, Youth and Families and Division of Public Health Services /Maternal Child Health Services. blended three family health and support related programs, into one program. This Comprehensive Family Support Services represents such efforts.

New Hampshire DHHS Comprehensive Family Support Services:

In 2002, The Division for Children, Youth and Families, launched a family support partnership, entitled Comprehensive Family Support Services. Support and prevention-based services and programs were provided to thousands families and individuals throughout the state. Due to the success of these prevention-oriented programs, the Division for Children, Youth and Families has recognized the benefit of provider services to families as an effort to keep them from becoming involved in other systems of care.

Currently, there are 25 community-based family resource centers in operation across the State of New Hampshire, which provide a range of support services to families and children that focus on strengthening, supporting and building on the strengths and skills of individuals while also ensuring developmental screening for children six and under. These centers are often key local stakeholders in groups that assess and advocate for the needs of local families.

New Hampshire DHHS Home Visiting NH:

In 2001, the Division of Public Health Services Maternal and Child Health Section began Home Visiting New Hampshire, a statewide, family focused and child centered, preventive program that provides, health, education, support and linkages to community services to eligible, pregnant women and their families in their home until her child is twelve (12) months old. Contractors provide these services in nine (9) of the Division for Children, Youth and Families service areas. The goals of Home Visiting New Hampshire are to promote healthy pregnancy and birth outcomes, promote a safe and nurturing environment for children, and enhance families' life course and development.

Child and Family Health Support Services:

Child and Family Health Support Services have been available through local community health and home visiting agencies for approximately twenty years with funds that had previously supported the state's network of "well baby clinics". These services provide assistance with health care enrollment, referrals, case management, care coordination, education and counseling relative to the child and family and can be conducted by home, office visit or by telephone when appropriate. The goal of Child and Family Health Support Services is to promote the health and well-being of children from birth through age eighteen, with priority given to children birth through age ten.

This contract was competitively bid. On January 21, 2014 the Department issued a Request for Proposals to solicit proposals for the provision of Comprehensive Family Support Services to assist expectant women along with children and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. The request for proposals was available on the Department of Health and Human Services website from January 21, 2014 through March 10, 2014. There were 12 proposals submitted.

The proposals were evaluated by a team of Department of Health and Human Services employees with knowledge of the program requirements, the Division for Children, Youth and Families' Comprehensive Family Support Services program and the Division of Public Health Services, Maternal and Child Health Section. The team also included staff with significant business and management expertise.

The proposals were evaluated based on the criteria published in the Request for Proposals. Eleven of the twelve proposals were selected. The bid summary is attached.

The attached contract calls for the provision of these services for two years and reserves the Division's right to renew the agreement for up to four additional years, based upon the satisfactory delivery of services, continued availability of supporting funds, and Governor and Executive Council approval.

Should Governor and Council not authorize this request, the flexibility of community–based family services may not be available to address the needs of children and families throughout the state which could cause an increase in the Division for Children, Youth and Families involvement for out-of-home placement, as these services help to prevent the separation of children from their families and afford them a safe, stable and supportive family environment.

Area Served: Statewide.

Source of Funds: 95.34% Federal Funds
4.66% General Funds

In the event that Federal Funds are no longer available, no additional General Funds will be requested to support this program.

Respectfully submitted,

Mary Ann Cooney
Associate Commissioner

Approved By:
Nicholas A. Toumpas
Commissioner

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-042-421010-29680000-102-5000734-42106802 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE IV-B SUBPART I

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$823
2016	102-500734	Social Service Contract	42106802	$1,907
			Total:	$2,730

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106802	$4,545
2016	102-500734	Social Service Contract	42106802	$4,545
			Total:	$9,090
			Sub-total	93,630.00

05-095-042-421010-29730000-102-500734-42107306 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE AND STABLE FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42107306	$20,909
2016	102-500734	Social Service Contract	42107306	$20,909
			Total:	$41,818
			Sub-total	459,998.00

05-095-042-421010-29660000-102-500734-42106603 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, TITLE XX GRANTS-SSBG

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$8,982
2016	102-500734	Social Service Contract	42106603	$8,982
			Total:	$17,964

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500734	Social Service Contract	42106603	$78,401
2016	102-500734	Social Service Contract	42106603	$78,401
			Total:	$156,802
			Sub-total	1,585,984.00

05-095-045-450010-61460000-502-500891-45030206 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$31,290
2016	502-500891	Social Service Contract	45030206	$31,290
			Total:	$62,580

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45130206	$36,871
2016	502-500891	Social Service Contract	45130206	$36,871
			Total:	$73,742

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	502-500891	Social Service Contract	45030206	$36,871
2016	502-500891	Social Service Contract	45030206	$36,871
			Total:	$73,742
			Sub-total	**800,000.00**

05-095-090-902010-51900000-102-500731-90004009 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (CONCORD DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILD AND FAMILY SERVICES (SOUTHERN DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

CHILDREN UNLIMITED, INC. (CONWAY DISTRICT OFFICE SERVICE AREA) 156114-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 177200-B004

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

FAMILIES FIRST OF THE GREATER SEACOAST (SEACOAST DISTRICT OFFICE SERVICE AREA) 166629-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

GOOD BEGINNINGS OF SULLIVAN COUNTY (ROCHESTER DISTRICT OFFICE SERVICE AREA) 170625-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES (KEENE DISTRICT OFFICE SERVICE AREA) 177274-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

LAKES REGION COMMUNITY SERVICES COUNCIL (LACONIA DISTRICT OFFICE SERVICE AREA) 177251-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

THE FAMILY RESOURCE CENTER AT GORHAM (BERLIN DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162

THE FAMILY RESOURCE CENTER AT GORHAM (LITTLETON DISTRICT OFFICE SERVICE AREA) 162412-B001

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004009	$5,581
2016	102-500731	Contracts for Program Services	90004009	$5,581
			Total:	$11,162
			Sub-total	122,782.00

FISCAL DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

05-095-090-902010-51900000-102-500731-90004105 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY SERVICES, MATERNAL AND CHILD HEALTH

CHILD AND FAMILY SERVICES (MANCHESTER DISTRICT OFFICE SERVICE AREA) 177166-B002

SFY	Class/Object	Class Title	Activity Number	Budget
2015	102-500731	Contracts for Program Services	90004105	$75,000
2016	102-500731	Contracts for Program Services	90004105	$75,000
			Sub-total:	**$150,000**
			Grand total:	**3,212,394.00**

New Hampshire Department of Health and Human Services
Office of Business Operations
Contracts & Procurement Unit
Summary Scoring Sheet

Comprehensive Family Support Services
RFP Name

15-DHHS-OHS-DCYF-01
RFP Number

Bidder Name	Pass/Fail	Maximum Points	
1. Children Unlimited Inc. (Conway District)		200	
2. Families First (Seacoast District)		200	
3. The Family Resource Center (Berlin District)		200	
4. The Family Resource Center (Littleton District)		200	
5. Community Action Partnership of Strafford County (Rochester District)		200	
6. Lakes Region Community Services (Laconia District)		200	
7. Child and Family Services (Manchester District)		200	
8. Child and Family Services (Concord District)		200	
9. Child and Family Services (Southern District)		200	
10. Home Healthcare Hospice & Community Services (Keene District)		200	
11. Good Beginnings of Sullivan County (Claremont District)		200	
12. Monadnock Family Services (Keene District)		200	

Reviewer Names

1. John Harrington, Community and Family Support Specialist
2. Michael Donati, Administrator I
3. Deirdre Dunn, Program Specialist IV
4. Dague Clark, Fiscal Administrator

FORM NUMBER P-37 (version 1/09)

Subject: Comprehensive Family Support Services

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Health and Human Services	1.2 State Agency Address 129 Pleasant Street Concord NH 03301
1.3 Contractor Name The Family Resource Center At Gorham	1.4 Contractor Address 123 Main Street Gorham NH 03581

1.5 Contractor Phone Number	1.6 Account Number	1.7 Completion Date	1.8 Price Limitation
(603) 466-5190	05-095-042-421010-29680000-102-5000734-40130215 05-095-042-421010-29730000-102-500734-40130007 05-095-042-421010-29660000-102-500734-40130302 05-095-045-450010-61460000-502-500891-45030206 05-095-090-902010-51900000-102-500731-90004009	June 30, 2016	$292,614

1.9 Contracting Officer for State Agency Eric D. Borrin	1.10 State Agency Telephone Number 603-271-9558
1.11 Contractor Signature Katherine Baublis	1.12 Name and Title of Contractor Signatory Katherine Baublis Interim Chair

1.13 Acknowledgement: State of NH, County of Coos

On 16th of May, 2014, 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

Marin E. Deliello

(Seal)

1.13.2 Name and Title of Notary or Justice of the Peace

Marin E. Deliello - Notary exp. 9-15-2018

1.14 State Agency Signature Mary Ann Carey	1.15 Name and Title of State Agency Signatory Mary Ann Carey Associate Commissioner

1.16	**Approval by the N.H. Department of Administration, Division of Personnel** *(if applicable)*	
By:		Director, On:
1.17	**Approval by the Attorney General (Form, Substance and Execution)**	
By:		On: 6-3-14
1.18	**Approval by the Governor and Executive Council**	
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, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("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. 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.

Contractor Initials LB
Date 5/16/14

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 consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written 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

Contractor Initials: KB
Date: 5/16/14

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 $250,000 per claim and $2,000,000 per occurrence; and
14.1.2 fire and extended coverage insurance 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 fifteen (15) 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 endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) 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.

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: LB
Date: 5/16/14

Scope of Services

1. Scope of Services

The Contractor will provide Comprehensive Family Support Services, through a variety of methods including home visiting, to assist pregnant women and families with children up to the age of 21 years by promoting family wellness, decreasing family stressors and preventing child abuse and neglect. The Contractor will perform duties, which include but are not limited to:

1.1 Providing the following services for the Division for Children, Youth and Families' Littleton District Office Catchment Area, at minimum, during the business hours of 8:00 a.m.-5:00 p.m., five (5) days per week, and is available evenings or weekends as needed:

1.1.1 Age appropriate health education, as well as safety and injury prevention information according to the American Academy of Pediatrics' "Bright Futures – Guidelines for Health Supervision of Infants, Children and Adolescents", Third Edition or most recent edition;

1.1.2 Assistance with enrollment in Medicaid; the Contractor will:

1.1.2.1 Assist clients in making appointment and overcoming any transportation barriers;

1.1.2.2 Provide clients with Medicaid sponsored brochures and information for enrollment and answer basic questions;

1.1.2.3 Help clients apply for Medicaid online through NH Easy or fill out application forms during home visits;

1.1.2.4 Help clients navigate and complete the required paperwork;

1.1.2.5 Follow through to make sure all required documents are submitted,

1.1.2.6 Follow up with clients as needed towards successful enrollment;

1.1.2.7 Monitor client's status to make sure the health plan is up to date.

1.1.3 Child care resource and referral in partnership with the local Child Care Aware NH agency; the Contractor will:

1.1.3.1 Help families identify and access quality preventive child care;

1.1.3.1.1 Children who are in highly stressful situations, who are receiving poor or low quality care or whose parents are temporarily unable to care for them are given priority;

1.1.3.1.2 Act as liaisons with local child care agencies to assist clients whose children are identified as needed preventative child care;

1.1.3.1.3 Assist in providing all necessary documentation to coordinate scheduling and other logistics.

1.1.3.2 Participate in community agency meeting to facilitate referrals and interaction with community resources;

1.1.3.3 Continue to conduct outreach to local day care centers for direct linkages to raise awareness of the availability of services and benefits for infants and young children.

1.1.4 Developmental and social-emotional screening using ASQ & ASQ-SE Questionnaire through the Watch Me Grow Program ; the Contractor will:

Contractor Initials: LB
Date: 5/16/14

1.1.4.1 Ensure that developmental screenings are provided as prescribed by Watch Me Grow from 2 month of age through 60 months using ASQ-3 and ASQ-SE;

1.1.4.2 Provide ASQ-SE for children that need to be more closely evaluated in the social and emotional areas;

1.1.4.3 Provide parents with activities to stimulate development of their infant or child when necessary;

1.1.4.4 Link families with early supports and services through Northern Human Services when a significant deficiency or probable developmental delay is revealed.

1.1.5 Domestic violence prevention and intervention services; the Contractor will:

1.1.5.1 Work closely with Birch House, the county wide domestic violence advocacy agency;

1.1.5.2 Use the Relationship Assessment Tool for screening when there is suspected/or becomes aware of any evidence of domestic violence;

1.1.5.3 Meet with client/parent outside their home, in a safe place of their choosing to discuss family issues;

1.1.5.4 Provide brochures and other helpful information to client to raise client awareness and help identify/highlight the multiple underlying issues involved in domestic violence;

1.1.5.5 Provide contact information, phone numbers, office addresses for resources including:

1.1.5.5.1 Counseling;

1.1.5.5.2 Intervention;

1.1.5.5.3 Assistance with court-related issues and forms;

1.1.5.5.4 Safe house placements.

1.1.5.6 Work closely with Division for Children, Youth and Families. Law enforcement. And court personnel to provide additional assistance and support if needed.

1.1.6 Family centered early childhood programs; the Contractor will:

1.1.6.1 Sponsor and/or collaborate in the following activities:

1.1.6.1.1 "Toddler Time" on a weekly basis;

1.1.6.1.2 "Cooking Matters" in partnership with the NH Food Bank offered periodically for low income families;

1.1.6.1.3 Multi-session parenting course "Children In the Middle" offered in the coming year.

1.1.7 Child development education; the Contractor will:

1.1.7.1 Elicit and attend to parents' concerns;

1.1.7.2 Maintain developmental history;

1.1.7.3 Make informed observations of the child;

1.1.7.4 Identify the presence of risk and protective factors;

1.1.7.5 Periodically use screening tests;

1.1.7.6 Document finding;

1.1.7.7 Educate parent about motor, cognitive and social emotional skills;
1.1.7.8 Discuss common milestones and recognition of variance that occurs based on cultural norms and other circumstances;
1.1.7.9 Use the following evidence based curricula during home visits:
1.1.7.9.1 Positive Parenting Program; and
1.1.7.9.2 Growing Great Kids.
1.1.7.10 Help families receive child development education through support groups and educational opportunities through the Littleton Area Family Resource Center.
1.1.8 Family Centered Early Supports and Services Program; the Contractor will:
1.1.8.1 Work closely with the Early Supports Services team through Northern Human Services to insure all children receive assessment and intervention for a developmental delay as early as possible;
1.1.8.2 Administer the ASQ or ASQ-SE;
1.1.8.2.1 Refer children for further assessment if needed.
1.1.9 Assistance with enrollment of child in Medical Home (Primary Care Provider); the Contractor will:
1.1.9.1 Connect parents and families without a primary care provider to Ammonoosuc Community Health Services;
1.1.9.2 Act as a liaison for children and families with the administrative and health care staff of the three clinics and/or private medical providers towards enrolling each child and family member with a primary care provider.
1.1.10 Family mentoring and advocacy programs; the Contractor will:
1.1.10.1 Work collaboratively with families to help them identify strengths and skills;
1.1.10.2 Use Positive Parenting Program and Growing Great Kids modeling and mentoring as a primary tool for building on a family's own strengths;
1.1.10.3 Help families overcome barriers;
1.1.10.4 Use role modeling techniques such as:
1.1.10.4.1 How to change a baby's diaper;
1.1.10.4.2 How to read or play with a child;
1.1.10.4.3 How to create structure,
1.1.10.4.4 Designing limits for a teenager;
1.1.10.4.5 Consistency and developmentally appropriate discipline.
1.1.10.5 Engage in role playing with parents on parenting skills, communication skills, child behavioral techniques and other positive interactions;
1.1.10.6 Help families advocate for themselves with landlords, government agencies and the schools;
1.1.10.7 Involve families in understanding both legislative and administrative changes that occur to family support programs at both State and Federal levels;
1.1.10.8 Work closely with NH Children's Trust to promote and link clients with their advocacy projects.

1.1.11 Home visiting services in accordance with Home Visiting NH 2012; the Contractor will:

1.1.11.1 Ensure each referral will be entered into the Division of Children, Youth, and Families (DCYF) data base and screened for eligibility by the Supervisory Staff;

1.1.11.2 Assign a home visitor to establish contact with the family and schedule a first home visit;

1.1.11.2.1 Work with the family to complete an assessment;

1.1.11.2.2 Document each family member's individual needs.

1.1.11.3 Home visitors will identify:

1.1.11.3.1 Connections to a Primary Care Physician (PCP) and dental care;

1.1.11.3.2 The availability of health insurance coverage;

1.1.11.3.3 Ongoing health care needs and/or illnesses;

1.1.11.3.4 Social resource needs;

1.1.11.3.5 Risk of domestic violence;

1.1.11.3.6 Eligibility for the Women, Infants, and Children organization (WIC) and other benefits;

1.1.11.3.7 Need for mental health care interventions;

1.1.11.3.8 The presence of substance abuse;

1.1.11.3.9 Child development stages;

1.1.11.3.10 Need for parenting education; and

1.1.11.3.11 The family's situation vis-a-vis common necessities such as food, clothing, heating fuel, etc.;

1.1.11.4 Home visitors and families will create an Individualized Family Service Plan (IFSP) the IFSP will:

1.1.11.4.1 Contain outlined goals for the following:

1.1.11.4.1.1 Transition to a PCP/medical home;

1.1.11.4.1.2 Oral healthcare;

1.1.11.4.1.3 Family support services;

1.1.11.4.1.4 Parenting education/counseling;

1.1.11.4.1.5 Linkage to the Women, Infants, and Children organization (WIC);

1.1.11.4.1.6 family planning;

1.1.11.4.1.7 Early Support Services;

1.1.11.4.1.8 Fuel assistance;

1.1.11.4.1.9 Transportation;

1.1.11.4.1.10 Housing or other needed services.

1.1.11.4.2 IFSP's will rely upon 'Bright Futures – Guidelines for Health Supervision of Infants, Children and Adolescents' regarding education and counseling topics for the family;

1.1.11.4.3 IFSP's will be signed by the family in writing and will provide releases of confidentiality so critical information can be shared

with agency partners as needed. The identified health care goals of the IFSP will also be signed by the PCP;

1.1.11.5 The home visitors will support the client's work towards the goals and objectives of the IFSP;

1.1.11.6 Correspondence, phone conferences, and the enlistment of collaborative partners from other agencies involved with the family, constitute the follow up activities supplemented by the home visits;

1.1.11.6.1 Regular updates will be sought from other family support workers involved with the children and family (e.g., school nurses, guidance counselors, juvenile and/or DCYF case workers);

1.1.11.7 Case and care management will continue as home visitors use the evidence based curriculum, Growing Great Kids, to focus on key objectives such as promotion of maternal/infant attachment, depression screenings & referrals, timely immunizations, establishment of a medical home and increased parental participation in literacy activities and,

1.1.11.8 The Home Visiting NH (HVNH) 2012 Model for Young Families in New Hampshire will drive the number and duration of home and nursing visits.

1.1.12 Independent Living skills training; the Contractor will:

1.1.12.1 Work with White Mountains Community Collect and Affordable Housing Education and Development of Littleton to provide the following services:

1.1.12.1.1 Budgeting;

1.1.12.1.2 Financial management;

1.1.12.1.3 Job readiness; and

1.1.12.1.4 Other programs designed to lead to self-sufficiency.

1.1.12.2 Provide services and supports to families at risk for six (6)-twelve (12) months to address the family's immediate needs and reduce the risk of potential child abuse and/or neglect;

1.1.12.3 Draft an Individual Family Service Plan to focus on building parenting competency with a goal of creating a safe, structured and functional home life.

1.1.12.4 Guide their work by the protocols of the Division for Children, Youth and Families. The Mental Health Domestic Violence Protocols and Bright Futures.

1.1.13 Life course planning; the Contractor will:

1.1.13.1 Offer information on the following:

1.1.13.1.1 Family planning;

1.1.13.1.2 Stress relievers;

1.1.13.1.3 Home and money management;

1.1.13.1.4 Positive and effective child discipline;

1.1.13.1.5 Anger management; and

1.1.13.1.6 Other such topics to help parents better manage their lives on a day to day basis.

1.1.13.2 Use calendars, schedules and other techniques to help parents appreciate and learn time management;

1.1.13.3 Link parents to community resources and distribute resource guides to all enrolled families;

1.1.13.4 Link families to educational and employment resources;

1.1.13.5 Make an internal referral that will provide job readiness preparation under Applicant Background Investigation Drill program.

1.1.14 Life skills training; the Contractor will:

1.1.14.1 Establish daily, weekly and monthly routines to manage and structure household chores, such as dinner planning, shopping, cooking, cleaning, etc.;

1.1.14.2 Assist with household budgeting and helping parents learn strategies to stretch household dollars, avoid predatory lenders and learn smart financial planning;

1.1.14.3 Develop and maintain appropriate positive parenting strategies;

1.1.14.4 Identify ways to manage the normal stressors which affect every family;

1.1.14.5 Make referrals for parents and children to mental health, parenting support groups, the domestic violence program or other appropriate community support services;

1.1.14.6 Assist parents in following through with referred services by reminding them of appointments via correspondence, phone calls and a calendar system;

1.1.14.7 Advocate for administration of treatment plans; and,

1.1.14.8 Assess the effect of the plan on the entire family, especially the children, to ensure that the whole family's needs are addressed.

1.1.15 Literacy education and support; the Contractor will:

1.1.15.1 Use the Growing Great Kids curricula;

1.1.15.2 Advocate with parents for commitments to engage with their children through reading to them and other literacy exercises on a daily basis;

1.1.15.3 Partner with community libraries to make their resources available to children and families in ways that are convenient to them.

1.1.16 Medical and health education including adherence of child to the American Academy of Pediatrics' "Recommendations for Preventive Pediatric Health Care" schedule; the Contractor will:

1.1.16.1 Support and assist clients to understand the value of the protocols and guidelines for well child visits, immunizations etc. as advocated by the American Academy of Pediatrics;

1.1.16.2 Provide education on the following during prenatal and post-partum home visits:

1.1.16.2.1 Medical education on pregnancy;

1.1.16.2.2 Child birth;

1.1.16.2.3 Nutrition,

1.1.16.2.4 Child development milestones;

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1.1.16.2.5 Immunizations;
1.1.16.2.6 Maternal depression;
1.1.16.2.7 Shaken Baby Syndrome;
1.1.16.2.8 Smoking cessations;
1.1.16.2.9 Effects of substance abuse on adults and infants including Fetal Alcohol Syndrome and ramifications of having an infant born addicted to narcotics;
1.1.16.2.10 Breast feeding;
1.1.16.2.11 And general infant health and care.

1.1.16.3 Encourage clients to engage with their primary care provider or heath care client for more intensive medical information when needed.

1.1.17 Mental health services; the Contractor will:

1.1.17.1 Give all family members the Patient Health Questionnaire, a short depression screening;

1.1.17.2 Use the Edinburgh Postnatal Depression Scale during home visits at two (2) week and six (6) weeks post-partum to identify maternal depression;

1.1.17.3 Refer client to Northern Human Services or a private mental health care provider for further assessment and follow up services.

1.1.18 Oral health services; the Contractor will:

1.1.18.1 Cover oral health education with clients during home visits;

1.1.18.1.1 Provide dental kits periodically;
1.1.18.1.2 Connect them to area dentist when dental services are needed.

1.1.18.2 Refer families to the Molar Express.

1.1.19 Other health and social services (such as: family planning, fuel assistance, transportation etc.); the Contractor will:

1.1.19.1 Provide information and support on family planning before a child is born;

1.1.19.1.1 Connect family to a health care provider for family planning as soon as possible after birth.

1.1.19.2 Work regularly with staff from other community organizations to provide such services as:

1.1.19.2.1 WIC;
1.1.19.2.2 Fuel assistance;
1.1.19.2.3 Transportation;
1.1.19.2.4 Housing.

1.1.19.3 Seek additional financial support for primary prevention services that exist in Coos County that will be expanded to the Littleton District Office Catchment Area. These include:

1.1.19.3.1 Toddler Time – A parent/child play time and parenting support group that meets weekly will be established for the Berlin DO catchment area. Parents and staff share information with each other and participate in education programs designed by the member parents.

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1.1.19.3.2 New Coats for Kids – new winter coats, snow pants, mittens and hats will be provided to families free of charge by the Family Resource Center at Gorham's collaboration with private funders;

1.1.19.3.3 Holiday Family Support – Holiday food and gift baskets, gifts and clothing will be distributed to dozens of families by the Family Resource Center at Gorham's collaboration with private funders and,

1.1.19.3.4 Operation School Supplies – school supplies for children in need will be provided by the Family Resource Center at Gorham in collaboration with private funders and New Hampshire Catholic Charities.

1.1.20 Parent education and support; the Contractor will:

1.1.20.1 Work with parents on child development by using evidence-based curricula from:

1.1.20.1.1 Positive Parenting Program; and

1.1.20.1.2 Growing Great Kids.

1.1.20.2 Provide parents with materials and other developmental descriptions and handouts;

1.1.20.3 Provide appropriate learning tools, materials and games to strengthen the level of parent/child attachment;

1.1.20.4 Complete a household safety checklist and create plans to address any deficiencies.

1.1.21 Growing Great Kids curriculum; the Contractor will:

1.1.21.1 Ensure that staff is trained in the Growing Great Kids curriculum.

1.1.22 Smoking cessation assistance; the Contractor will:

1.1.22.1 Provide health educations on the danger of tobacco products including but not limited to direct use, second hand smoke, effects on children. etc.;

1.1.22.2 Refer clients to NH Quit Works and the client's primary care provider for additional supports;

1.1.22.2.1 Follow up with the clients on their progress through the program.

1.1.23 Substance abuse services; the Contractor will:

1.1.23.1 Provide health education on the danger of abusing alcohol and/or other substances, including but not limited to all of the health risks associated with Fetal Alcohol Syndrome and giving birth to a narcotic addicted infant;

1.1.23.2 Use the TWEAK (Tolerance Worried Eye-Opener Amnesia K(c)ut down) screening tool;

1.1.23.3 Refer a client or household member that is abusing alcohol or other substances to mental health services, substance abuse services, and/or their primary care provider;

1.1.23.4 Make appropriate and timely reports to law enforcement and/or Division for Children, Youth and Families as needed to prevent the creation of a potentially harmful or neglectful environment for the children and family;

1.1.23.5 Continue to attend professional development trainings through other agencies to maintain their capacities in the areas of substance abuse services;

1.1.23.6 Offer information to families to reduce the client's and household member's emotional difficulties and dependency issues, such as:

1.1.23.6.1 Stress reduction;

1.1.23.6.2 Anger management;

1.1.23.6.3 Problem solving; and

1.1.23.6.4 The development of coping skills.

1.1.24 Trauma informed services; the Contractor will:

1.1.24.1 Ensure staff have significant exposure to trainings, education and the development of their skills and knowledge based on the delivery of services to support victims;

1.1.24.2 Continue to engage with resources available from sources such as:

1.1.24.2.1 The Substance Abuse and Mental Health Services Administration;

1.1.24.2.2 Co-Occurring Disorders; and

1.1.24.2.3 Violence Study and the associated screening tool;

1.1.24.2.4 Have the Family Resource Center's case worker for the North Country that is well positioned to connect the agency's military involved clients with services to address common trauma such as PTSD share resources and information to home visiting staff on a regular basis.

1.1.25 WIC program services. The Contractor will:

1.1.25.1 Support clients not already enrolled in WIC in making appointments and overcoming barrier to attend intake appointments, including assisting in making transportation arrangements.

1.2 Coordinating outreach to the communities and families regarding the availability of the program and services. The Contractor will:

1.2.1 Publish and circulate program brochures;

1.2.2 Distribute press releases and news articles;

1.2.3 Conduct semiannual meeting with the Division for Children, Youth and Families' staff to explain the program and the services available:

1.2.4 Use social media and website presence to promote available program for children and families and educate the public on how to utilize services;

1.2.5 Present regularly at various community forums including but not limited to:

1.2.5.1 Consortiums;

1.2.5.2 Church and civic groups;

1.2.5.3 Municipal and community leadership forums;

1.2.5.4 Law enforcement associations;

1.2.5.5 The County's General Court Delegation and County Commissioners.

1.2.6 Maintain relationships with Family and District Court systems, law enforcement and the school community;

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1.2.7 Maintain partnerships with other human service agencies and organizations;
1.2.8 Conduct a targeted outreach campaign to include but not limited to:
1.2.8.1 Public Events;
1.2.8.2 Collaboration with Partners;
1.2.8.3 Social and traditional media;
1.2.8.4 Schools and Law Enforcement;
1.2.8.5 Family and District Court Personnel.

1.3 Offering home visitation and other services at times that allow for the utmost amount of family member/caregiver participation. The Contractor will:

1.3.1 Meet with clients a convenient locations in the community as requested or needed;
1.3.2 Work with families on days and times that are most convenient including weekends, evening lunch times etc.;
1.3.3 Institute a plan to improve father involvement, even when a mothers state that "the child's father isn't involved";

1.4 Establishing and maintaining contact with local community groups and organizations that promote effective supports and services that result in safety, permanency and well-being of children and their families. The Contractor will:

1.4.1 Continue to attend the variety of human service agency collaborative meetings throughout the year;
1.4.2 Conduct community outreach by speaking to and delivering newsletters, fact sheets and annual reports and/or Power Point before:
1.4.2.1 Civic groups;
1.4.2.2 City Council and Selectmen's meetings;
1.4.2.3 School board meetings;
1.4.2.4 Meetings with the Coos County Delegation to the General Court;
1.4.2.5 Meeting with law enforcement associations;
1.4.2.6 Meetings with District and Family Court Judges and Clerks.
1.4.3 Continue to attend meeting of statewide organizations and coalitions;
1.4.4 Maintain relationships with child care providers and resource and referral organizations;
1.4.5 Participate on Spark NH committees;
1.4.6 Work closely with and provide domestic violence referrals to Birch House;
1.4.7 Work with NH Children's Trust around training, technical assistance, and client advocacy and recognition;
1.4.8 Engage with the NH Employment Program and staff around client supports and attend wraparound meetings;
1.4.9 Keep informed about the health care system, maintaining relationships with the medical community, coordinate to establish and maintain medical homes for clients, coordinate with and refer clients to WIC, NH Medicaid, mental health providers and substance abuse providers;

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1.4.10 Maintain and expand upon our relationships with and referring clients for basic needs, financial supports, transportation and other supports; and,

1.4.11 Maintain relationships with funders including the NH DHHS, Granite United Way and nonprofit resources including the NH Center for Nonprofits;

1.4.12 Participate and host "Lunch and Learns" with staff counterparts and partner agencies;

1.4.13 Initiate a communications outreach campaign which entails the mailing of a letter and brochure and scheduling informational visits to all area:

- 1.4.13.1 High schools;
- 1.4.13.2 Hospitals;
- 1.4.13.3 Health care clinics;
- 1.4.13.4 Oral health mobile clinic;
- 1.4.13.5 Area's mental health agency;
- 1.4.13.6 Private health practitioners.

1.5 Identifying additional resources and funding opportunities and reporting the results to the Division for Children, Youth and Families' Program Specialist monitoring the Comprehensive Family Support Services Program. The Contractor will:

1.5.1 Actively pursue opportunities for identifying and gaining support for Family Programs from:

- 1.5.1.1 Private foundations;
- 1.5.1.2 Corporate foundations; and
- 1.5.1.3 Other sources.

1.5.2 Institute a series of projects that include:

- 1.5.2.1 Increasing Medicaid billing via contractual relationships with NH's managed Medicaid companies for home visiting services;
- 1.5.2.2 Continuation and expansion of contract relationships with statewide agencies for delivery of services to the North Country; the Family Resource Center at Gorham is a subcontractor with Harbor Homes, Inc. and Easter Seals of NH to provide support for homeless veterans and family support programming to military families; and,
- 1.5.2.3 Continued outreach to foundations not previously familiar with the Family Resource Center at Gorham.

1.5.3 Make an internal referral that will provide a fee based co-parenting and child development education service, utilizing an evidence based curriculum for court involved families that are not restrained by low income and can afford to purchase this service.

1.6 Ensuring service delivery is flexible and support services are provided to families across a continuum of the three (3) preventive stages (Prevention, Early Intervention, and Crisis).

1.7 Facilitating identification and evaluation of programs/services, using the North Carolina Family Assessment Scale General assessment tool, the ASQ-3, and the ASQ-SE, for families experiencing conditions that include, but are not limited to:

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1.7.1 Current founded or unfounded child protective services report;
1.7.2 Previous founded child protective services report;
1.7.3 Closed DCYF case;
1.7.4 Child's low birth weight and neuro developmental delays;
1.7.5 History of, or current, parental or caregiver substance abuse;
1.7.6 Low socioeconomic status of the family (defined as <300% percent of the Federal Poverty Level);
1.7.7 Problematic marital relationship;
1.7.8 Family history, including history of domestic violence;
1.7.9 Child's insecure attachment in early years;
1.7.10 Pregnancy;
1.7.11 Recent birth of a child (within 6-12 months);
1.7.12 Expected birth of an additional child (within 6 months);
1.7.13 Birth of a child or expected birth of a child with special health care needs;
1.7.14 More than 1 child under the age of 3 years;
1.7.15 Families, teen parent, or single parent experiencing multiple stressors;
1.7.16 Physical or social isolation;
1.7.17 Home conditions present a health and safety risk to family members;
1.7.18 Chronic health problems, which interfere with care giving; and
1.7.19 Child or family with chronic health, behavioral or developmental issues that impact on parenting;
1.7.20 ASQ & ASQ-SE results that indicate possible delay;
1.7.21 Families impacted by traumatic events;
1.7.22 Receiving TANF cash assistance or any of the Medicaid options;
1.7.23 Any other factors that may contribute to unhealthy social and emotional outcomes.

1.8 Authorizing and managing the preventive child care award in accordance with Exhibit A-1, in an amount not to exceed the yearly-authorized amount for preventive child care dollars in paragraph 1 of Exhibit A-1.

1.9 Evaluating the progress of both parents/caregivers (if applicable) as well as the performance of the programs and services provided. The Contractor will:

1.9.1 Continue to administer participant satisfaction surveys as individual cases close; and

1.9.2 Conduct an annual focus group to add value to ongoing efforts and evaluation program delivery and adherence to evidence based curricula. The focus group will include:

1.9.2.1 Family members previously served;
1.9.2.2 Sever members of the Board of Directors; and
1.9.2.3 Agency leadership.

1.10 Maintaining a family service record on each family in compliance with all Health Insurance Portability and Accountability Act (HIPPA) Privacy Rules. The family service record will include but not be limited to:

1.10.1 Referral information;
1.10.2 Release of information form;
1.10.3 Family assessment;
1.10.4 Child/Family services plan;
1.10.5 Case contact log;
1.10.6 Identification of primary care physician (PCP);
1.10.7 Linkages with prenatal/primary care and visit schedule as outlined in American Academy Pediatrics "Recommendations for Preventive Pediatric Health Care" schedule;
1.10.8 Progress notes;
1.10.9 Child care utilization and billing information; and
1.10.10 Case closure report.

1.11 Completing criminal background and central registry checks on all staff, sub-contractors, and volunteers working on this contract, who come in contact with children.

1.12 Ensuring all staff, sub-contractors, and volunteers, at minimum, possess:

1.12.1 An understanding of the principles of family support;
1.12.2 Skills to address the ethnic and cultural needs, resources and assets of their community;
1.12.3 Experience working with community groups;
1.12.4 Empathy for parents and families, and an understanding of family stressors;
1.12.5 A working knowledge of the array of services in the community;
1.12.6 Experience working directly with families;
1.12.7 Experience in the area of child welfare services;
1.12.8 Experience in the area of maternal and child health,
1.12.9 Experience in working in coordination with a multidisciplinary team, including but not limited to Registered Nurses, Advance Practice Registered Nurses, licensed clinical social workers, and/or other licensed health professionals.
1.12.10 Good organizational skills;
1.12.11 Good problem solving skills;
1.12.12 Clear and effective oral and written communication skills;
1.12.13 A valid driver's license and reliable automobile transportation;
1.12.14 The ability to work hours that are flexible and convenient for families; and
1.12.15 An understanding of how to access the range of services in the delivery system.

1.13 Ensuring all allied health professionals have the appropriate New Hampshire licenses whether directly employed, contracted or subcontracted.

1.14 Providing consultation services from a clinician or prescribing practitioner who is licensed, by the New Hampshire Board of Psychological Examiners, as a health care professional.

1.15 Submitting a Communication and Marketing Plan that ensures and describes involvement with DCYF District Office staff to promote Comprehensive Family Support Services.

1.15.1 Work collaboratively with the District Office in your catchment area and make the request to attend no fewer than two DO staff meetings a year, preferably quarterly.

1.16 Ensuring that staff attend meetings and trainings as required by the Division of Public Health Services, Maternal and Child Health Section, including but not limited to:

1.16.1 MCH Agency Directors' Meetings

1.16.2 MCH Coordinators Meetings

1.17 Ensuring that programs are staffed by a Program Director and an appropriate number of Home Visitors and/or paraprofessional home visitors, in accordance with "Parents As Teachers Guidance for determining caseload size for your affiliate", that is necessary to implement the program. The Contractor will ensure staff qualifications, as listed below:

1.17.1 The Program Director will:

1.17.1.1 Work a minimum of .5 FTE;

1.17.1.2 Supervise each Professional Home Visitors preferably on a weekly (at minimum bi-weekly) basis; and

1.17.1.3 Possess either:

1.17.1.3.1 A Master's degree in social work, counseling, nursing, public health or a related field, and two years of experience working with families and children in a social service, home health or other early childhood program setting; or

1.17.1.3.2 A Bachelor's degree in social work, counseling, nursing, public health or a related field, and five years of experience working with families and children in a social service, home health or other early childhood program setting, some of which must have been in a supervisory capacity.

1.17.2 Professional Home Visitors will:

1.17.2.1 Have knowledge of the eligibility requirements for Medicaid reimbursement;

1.17.2.2 Have access to clinical case consultation;

1.17.2.3 Have a minimum of two (2) years of supervised experience working with families; and

1.17.2.4 Possess a Bachelor's Degree in one of the following disciplines:

1.17.2.4.1 Social work

1.17.2.4.2 Counseling

1.17.2.4.3 Early childhood education

1.17.2.4.4 Nursing or a related field.

1.17.3 Paraprofessional home visitors shall have at minimum:

1.17.3.1 A high school diploma or general equivalency diploma; and

1.17.3.2 Two years' experience working with families in an early childhood program or health care support capacity.

1.18 The Contractor has been granted a waiver from using the "Parents as Teachers" curriculum and has been approved to use the "Growing Great Kids" curriculum.

1.19 Designating a liaison for all programmatic correspondence between the Department and the agency for matters including but not limited to:

1.19.1 Program announcements;
1.19.2 Clinical updates;
1.19.3 Reporting changes, errors and requests.

1.20 Notifying the Division for Children, Youth and Families (DCYF) in writing when hiring a new administrator or any staff person essential to carrying out this scope of services to work in the program. Notification must be provided to DCYF within 30 days of the hire date and will include:

1.20.1 A resume of the employee;
1.20.2 Date of hire; and
1.20.3 Job description for the position.

1.21 Requesting a waiver of the applicable staffing requirements before an agency hires new program personnel that do not meet the required staff qualifications. Waiver requests must be sent to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program and include:

1.21.1 Reason for request;
1.21.2 Name and job description of the position; and
1.21.3 Proposed qualifications for the position.

1.22 Notifying the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program in writing of the need for a budget revision if any critical position is vacant for more than one month or if at any time funded under this contract does not have adequate staffing to perform all required services for more than one month.

1.23 Reporting all cases of communicable diseases according to New Hampshire RSA 141-C and He-P 301, adopted June 03, 2008.

1.24 Coordinating and participating in public health activities as requested by the Division of Public Health Services during any disease outbreak and/or emergency, natural or man-made affecting the public's health.

1.25 Ensuring that all staff complies with the reporting requirements of New Hampshire RSA 169: C, Child Protection Act; RSA 161:F46, Protective Services to Adults; RSA 631:6, Assault and Related Offenses; and RSA 130: A, Lead Paint Poisoning and Control.

1.26 Promoting immunizations in accordance with RSA 141-C and the Immunization Rules promulgated there under.

1.27 Ensuring that services meet the requirements of Sec. 401 (a) (3) of the 42 USC 601, which is Part A of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) federal law for TANF. One of the purposes of this requirement is to increase State flexibility to "(3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies" to the State/Federal regulation.

1.28 Complying with the confidentiality provisions of RSA 170-G: 8-a. All information regarding the Division's clients, client families, foster families, and other involved individuals that the Contractor may learn is strictly confidential and shall not be discussed with anyone except the Division's personnel in the performance of contracted services.

1.29 Maintaining the confidentiality of all clients and using client information only for the purpose of program administration, evaluation and quality improvement.

1.30 Ensuring that all staff understands that the receipt of this information is confidential and cannot be disclosed except in direct administration of the program.

1.31 Ensuring that all staff adheres to the Division of Family Assistance confidentiality policy in the General Manual and sign a statement saying that they agree to uphold the confidentiality standards. Failure to maintain confidentiality shall result in disciplinary actions.

1.32 Reporting personally identifiable health data to DHHS as requested, for all clients served under this contract for purposes of program evaluation and/or continuous quality improvement. Contractors are responsible for obtaining any authorizations for release of information from the clients that is necessary to comply with federal and state laws and regulations.

1.32.1 All forms developed for authorization for release of information must be approved by the Division for Children, Youth and Families prior to their use.

1.33 Informing the Division for Children, Youth and Families prior to initiating any research relating to this contract that uses clients as subjects and adhering to the legal requirements governing human subjects' research, if considering clinical or sociological research using clients as subjects.

1.34 Complying with all of the provisions of the Home Visiting NH 2012 and Watch Me Grow.

1.35 Using the MCH portion of these funds to provide or arrange for preventative health care for children in the service delivery area, in the event that the Community Health Center in the Contractor's service delivery area is defunded.

1.36 Providing culturally and linguistically appropriate services as well as providing clients of limited English Proficiency with interpretation services to ensure equal access to

quality health services in compliance with Title VI, language efficiency and Proficiency citation 45 CFR 80.3 (b) (2).

1.37 Complying with all of the requirements of the Health Insurance Portability and Accountability Act (HIPPA) Privacy Rules, Public Law 104-191.

1.38 Agreeing that the Department of Health and Human Services and/or its funders will retain COPYRIGHT ownership for any and all original materials produced with the Department of Health and Human Services' contract funding, including, but not limited to, brochures, resource directories, protocols or guidelines, posters, or reports.

1.39 Agreeing that all media (written, video, audio, and electronic etc.) produced, reproduced or purchased under the contract shall have prior approval from the Department before publication, production, distribution, or use.

1.40 Crediting the New Hampshire Department of Health and Human Services on all materials produced under this contract.

2. Reporting Requirements

2.1 The Contractor shall submit monthly reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program by the last day of the month, which will include, but not be limited to:

2.1.1 Statistical reports that must detail:

2.1.1.1 Number of families enrolled at the beginning and end of the month;
2.1.1.2 Number of referrals;
2.1.1.3 Number of families receiving TANF,
2.1.1.4 Early and Periodic Screening and Diagnosis services,
2.1.1.5 Number of terminations;
2.1.1.6 Total number of units of services delivered, (Unit = 15 minutes)
2.1.1.7 Number of childcare cases and utilization data;
2.1.1.8 Year-To-Date unduplicated childcare count;
2.1.1.9 Narrative regarding impact of the services provided for families; and
2.1.1.10 Community impact of the services provided;
2.1.1.11 Family income, composed of earned income and child support receipts;
2.1.1.12 Number of families employed or in training;
2.1.1.13 Number of families reporting housing destabilization;
2.1.1.14 Number of expectant women and children receiving WIC services.

2.1.2 A narrative summary of the family services records.

2.2 The Contractor shall submit quarterly reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program no later than the 15th day of the month following the reporting period of each contract year, with the first report due on October 15, 2014. Quarterly reports shall include, but not be limited to:

2.2.1 A report highlighting the program activities for each quarter, which includes;
2.2.2 Describing the progress in achieving the stated outcomes;

2.2.3 Feedback from families, as to the effectiveness and satisfaction of the contracted services.

2.2.4 Submitting a Work Plan Outcome Report with S.M.A.R.T. Goals that are Specific, Measurable Attainable Realistic and Timely, and that, at minimum, includes:

2.2.4.1 Input/resources;

2.2.4.2 Activities/action plan;

2.2.4.3 Performance measures for outcomes;

2.2.4.4 Evaluation activities; and

2.2.4.5 Brief narrative describing strategies for Quality Improvement.

2.3 The Contractor shall submit Annual reports to the DCYF Program Specialist monitoring the Comprehensive Family Support Services Program by July 31st of each contract year, with the first report due on July 31, 2015. Annual reports shall include, but not be limited to:

2.3.1 Information regarding accomplishments and activities for the program;

2.3.2 Recommendations for service development and outcomes;

2.3.3 Systemic barriers; and

2.3.4 Family satisfaction survey results.

3. Requirements of Delivery of Services

3.1 In addition to the reporting requirements set forth in Section 2 Reporting Requirements, the Contract will:

3.1.1 Achieve a minimum 80% favorable rating on parent/family satisfaction surveys conducted annually;

3.1.2 Achieve each target set in the approved Work Plan.

New Hampshire Department of Health and Human Services
Comprehensive Family Support Services
Exhibit A-1

Vendor: The Family Resource Center at Gorham (Littleton District Office Catchment Area)

PREVENTIVE CHILD CARE AUTHORIZATION AND BILLING INSTRUCTIONS, SFY16

1. The Contractor's maximum yearly-authorized amount for preventive child care dollars is $71,404. Preventive child care shall not be authorized in excess of the standard rate. (see page 2 of this Exhibit).

   1.1 Out of this maximum yearly amount, for those families that the Contractor determines should receive preventive child care, the Contractor shall authorize no more than twelve weeks of child care services at a time.

   1.2 The Contractor shall maintain utilization data that includes the family's name and authorized amounts; this information shall accompany the Contractor's billing invoice submitted to DCYF on a monthly basis.

2. To access the preventive child care service, the Contractor shall identify an appropriate provider.

   2.1 The Contractor shall contact the designated DCYF preventive child care Provider Relations Specialist to authorize the family's enrollment into this service and provide the Specialist with the required family and provider contact information necessary to complete the authorization process through NH Bridges, utilizing form 2096 (See Exhibit A-2).

   2.2 The Provider Relations Specialist shall complete the authorization process to generate child care billing forms that will automatically be sent to the designated provider on a weekly basis.

   2.3 If the Contractor identifies a new child care provider that is willing to be certified by DCYF to provide preventive child care, the Contractor shall contact the Provider Relations Specialist and provide the name and address of the provider. Preventive child care services cannot be authorized until the provider has been certified by DCYF.

3. If the Contractor determines that child care services are required beyond the initial twelve-week authorization, the Contractor shall follow steps 2.1 and 2.2 above.

4. If the Contractor determines that authorized child care is no longer needed or appropriate, the Contractor shall contact the Provider Relations Specialist to request that this service be terminated for the applicable family.

5. The Contractor shall routinely track the amount of child care that it authorizes through DCYF. Upon reaching the yearly allotment, the Contractor shall notify DCYF in writing (e-mail is acceptable), to ensure that no further authorizations are processed. The Contractor will receive quarterly reports from DCYF.

6. DCYF shall monitor preventive child care usage based on the utilization data provided by the Contractor. Should monitoring reveal that authorized child care services are not being utilized (the child care provider does not submit invoices for payments); DCYF shall notify the Contractor to determine whether the authorization should remain active in the NH Bridges system.

   6.1 The Contractor shall contact the family and child care provider to determine the status of child care usage and notify them of the decision whether to continue or rescind authorization for child care resources not yet utilized.

Contractor's Initials LB
Date 5/16/14

7. If within the contract year, DCYF monitoring indicates that the Contractor's maximum yearly-authorized amount for preventive child care has been reached or is about to be reached, DCYF will alert the Contractor.

CHILD CARE SCHOLARSHIP PROGRAM MAXIMUM WEEKLY STANDARD RATES EFFECTIVE JULY 1, 2013

Licensed Child Care Center

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$201.75
Full Time	18-35	$191.00
Full Time	36-78	$170.00
Full Time	79-155	$135.96
Half Time	1-17	$156.24
Half Time	18-35	$147.84
Half Time	36-78	$131.52
Half Time	79-155	$85.00
Part Time	1-17	$78.12
Part Time	18-35	$73.92
Part Time	36-78	$65.76
Part Time	79-155	$42.49

Licensed Family Home

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$155.00
Full Time	18-35	$152.50
Full Time	36-78	$147.50
Full Time	79-155	$65.18
Half Time	1-17	$120.00
Half Time	18-35	$118.08
Half Time	36-78	$114.24
Half Time	79-155	$50.00
Part Time	1-17	$60.00
Part Time	18-35	$59.04
Part Time	36-78	$57.12
Part Time	79-155	$25.00

License-Exempt Center

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	
Full Time	18-35	
Full Time	36-71	
Full Time	72-78	$85.00
Full Time	79-155	$67.98
Half Time	1-17	
Half Time	18-35	
Half Time	36-71	
Half Time	72-78	$65.76
Half Time	79-155	$42.50
Part Time	1-17	
Part Time	18-35	
Part Time	36-71	
Part Time	72-78	$32.88
Part Time	79-155	$21.24

License Exempt Family Home

Level of Service	Child Age in Months	Weekly Rate
Full Time	1-17	$108.50
Full Time	18-35	$106.75
Full Time	36-78	$103.25
Full Time	79-155	$45.63
Half Time	1-17	$84.00
Half Time	18-35	$82.66
Half Time	36-78	$79.97
Half Time	79-155	$35.00
Part Time	1-17	$42.00
Part Time	18-35	$41.33
Part Time	36-78	$39.98
Part Time	79-155	$17.50

Full Time Level = 31 or more hours per week
Half Time Level = 16 to 30 hours per week
Part Time Level = 1 to 15 hours per week

Providers caring for children with disabilities can be reimbursed an additional amount per week.
Full time = $50.00 per week, Half time = $30.00 per week, and Part time = $15.00 per week. Call (603) 271-7313 for information regarding Form 2628, Verification for a Child with a Disability.

Contractor's Initials KB
Date 5/16/14

EXHIBIT A-2

STATE OF NEW HAMPSHIRE
Department of Health and Human Services
Division for Children, Youth and Families

Form 2096
May 2009

REFERRAL FOR PREVENTIVE CHILD CARE SERVICES

Date: _____

CHILD/FAMILY INFORMATION

Name of Child: _____ _____ _____
LAST FIRST MI

Date of Birth _____ Social Security # _____

Name of Parent _____

Street Address: _____

Town or City _____ State _____ Zip Code _____

CHILD CARE INFORMATION

Name of Child Care Provider _____

Street Address _____

Town or City _____ State _____ Zip Code _____

RESOURCE ID NUMBER _____

Start Date of Child Care Services _____
Projected End Date of Child Care Services _____ (No longer that 12 weeks)

Number of hours of child care approved by the Comprehensive Family Support Agency as identified in the Family Service Plan.

☐ **Full Time** (31 or more hrs) ☐ **Half Time** (16-30 hrs/week) ☐ **Part Time** (1-15 hrs/week)

FAMILY RESOURCE AND SUPPORT AGENCY INFORMATION

Name of Family Resource and Support Agency _____

Address _____

Em ail Address _____

FRS Worker _____ Telephone Number _____

PD 09-15

Contractor Initials KB
Date 5/12/14

Method and Conditions Precedent to Payment

1. Subject to the availability of Federal funds, and in consideration for the Contractor's compliance with the terms and conditions of this agreement, and for the services provided by the Contractor pursuant to Exhibit A, Scope of Services, and expenses incurred, the Department shall pay the Contractor an amount not to exceed, Form P-37, block 1.8, Price Limitation.

   1.1. This contract is funded with funds from the following Catalog of Federal Domestic Assistance (CFDA) #'s, for the provision of services pursuant to Exhibit A, Scope of Services.

   - # 93.667, Federal Agency Department of Health and Human Services, Administration for Children and Families, Social Services Block Grant;
   - # 93.645, Federal Agency Department of Health and Human Services, Administration for Children and Families, Stephanie Tubbs Jones Child Welfare Services Program;
   - # 93.556, Federal Agency Department of Health and Human Services, Administration for Children and Families, Promoting Safe and Stable Families;
   - # 93.558, Federal Agency Department of Health and Human Services, Administration for Children and Families, Temporary Assistance for Needy Families; and
   - # 93.994, Federal Agency Department of Health and Human Services, Administration for Children and Families, Maternal and Child Health Services Block Grant to the States.

   1.2. The contractor agrees to provide the services in Exhibit A, Scope of Services in compliance with funding requirements.

2. Payment for said services shall be made monthly, but not less than quarterly:

   2.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this agreement. The invoice, provided by the Department, must be completed, signed, and returned to the Department in order to initiate payment. In lieu of hard copies, invoices may be assigned an electronic signature and emailed. Hard copies shall be mailed to:

   Fiscal Administrator
   Division for Children, Youth and Families
   Department of Health and Human Services
   129 Pleasant Street
   Concord, NH 03301

   Email: dbclark@dhhs.state.nh.us

   2.2 Expenditures shall be in accordance with the approved line item budget shown in exhibit B-1 and Exhibit B-2.

   2.3 Payments may be withheld pending receipt of required reports, plans, and updates as defined in Exhibit A.

   2.4 A final payment request shall be submitted no later than sixty days after the contact ends.

Contractor Initials KB
Date 5/16/14

2.5 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; and

2.6 When the contract price limitation is reached, the program shall continue to operate at full capacity at no charge to the State of New Hampshire for the duration of the contract period.

2.7 Notwithstanding paragraph 18 of the P-37, an amendment limited to the adjustment of the amounts between budget line items and/or State Fiscal Years, related items, and amendments of related budget exhibits, can be made by written agreement of both parties and do not require additional approval of the Governor and Executive Council.

Contractor Initials RB
Date 5/16/14

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

Bidder/Program Name: The Family Resource Center at Gorham

Budget Request for: Littleton DO
(Name of RFP)

Budget Period: FY 2015

1. Total Salary/Wages	$ 40,229.00	$ 9,500.00	$ 49,729.00	$ 3,800.00	$ -	$ 3,800.00	$ 36,429.00	$
2. Employee Benefits	$ 9,624.92	$ 4,100.00	$ 13,724.92	$ 500.00	$ -	$ 500.00	$ 9,124.92	$
3. Consultants	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Office	$ 2,470.73	$ -	$ 2,470.73	$ 450.00	$ -	$ 450.00	$ 2,020.73	$
6. Travel	$ 5,100.00	$ -	$ 5,100.00	$ 1,500.00	$ -	$ 1,500.00	$ 3,600.00	$
7. Occupancy	$ 2,800.00	$ -	$ 2,800.00	$ -	$ -	$ -	$ 2,800.00	$
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -		
Telephone	$ 1,200.00	$ -	$ 1,200.00	$ -	$ -	$ -	$ 1,200.00	$
Postage	$ 200.00	$ -	$ 200.00	$ -	$ -	$ -	$ 200.00	$
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Audit and Legal	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$
Insurance	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
11. Staff Education and Training	$ 2,000.00	$ -	$ 2,000.00	$ -	$ -	$ -	$ 2,000.00	$
12. Subcontracts/Agreements	$ 72,032.35	$ -	$ 72,032.35	$ -	$ -	$ -	$ 72,032.35	$
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
PRINTING	$ 300.00	$ -	$ 300.00	$ -	$ -	$ -	$ 300.00	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
TOTAL	$ 138,957.00	$ 13,600.00	$ 152,557.00	$ 6,250.00	$ -	$ 6,250.00	$ 132,707.00	$

Indirect As A Percent of Direct 9.8%

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

Bidder/Program Name: The Family Resource Center at Gorham

Budget Request for: Littleton DO
(Name of RFP)

Budget Period: FY 2016

1. Total Salary/Wages	$ 40,229.00	$ 9,500.00	$ 49,729.00	$ 3,600.00	$ -	$ 3,600.00	$ 36,429.00	$
2. Employee Benefits	$ 9,624.92	$ 4,100.00	$ 13,724.92	$ 500.00	$ -	$ 500.00	$ 9,124.92	$
3. Consultants	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Office	$ 2,470.73	$ -	$ 2,470.73	$ 450.00	$ -	$ 450.00	$ 2,020.73	$
6. Travel	$ 5,100.00	$ -	$ 5,100.00	$ 1,500.00	$ -	$ 1,500.00	$ 3,600.00	$
7. Occupancy	$ 2,800.00	$ -	$ 2,800.00	$ -	$ -	$ -	$ 2,800.00	$
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -		
Telephone	$ 1,200.00	$ -	$ 1,200.00	$ -	$ -	$ -	$ 1,200.00	$
Postage	$ 200.00	$ -	$ 200.00	$ -	$ -	$ -	$ 200.00	$
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
Audit and Legal	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$
Insurance	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
11. Staff Education and Training	$ 2,000.00	$ -	$ 2,000.00	$ -	$ -	$ -	$ 2,000.00	$
12. Subcontracts/Agreements	$ 72,032.35	$ -	$ 72,032.35	$ -	$ -	$ -	$ 72,032.35	$
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
PRINTING	$ 300.00	$ -	$ 300.00	$ -	$ -	$ -	$ 300.00	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
TOTAL	$ 138,957.00	$ 13,600.00	$ 152,557.00	$ 6,250.00	$ -	$ 6,250.00	$ 132,707.00	$

Indirect As A Percent of Direct 9.8%

Exhibit B-1

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

Bidder/Program Name: The Family Resource Center at Gorham

Budget Request for: Littleton DO
(Name of RFP)

Budget Period: FY 2015

1. Total Salary/Wages	$ 40,229.00	$ 9,500.00	$ 49,729.00	$ 3,800.00	$ -	$ 3,800.00	$ 36,429.00	$ 9,500.00	$ 45,929.00
2. Employee Benefits	$ 9,624.92	$ 4,100.00	$ 13,724.92	$ 500.00	$ -	$ 500.00	$ 9,124.92	$ 4,100.00	$ 13,224.92
3. Consultants	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 2,470.73	$ -	$ 2,470.73	$ 450.00	$ -	$ 450.00	$ 2,020.73	$ -	$ 2,020.73
6. Travel	$ 5,100.00	$ -	$ 5,100.00	$ 1,500.00	$ -	$ 1,500.00	$ 3,600.00	$ -	$ 3,600.00
7. Occupancy	$ 2,800.00	$ -	$ 2,800.00	$ -	$ -	$ -	$ 2,800.00	$ -	$ 2,800.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -			$ -
Telephone	$ 1,200.00	$ -	$ 1,200.00	$ -	$ -	$ -	$ 1,200.00	$ -	$ 1,200.00
Postage	$ 200.00	$ -	$ 200.00	$ -	$ -	$ -	$ 200.00	$ -	$ 200.00
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
Insurance	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 2,000.00	$ -	$ 2,000.00	$ -	$ -	$ -	$ 2,000.00	$ -	$ 2,000.00
12. Subcontracts/Agreements	$ 72,032.35	$ -	$ 72,032.35	$ -	$ -	$ -	$ 72,032.35	$ -	$ 72,032.35
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
PRINTING	$ 300.00	$ -	$ 300.00	$ -	$ -	$ -	$ 300.00	$ -	$ 300.00
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 138,957.00	$ 13,600.00	$ 152,557.00	$ 6,250.00	$ -	$ 6,250.00	$ 132,707.00	$ 13,600.00	$ 146,307.00

Indirect As A Percent of Direct 9.9%

Contractor Initials LB

Date 5/16/14

Exhibit B-2

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

Bidder/Program Name: The Family Resource Center at Gorham

Budget Request for: Littleton DO

Budget Period: FY 2014

1. Total Salary/Wages	$ 40,229.00	$ 9,500.00	$ 49,729.00	$ 3,800.00	$ -	$ 3,800.00	$ 36,429.00	$ 9,500.00	$ 45,929.00
2. Employee Benefits	$ 9,024.92	$ 4,100.00	$ 13,124.92	$ 500.00	$ -	$ 500.00	$ 8,134.92	$ 4,100.00	$ 13,224.92
3. Consultants	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 2,470.73	$ -	$ 2,470.73	$ 450.00	$ -	$ 450.00	$ 2,020.73	$ -	$ 2,020.73
6. Travel	$ 3,100.00	$ -	$ 3,100.00	$ 1,500.00	$ -	$ 1,500.00	$ 3,600.00	$ -	$ 3,600.00
7. Occupancy	$ 2,800.00	$ -	$ 2,800.00	$ -	$ -	$ -	$ 2,800.00	$ -	$ 2,800.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -			$ -
Telephone	$ 1,200.00	$ -	$ 1,200.00	$ -	$ -	$ -	$ 1,200.00	$ -	$ 1,200.00
Postage	$ 300.00	$ -	$ 300.00	$ -	$ -	$ -	$ 200.00	$ -	$ 200.00
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
Insurance	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 2,000.00	$ -	$ 2,000.00	$ -	$ -	$ -	$ 2,000.00	$ -	$ 2,000.00
12. Subcontracts/Agreements	$ 72,032.35	$ -	$ 72,032.35	$ -	$ -	$ -	$ 72,032.35	$ -	$ 72,032.35
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
PRINTING	$ 300.00	$ -	$ 300.00	$ -	$ -	$ -	$ 300.00	$ -	$ 300.00
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 138,857.00	$ 13,600.00	$ 152,457.00	$ 6,250.00	$ -	$ 6,250.00	$ 132,707.00	$ 13,600.00	$ 146,307.00

Indirect As A Percent of Direct 9.8%

Contractor Initials KB

Date 5/16/14

Budget One Budget Period

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 fundors 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 fundors, 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. 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:

16.1. Evaluate the prospective subcontractor's ability to perform the activities, before delegating the function

16.2. 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

16.3. Monitor the subcontractor's performance on an ongoing basis

16.4. Provide to DHHS an annual schedule identifying all subcontractors, delegated functions and responsibilities, and when the subcontractor's performance will be reviewed

16.5. 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.

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.

ADDITIONAL SPECIAL PROVISIONS

1. The Division reserves the right to renew the Agreement for up to four additional years, subject to continued availability of funds, satisfactory performance of services, and approval by the Governor and Executive Council.

Contractor Initials: LB
Date: 5/14/14

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 GRANTEES 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

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:

5/16/14
Date

Katherine Bouchi
Name:
Title: Interim Chair

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:

5/16/14
Date

Katherine Bauchi
Name:
Title: Interim Chair

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 oluntary 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

Contractor Initials KB

Date 5/16/14

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:

5/16/14
Date

Katherine Bauble
Name:
Title: Interim Chair

Contractor Initials KB
Date 5/16/14

CERTIFICATION REGARDING THE AMERICANS WITH DISABILITIES ACT COMPLIANCE

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

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

Contractor Name:

5/16/14
Date

Name: Catherine Bauchi
Title: Interim Chair

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:

5/16/14
Date

Katherine Bauble
Name:
Title: Interim Chair

HEALTH INSURANCE PORTABLITY 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, usiness 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. reach shall have the same meaning as the term reach in section 164.402 of Title 45, Code of Federal Regulations.

b. usiness 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, TitleXIII, 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.

l. 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.

(3) 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

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:

- The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
- The unauthorized person used the protected health information or to whom the disclosure was made;
- Whether the protected health information was actually acquired or viewed
- 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 (l). 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

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 usiness 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 usiness 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

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 usiness 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 usiness 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 nowledge of a breach by usiness Associate of the usiness 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.

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) l, 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.

NH DHHS	Family Resource Center at Gorham
The State	Name of the Contractor
[signature]	[signature]
Signature of Authorized Representative	Signature of Authorized Representative
Mary Ann Carey	Katherine Baublis
Name of Authorized Representative	Name of Authorized Representative
Associate Commissioner	Interim Chair
Title of Authorized Representative	Title of Authorized Representative
5/28/14	5/16/14
Date	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:

5/16/14
Date

Katherine Bauer
Name:
Title: Interim Chair

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: 019150817

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?

   X 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: _____