



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION FOR CHILDREN, YOUTH & FAMILIES

129 PLEASANT STREET, CONCORD, NH 03301-3857  
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Nicholas A. Toumpas  
Commissioner

Maggie Bishop  
Director

April 4, 2013

*SOLE SOURCE*

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 a **sole source** amendment with New Hampshire Children's Trust, Inc., Concord, New Hampshire (Vendor # 218449 B001), for the provision of community-based family support continuous quality improvement and technical assistance services by increasing the price limitation by \$32,500 from \$330,311 to \$362,811 and by extending the completion date from June 30, 2013 to December 31, 2013, effective July 1, 2013 or date of Governor and Council approval, whichever is later. Governor and Council approved the original agreement on September 23, 2009, (Item #68), then subsequently approved a renewal option on June 8, 2011 (Item #114).

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

*100% FED*

05-95-42-421010-29680000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, TITLE IV-B SUBPART I

<u>Class/Object</u>	<u>Title</u>	<u>Activity Code</u>	<u>SFY</u>	<u>Current Modified Budget</u>	<u>Increase/ Decrease</u>	<u>Revised Modified Budget</u>
102-500731	Contracts for Program Services	40130214	2010	\$50,000	\$0	\$50,000
			2011	\$50,000	\$0	\$50,000
			2012	\$50,000	\$0	\$50,000
			2013	\$50,000	\$0	\$50,000
			2014	\$0	\$25,000	\$25,000
		<b>Sub-Total:</b>		\$200,000	\$25,000	\$225,000

**05-95-42-421010-29730000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, PROMOTING SAFE AND STABLE FAMILIES**

<u>Class/Object</u>	<u>Title</u>	<u>Activity Code</u>	<u>SFY</u>	<u>Current Modified Budget</u>	<u>Increase/ Decrease</u>	<u>Revised Modified Budget</u>
102-500734	Contracts for Program Services	40130007	2010	\$2,728	\$0	\$2,728
			2011	\$4,583	\$0	\$4,583
			2012	\$5,000	\$0	\$5,000
			2013	\$5,000	\$0	\$5,000
			2014	\$0	\$2,500	\$2,500
		<b>Sub-Total:</b>		\$17,311	\$2,500	\$19,811

**05-95-42-421010-29690000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD ABUSE PREVENTION CAPTA**

<u>Class/Object</u>	<u>Title</u>	<u>Activity Code</u>	<u>SFY</u>	<u>Current Modified Budget</u>	<u>Increase/ Decrease</u>	<u>Revised Modified Budget</u>
102-500731	Contracts for Program Services	40130011	2010	\$10,000	\$0	\$10,000
			2011	\$10,000	\$0	\$10,000
			2012	\$10,000	\$0	\$10,000
			2013	\$10,000	\$0	\$10,000
			2014	\$0	\$5,000	\$5,000
		<b>Sub-Total:</b>		\$40,000	\$5,000	\$45,000

**05-95-42-421110-29780000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, HEAD START STATE COLLABORATION**

<u>Class/Object</u>	<u>Title</u>	<u>Activity Code</u>	<u>SFY</u>	<u>Current Modified Budget</u>	<u>Increase/ Decrease</u>	<u>Revised Modified Budget</u>
072-500575	Grants to Non-Profits - Federal	40108005	2010	\$7,000	\$0	\$7,000
			2011	\$5,000	\$0	\$5,000
		<b>Sub-Total:</b>		\$12,000	\$0	\$12,000

**05-95-90-902010-51900000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF COMM & HEALTH SERV, MATERNAL – CHILD HEALTH**

<u>Class/Object</u>	<u>Title</u>	<u>Activity Code</u>	<u>SFY</u>	<u>Current Modified Budget</u>	<u>Increase/ Decrease</u>	<u>Revised Modified Budget</u>
102-500731	Contracts for Program Services	90004102	2010	\$4,000	\$0	\$4,000
			2011	\$4,000	\$0	\$4,000
		<b>Sub-Total:</b>		\$8,000	\$0	\$8,000

**05-95-93-930010-51910000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: DEVELOPMENTAL SERV-DIV OF, DIV OF DEVELOPMENTAL SVCS, SPECIAL MEDICAL SERVICES**

<u>Class/Object</u>	<u>Title</u>	<u>Activity Code</u>	<u>SFY</u>	<u>Current Modified Budget</u>	<u>Increase/ Decrease</u>	<u>Revised Modified Budget</u>
561-500911	Specialty Clinics	93001000	2010	\$3,000	\$0	\$3,000
			2011	\$0	00	\$0
		<b>Sub-Total:</b>		\$3,000	\$0	\$3,000

**05-95-92-920010-70100000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: BEHAVIORAL HEALTH-DIV OF, DIV OF BEHAVIORAL HEALTH, COMMUNITY MENTAL HEALTH SVCS**

<u>Class/Object</u>	<u>Title</u>	<u>Activity Code</u>	<u>SFY</u>	<u>Current Modified Budget</u>	<u>Increase/ Decrease</u>	<u>Revised Modified Budget</u>
102-500731	Contracts for Program Services	92207010	2010	\$25,000	\$0	\$25,000
			2011	\$25,000	\$0	\$25,000
		<b>Sub-Total:</b>		\$50,000	\$0	\$50,000
<b>Total:</b>				\$330,311	\$32,500	\$362,811

**EXPLANATION**

This request is being submitted to ensure continuation of services while the Department looks for opportunities to further align service delivery to better serve the citizens of the State of New Hampshire. The department intends to release a Request for Proposals for these services within the next sixty (60) days. The services will be competitively bid.

Currently, there are more than 25 community-based family resource centers located and operating within the state. These entities provide a range of support services to families and children that focus on strengthening,

supporting and building on the strengths and skills of individuals, and are often local key stakeholders in groups that assess and articulate local needs of families. To support this effort, the Division for Children, Youth and Families contracts with various agencies across the state to provide a distinct array of services known as Comprehensive Family Support Services. These services are delivered by contractors – typically already established family resource centers – per district office catchment area and are monitored by the Division for Children, Youth and Families.

In addition to these services, the Division for Children, Youth and Families seeks to ensure that programs and services are designed to flexibly address needs of children and families that may differ by locality, region and community. While each individual provider agency may be successful in their own effort, the Division for Children, Youth and Families has identified a need for consistent outcome measures, support and evaluation services and technical assistance on a statewide basis; these services are imperative to gauging the overall success of certain Division for Children, Youth and Families programs. To meet this need, the Division for Children, Youth and Families negotiated an agreement with the New Hampshire Children's Trust, Inc. (formerly known as the New Hampshire Children's Trust Fund).

The agreement requires the NH Children's Trust to: coordinate the use of evaluation tools that measure program effectiveness; coordinate a formal linkage between local community organizations that fund and support child abuse and prevention programs; identify service gaps; develop a comprehensive inventory of services offered by local agencies; provide technical assistance to improve community-based agencies; as well as other services designed to bridge geographical, organizational, and communication barriers. In short, the agreement with NH Children's Trust secures services that remove barriers that may hinder New Hampshire's ability to foster cohesive sharing of information and resources regarding child abuse and neglect prevention programs, and yet improve the actual delivery of services by establishing consistent outcome measures and evaluation tools.

The NH Children's Trust was created by the Legislature in 1986 (RSA 169-C:39) for the purpose of providing a new source of funding that would be available for the prevention of child abuse and neglect. It was established in recognition that child abuse and neglect are serious societal problems, are threats to the family unit, and result in major expenses to society. The Legislature also recognized that there was a need to assist private and public agencies in initiating and enhancing community-based educational and service programs for the prevention of these misfortunes. In establishing this fund, the Legislature intended to support programs that reduced conditions leading to child abuse and thus limited the need for future state intervention and expense. It further intended that programs for preventing child abuse and neglect would be cooperative ventures of citizens, communities and the State. RSA 169-C:39-d establishes a Board of Trustees for the Trust Fund, defines the duties and the composition of the Board, and requires that a representative of the Division for Children, Youth and Families, appointed by the Commissioner of the Department of Health and Human Services, be a member of the Board. The Board is administratively attached to the Department of Justice.

The NH Children's Trust Board of Trustees duties include: administering the grant program; applying for and receiving funds from other sources including, but not limited to, Federal and State grants; disbursing funds to qualified grantees; publicizing the availability of trust fund moneys; renewing and monitoring the quality of the programs that have received fund moneys; and annually reporting on the effectiveness of the grant program. Grantees receiving awards through NH Children's Trust are public or private non-profit organizations that operate prevention programs designed to strengthen family functioning and reducing or eliminating factors conducive to child abuse and neglect. Such programs may include, but not be limited to: community-based educational programs on prenatal care, prenatal bonding, child development, basic child care, care of children with special needs, coping with family stress, child sexual assault prevention and awareness projects in schools; and community-based programs relating to assisting parents, child abuse counseling, support groups for families at risk of child abuse or neglect, and early identification of families with the potential for such problems.

NH Children's Trust, through its mandated responsibilities, works with New Hampshire's family resource centers on a regular basis. The Division for Children, Youth and Families, through its approved state plans and Federal grants for Promoting Safe and Stable Families, Social Services Block Grant, and Child Abuse and Prevention Treatment Act, also works directly with family resource centers that provide Comprehensive Family Support Services. While NH Children's Trust is mandated through state law to monitor its programs, the Division for Children, Youth and Families is mandated through Federal grant obligations to similarly monitor the services it procures with its Federal funding. The Division for Children, Youth and Families is also required, through the aforementioned board position, to actively participate in NH Children's Trust's work, as well as other legislatively created oversight panels – such as the Division for Children, Youth and Families Advisory Board. In fulfilling these obligations, the Division for Children, Youth and Families regularly provides information regarding its programs and contracted services.

Because the Division for Children, Youth and Families and NH Children's Trust have similar working relationships and obligations with family resource centers, and are similarly mandated to provide child abuse and neglect prevention program information to a larger state audience, and because the Division for Children, Youth and Families has the additional responsibility to share with NH Children's Trust and other oversight panels information about Division for Children, Youth and Families programs and services, establishing an agreement with NH Children's Trust meets the Division for Children, Youth and Families needs in three ways. The agreement provides the support and evaluation services needed for appropriate monitoring of the Comprehensive Family Support Services program; meets the Division for Children, Youth and Families obligation to share program information with NH Children's Trust; and creates a formal linkage between Division for Children, Youth and Families programs – its provider agencies – and the larger state audience with which both the Division for Children, Youth and Families and NH Children's Trust must maintain a dialogue. In addition, because NH Children's Trust cannot actually become a provider of direct prevention services but is instead limited to funding, monitoring and evaluating these types of service, Division for Children, Youth and Families' agreement with NH Children's Trust ensures that the services secured will be delivered objectively and maximize cost efficiencies due to the fact that NH Children's Trust is already actively engaged in activities similar to those articulated in the agreement.

#### Agreement Terms

Other than the renewal of this agreement for an additional six months and the level funded increase in the price limitation all other terms and conditions remain unchanged from the original agreements approved by Governor and Council on September 23, 2009 (Item #68), and the subsequently approved renewal option on June 8, 2011, (Item #107).

This contractor was selected through a competitive bid process. The Department issued a Request for Proposal published on the Department's website and in the New Hampshire Union Leader on May 8, 2009. The evaluation committee recommended awarding an agreement to the New Hampshire Children's Trust.

Based on the terms negotiated with the NH Children's Trust, over 25% of the total program costs will be contributed by the NH Children's Trust. Because the Federal grants supporting this program require at least 25% of matching funds, the NH Children's Trust's contribution effectively eliminates the need for General Funds to support this program.

Source of funds: 100% Federal. In the event that Federal funds become no longer available, General funds will not be requested to support this program.

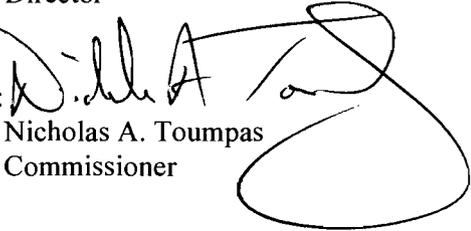
Geographic area served: Statewide

Her Excellency Governor Margaret Wood Hassan  
and the Honorable Executive Council  
April 4, 2013  
Page 6 of 6

Respectfully submitted,

  
Maggie Bishop (LREB)  
Maggie Bishop  
Director

Approved by:

  
Nicholas A. Toumpas  
Commissioner



## Family Support Quality Improvement and Technical Assistance Services

State of New Hampshire  
Department of Health and Human Services  
Amendment #2 to Quality Improvement and Technical Assistance Services

This 2nd Amendment to the Family Support Quality Improvement and Technical Assistance Services (hereinafter referred to as "Amendment #2") dated this 1st day of April 2013, is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and New Hampshire Children's Trust, Inc. (hereinafter referred to as "the Contractor"), a Nonprofit Corporation, with a place of business at 10 Ferry Street, Suite 315, Concord, NH 03301.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on September 23, 2009 (Item #69) and June 8, 2011 (Item #114), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

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

WHEREAS, pursuant to the General Provisions, Paragraph 18, the agreement may be amended; and

WHEREAS, the State and the Contractor agree that a six-month extension of the contract is agreeable to the parties; 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:

- Form P-37, Item 1.7, Completion Date, shall be amended to read "December 31, 2013";
- Form P-37, Item 1.8, Price Limitation, shall be amended to read "\$362,811";
- Exhibit A, Scope of Services, shall be amended to read "to December 31, 2013"
- Exhibit B, Method, Schedule, and Conditions Precedent to Payment, shall be amended to read: "to December 31, 2013";
- Exhibit B, Method, Schedule, and Conditions Precedent to Payment, Section 1, shall be amended to read: "not to exceed \$362,811.00"

Except as specifically amended and modified by the terms and conditions of this Amendment, and the previous amendment approved by Governor and Executive Council on June 8, 2011 (Item #47) 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.

KBK  
4/1/13



**Family Support Quality Improvement and Technical Assistance Services**

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

OFFICE OF THE ATTORNEY GENERAL

4/17/13  
Date

*Jeannie P. Herrick*  
Name: *Jeannie P. Herrick*  
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:

*KBC*  
*4/1/13*

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

**Bidder/Program Name:** NH Children's Trust, Inc.

**Budget Request for:** Community-Based Family Support CQI and Technical Assistance

*(Name of RFP)*

**Budget Period:** July 1, 2013 - Dec. 31, 2013

Line Item	Direct Incremental	Indirect Fixed	Total State Costs	Bidder Match	Total Costs	Allocation Method for Indirect/ Fixed Cost
1. Total Salary/Wages	21,275.00	1,753.00	\$23,028	\$6,240	\$29,268	Non-Direct portion of Admin Staffs Salaries: .02FTE Exec Dir, .017FTE Admin Assistant, .04 FTE Office & Fiscal Mgr.
2. Employee Benefits	4,575.00	367.00	\$4,942	\$1,340	\$6,282	24% of indirect wages
3. Consultants	455.00	320.00	\$775	\$320	\$1,095	
4. Equipment:						
Rental						
Repair and Maintenance						
Purchase/Depreciation	550.00		\$550		\$550	
5. Supplies:						
Educational	150.00		\$150		\$150	
Meeting Supplies	150.00		\$150		\$150	
Office	245.00	240.00	\$485	\$175	\$660	
6. Travel	355.00		\$355	\$50	\$405	
7. Occupancy	1,470.00	100.00	\$1,570	\$150	\$1,720	
8. Current Expenses						
Telephone	250.00	175.00	\$425	\$50	\$475	
Postage	70.00		\$70		\$70	
Subscriptions						
Audit and Legal						
Insurance				\$145	\$145	
Board Expenses						
9. Software						
10. Marketing/Communications						
11. Staff Education and Training						
12. Subcontracts/Agreements						
13. Other (specific details mandatory):						
<b>TOTAL</b>	<b>\$ 29,545.00</b>	<b>\$ 2,955.00</b>	<b>\$ 32,500.00</b>	<b>\$ 8,470.00</b>	<b>\$ 40,970.00</b>	

Indirect As A Percent of Direct

10.00%

Contractor Initials: VBK

Date: 3/25/13

**CERTIFICATE OF VOTE**  
**Without Seal**

1. Janice Fitzpatrick, do hereby certify that:  
(Name of Treasurer of the Corporation. cannot be contract signatory)

1. I am a duly elected Treasurer of New Hampshire Children's Trust, Inc.  
(Corporation Name)

2. The following are true copies of two resolutions duly adopted at a meeting of the executive Committee of the Board of Directors of the Corporation duly held on April 1, 2013:  
(Date)

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 Community Based Family Support Continuous Quality Improvement and Technical Assistance Services.

RESOLVED: That the Executive Director  
(Title of Contract Signatory)

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 forgoing resolutions have not been amended or revoked, and remain in full force and effect as of the 1 day of April 2013.  
(Date Contract Signed)

4. Keryn Bernard-Kriegel is the duly elected Executive Director  
(Name of Contract Signatory) (Title of Contract Signatory)  
of the Corporation.

x *Janice Fitzpatrick*  
(Signature of the Treasurer of the Corporation)

STATE OF NEW HAMPSHIRE  
County of Merrimack

The forgoing instrument was acknowledged before me this 1 day of April, 2013.

by Janice Fitzpatrick  
(Name of Treasurer of the Corporation)

*Marie J. Dale*  
(Notary Public/Justice of the Peace)

Commission Expires: 10/3/17



NEW HAMPSHIRE CHILDREN'S TRUST, INC.

FINANCIAL STATEMENTS  
AND  
INDEPENDENT AUDITORS' REPORT

DECEMBER 31, 2011

NEW HAMPSHIRE CHILDREN'S TRUST, INC.

FINANCIAL STATEMENTS  
AND  
INDEPENDENT AUDITORS' REPORT

DECEMBER 31, 2011

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**Peter C. Brankman and Company, P.C.**

Certified Public Accountant  
10 Fayette Street  
Concord, New Hampshire 03301  
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TEL: (603) 225-7616 FAX: (603) 228-4702

INDEPENDENT AUDITORS' REPORT

Board of Directors  
New Hampshire Children's Trust, Inc.  
Concord, New Hampshire

We have audited the statement of financial position of New Hampshire Children's Trust Inc. (a New Hampshire not-for-profit Corporation) as of December 31, 2011, and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended. These financial statements are the responsibility of the Corporation's management. Our responsibility is to express an opinion on these financial statements based on our audits. The prior year summarized comparative information has been derived from the New Hampshire Children's Trust, Inc.'s 2010 financial statements and, in our report dated February 21, 2011, we expressed an unqualified opinion.

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 financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of New Hampshire Children's Trust, Inc. as of December 31, 2011, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

*Peter C. Brankman and Company, P.C.*

Concord, New Hampshire  
March 2, 2012

## NEW HAMPSHIRE CHILDREN'S TRUST, INC.

## STATEMENTS OF FINANCIAL POSITION

December 31, 2011 and 2010

<u>ASSETS</u>		
CURRENT ASSETS	<u>2011</u>	<u>2010</u>
Cash and cash equivalents	\$ 162,003	\$ 66,901
Cash and cash equivalents - invested		1,873
Investment in mutual funds		102,303
Accounts receivable	23,814	9,892
Prepaid expense	5,051	2,520
Total current assets	<u>190,868</u>	<u>183,489</u>
PROPERTY AND EQUIPMENT		
Furniture, fixture and equipment	27,719	16,018
Less accumulated depreciation	<u>17,552</u>	<u>15,187</u>
Net property and equipment	10,167	831
LONG-TERM ASSETS		
Beneficial interest in funds held at NHCF	<u>1,204,438</u>	<u>1,291,466</u>
Total long-term assets	<u>1,204,438</u>	<u>1,291,466</u>
TOTAL ASSETS	<u>\$ 1,405,473</u>	<u>\$ 1,475,786</u>
<u>LIABILITIES AND NET ASSETS</u>		
LIABILITIES		
Accounts payable	\$ 410	\$ 38,869
Accrued payroll	7,446	9,982
Accrued and withheld payroll taxes		<u>330</u>
Total liabilities	7,856	49,181
NET ASSETS		
Unrestricted	74,750	107,042
Unrestricted - board designated	100,000	
Temporarily restricted	<u>1,222,867</u>	<u>1,319,563</u>
Total net assets	<u>1,397,617</u>	<u>1,426,605</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 1,405,473</u>	<u>\$ 1,475,786</u>

The accompanying notes are an integral part of the financial statements

NEW HAMPSHIRE CHILDREN'S TRUST, INC.

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

For the year ended December 31, 2011

(With Summarized Financial Information for the Year Ended December 31, 2010)

	<u>UNRESTRICTED</u>	<u>TEMPORARILY RESTRICTED</u>		<u>2011</u>	<u>2010</u>
		<u>OPERATIONS</u>	<u>ENDOWMENT</u>	<u>TOTAL</u>	<u>TOTAL</u>
<b>REVENUE AND SUPPORT</b>					
Grants and contributions	\$ 37,007	\$ 28,000		\$ 65,007	\$ 60,203
Federal grant	135,750	16,000		151,750	214,806
Other government grants	183,565			183,565	89,352
Program service fees	7,311			7,311	2,629
Distributions from designated endowment	38,772			38,772	41,092
In-kind professional services	33,394			33,394	89,668
Net assets released for operations	<u>108,782</u>	<u>(53,068)</u>	<u>(55,714)</u>		
<b>TOTAL OPERATING REVENUE AND SUPPORT</b>	<b>544,581</b>	<b>(9,068)</b>	<b>(55,714)</b>	<b>479,799</b>	<b>497,750</b>
<b>EXPENSES</b>					
Program	354,666			354,666	380,008
Administrative	76,376			76,376	66,799
Fundraising	<u>48,034</u>			<u>48,034</u>	<u>73,448</u>
<b>TOTAL OPERATING EXPENSES</b>	<b><u>479,076</u></b>			<b><u>479,076</u></b>	<b><u>520,255</u></b>
<b>CHANGE IN NET ASSETS FROM OPERATIONS</b>	<b>65,505</b>	<b>(9,068)</b>	<b>(55,714)</b>	<b>723</b>	<b>(22,505)</b>
<b>NON-OPERATING ITEMS</b>					
Investment income	351			351	5,960
Investment income - net of fees- Endowment Fund			5	5	(1,557)
Realized gain - Endowment Fund			35,672	35,672	14,178
Unrealized (loss)/gain - Endowment Fund			(67,591)	(67,591)	108,712
Transfer funds to Charitable Foundation		(600)	600		
Realized gain on investments - net of fees	1,118			1,118	6,807
Unrealized gain on investment	<u>734</u>			<u>734</u>	<u>991</u>
<b>CHANGE IN NET ASSETS</b>	<b>67,708</b>	<b>(9,668)</b>	<b>(87,028)</b>	<b>(28,988)</b>	<b>112,586</b>
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b><u>107,042</u></b>	<b><u>28,097</u></b>	<b><u>1,291,466</u></b>	<b><u>1,426,605</u></b>	<b><u>1,314,019</u></b>
<b>NET ASSETS - END OF YEAR</b>	<b><u>\$ 174,750</u></b>	<b><u>\$ 18,429</u></b>	<b><u>\$ 1,204,438</u></b>	<b><u>\$ 1,397,617</u></b>	<b><u>\$ 1,426,605</u></b>

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

NEW HAMPSHIRE CHILDREN'S TRUST, INC.

STATEMENT OF FUNCTIONAL EXPENSES

For the year ended December 31, 2011

(With Summarized Financial Information for the Year Ended December 31, 2010)

	PROGRAM SERVICES	SUPPORT SERVICES		2011 TOTAL	2010
	PROGRAM	MANAGEMENT AND GENERAL	FUND- RAISING		
Salaries	\$ 155,763	\$ 48,956	\$ 31,350	\$ 236,069	\$ 175,090
Payroll taxes	13,769	4,327	2,772	20,868	14,768
Benefits	4,029	1,279	825	6,133	7,430
Total payroll and related	<u>173,561</u>	<u>54,562</u>	<u>34,947</u>	<u>263,070</u>	<u>197,288</u>
Board expenses		1,130		1,130	1,990
Community education materials	3,659			3,659	
Capacity Building Services	59,773			59,773	
Dues and subscriptions	1,520	330	319	2,169	2,225
Depreciation	1,371	348	646	2,365	424
Equipment	1,804	410	126	2,340	942
Events					3,127
Grants	7,500			7,500	158,000
Insurance	1,422	1,989	269	3,680	1,932
Marketing	2,014		100	2,114	1,987
Meetings and conferences	5,871			5,871	2,305
Miscellaneous	70	49	32	151	432
Office expense	2,374	1,204	506	4,084	6,832
Postage and mailing	840	633	1,425	2,898	2,423
Printing and copying		1,298	1,656	2,954	3,758
Prevention strategies	3,789			3,789	
Professional and contracted services	42,957	5,939	3,604	52,500	16,282
Professional services In Kind	26,477	4,634	2,283	33,394	89,668
Program evaluation					961
Rent	14,296	2,513	1,671	18,480	16,800
Smith Award Biennial Event					6,595
Staff development and recognition	809	936	255	2,000	1,078
Telephone and internet	1,780	244	163	2,187	2,304
Travel	2,779	157	32	2,968	2,902
TOTAL EXPENSES 2011	<u>\$ 354,666</u>	<u>\$ 76,376</u>	<u>\$ 48,034</u>	<u>\$ 479,076</u>	
TOTAL EXPENSES 2010	<u>\$ 380,008</u>	<u>\$ 66,799</u>	<u>\$ 73,448</u>		<u>\$ 520,255</u>

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

NEW HAMPSHIRE CHILDREN'S TRUST, INC.

STATEMENTS OF CASH FLOWS

For the years ended December 31, 2011 and 2010

	<u>2011</u>	<u>2010</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ (28,988)	\$112,586
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Depreciation	2,365	424
(Increase) decrease in accounts receivable	(13,922)	8,052
Decrease in grants receivable		50,000
(Increase) decrease in prepaid expenses	(2,531)	963
(Decrease) increase in accounts payable	(38,459)	34,806
(Decrease) in accrued and withheld expenses	(2,866)	(974)
(Decrease) in grants payable		(74,564)
Net change - decrease (increase) in endowment funds	107,028	(52,757)
Net unrealized (gains) on investments	(734)	(991)
Net realized (gains) on investments	(1,118)	(6,807)
Net cash provided by operating activities	<u>20,775</u>	<u>70,738</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of investments		(120,544)
Proceeds from sales of investments	<u>72,454</u>	<u>115,831</u>
Net cash provided (used) by investing activities	<u>72,454</u>	<u>(4,713)</u>
NET INCREASE IN CASH	93,229	66,025
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>68,774</u>	<u>2,749</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 162,003</u>	<u>\$ 68,774</u>

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

NEW HAMPSHIRE CHILDREN'S TRUST, INC.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2011

**NOTE A – NATURE OF BUSINESS**

**Vision for New Hampshire**

*Every child will thrive in safe, stable and nurturing families and communities.*

**Mission**

*Lead New Hampshire's drive to eliminate child abuse and neglect.*

There is tremendous potential for progress in promoting child health and safety by changing norms, encouraging community action, educating the public and advancing policies that value young children and support families. It is simply better and more efficient to "get it right from the start" by preventing maltreatment rather than trying to fix the many problems later in life that result from early trauma.

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The New Hampshire Children's Trust, Inc. (NHCT) is mandated as the Governor's Designated Statewide Prevention Agency under Community Based Child Abuse Prevention (CBCAP) as the New Hampshire Chapter of Prevent Child Abuse America (PCAA), and as a member of the National Alliance of Children's Trust & Prevention Funds (The Alliance). Founded in 1986 as the New Hampshire Children's Trust Fund, a quasi-governmental organization, the agency transitioned to the New Hampshire Children's Trust, Inc., a 501(c)(3) nonprofit corporation in 2011.

Last year close to 1,000 children were victims of substantiated child abuse and neglect in New Hampshire. Of particular concern, are the nearly 300 who were infants and toddlers. The long-term consequences of such abuse are unacceptable. The New Hampshire Children's Trust is committed to reducing the number of young victims to zero by reaching them early.

We are focusing our resources on this most vulnerable population with strategies designed to break the cycle of abuse and neglect and create a generation of children free from harm:

- Period of PURPLE Crying program in all maternity hospitals; educating parents about understanding and safely managing normal infant crying and the dangers of shaking an infant.
- Healthy Families America home visiting program: striving to provide expectant and new parents with the education and support they need.
- Strengthening Families Approach: building a family's strengths, resilience and skills to prevent child abuse and neglect.
- Child Abuse & Neglect Prevention: training and support for Early Childhood Educators, Social Workers, Parents Educators and other child and family providers.
- Advocacy and Public Policy work around child abuse and neglect.
- State Leadership to coordinate a state child abuse and neglect prevention plan.

NEW HAMPSHIRE CHILDREN'S TRUST, INC.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2011

**NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Basis of Accounting

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

Basis of Presentation

Financial statement presentation follows generally accepted accounting principles for not-for-profit organizations, and revenue and net assets are classified in accordance with donor imposed restrictions. The Corporation's net assets are presented as follows:

Unrestricted net assets - Net assets that are not subject to donor-imposed stipulations

Temporarily restricted net assets - Net assets subject to donor-imposed restrictions that may or will be met either by actions of the Corporation and/or the passage of time. When a restriction expires, net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released.

Permanently restricted net assets - Net assets subject to donor-imposed stipulation that they be maintained in perpetuity and only the income from the funds may be expended. As of December 31, 2011, the Corporation had no permanently restricted net assets.

Functional Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activities and changes in net assets. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Use of Estimates

The preparation of financial statements in conformity with 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

For purposes of reporting in the statement of cash flows, the Corporation considers all highly liquid debt instruments purchased with an original maturity of three months or less to be cash equivalents. At December 31, 2011, the organization had no cash equivalents.

NEW HAMPSHIRE CHILDREN'S TRUST, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2011

**NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Income Taxes

The Corporation is exempt from federal income taxes pursuant to Section 501(c)(3) of the Internal Revenue Code; however, certain unrelated business income may be subject to federal taxation.

The Corporation complies with the *Accounting for Uncertainty in Income Taxes* standard which requires the Corporation to report uncertain tax positions, related interest and penalties, and to adjust its assets and liabilities related to unrecognized tax benefits and accrued interest and penalties accordingly. As of December 31, 2011, the Corporation determined that there are no material unrecognized tax benefits to report.

The Corporation does not expect that the amounts of unrecognized tax transactions will change significantly within the next twelve months.

Property and Equipment

Property and equipment are carried at cost. Maintenance repairs and minor renewals are expensed as incurred and renewals and betterments are capitalized. Provision is made by the straight-line method for depreciation by annual charges to operations calculated to absorb the costs over the estimated useful life of the assets which is three to five years. Depreciation expense for 2011 was \$2,365.

Donated Materials and Services

The Corporation records the value of donated materials and services when there is an objective basis available to measure their value. Donated materials and services are recorded as in-kind donations in the accompanying financial statements at their estimated fair value at the date of receipt. In the year ended December 31, 2011, NHCT received the following donations:

Professional services -legal and accounting	\$ 647
Donated rental space	1,665
Intern services for specialized research	10,491
Total in-kind contributed services	<u>12,803</u>
Software	17,120
Furniture and equipment	1,730
Donated goods	1,741
Total donated goods and services	<u>\$ 33,394</u>

The Corporation receives other contributed services from volunteers. The value of this time and effort, while significant and necessary to the Trust, is not included in the financial statements.

NEW HAMPSHIRE CHILDREN'S TRUST, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2011

**NOTE C – FUNDS HELD BY OTHERS – AGENCY ENDOWMENT**

The New Hampshire Children's Trust, Inc. is a beneficiary of an agency endowment fund created by New Hampshire state statute 169-C:39-c and held at the New Hampshire Charitable Foundation. Pursuant to the terms of the resolution establishing this fund, property contributed to the New Hampshire Charitable Foundation is held as a separate fund specifically for the benefit of the Trust. A second agency endowment fund, the Lucy Fowlkes Breed Legacy Fund, was created in 2010. In accordance with its spending policy the Foundation makes distributions from these funds to the Trust. The distributions are approximately 4.27% of the fair value of each fund per year. The estimated value of the future distributions from the fund is included in these financial statements as a Beneficial Interest Held, presented on the Statement of Financial Position. All property in the funds was contributed to The New Hampshire Charitable Foundation to be held and administered for the benefit of the Trust. During the year ended December 31, 2011, \$55,283 was received from the original fund and \$431 was received from the Breed Fund. The fair values of the New Hampshire Children's Trust Fund and the Breed Fund at December 31, 2011 were \$1,194,549 and \$9,889 respectively.

**NOTE D – FUNDS HELD BY OTHERS – DESIGNATED ENDOWMENT**

The Trust is also the beneficiary of three designated funds held at The New Hampshire Charitable Foundation. In accordance with its spending policy the Foundation makes distributions from the funds to the Trust. The distributions are approximately 4.27% of the fair value of the fund per year. The fund is not included in these financial statements since all property was contributed to the New Hampshire Charitable Foundation to be held and administered for the benefit of the Trust. The fair values of the funds are as follows:

	<u>Fair Value</u>
GPCF Child Abuse Fund	\$ 252,282
Lou and Lutza Smith Endowment Fund	351,220
Lou and Lutza Smith Administrative Endowment	<u>234,095</u>
	<u>\$ 837,597</u>

**NOTE E – NET ASSETS – BOARD DESIGNATED**

Effective December 31, 2011, the board of directors voted to allocate \$100,000 to be set aside as a reserve fund to meet the Corporation's uneven cash flow. Any use of the funds should be replaced within sixty days. The funds are held in a money market account.

NEW HAMPSHIRE CHILDREN'S TRUST, INC.  
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2011

**NOTE F – TEMPORARILY RESTRICTED NET ASSETS**

Temporarily restricted net assets as of December 31, 2011 consist of the following:

NH Charitable Foundation strategic planning grant	\$	5,000
Samuel Pardoe Foundation Parent Leadership Councils grant		8,429
Endowment For Health 2012 Strengthening Families Summit grant		5,000
Beneficial interest in Lucy Breed Legacy Fund		9,889
Beneficial interest in funds held		<u>1,194,549</u>
	\$	<u><u>1,222,867</u></u>

**NOTE G – FEDERAL GRANT REVENUE**

The Corporation was awarded a federal grant from the U.S. Department of Health and Human Services in the amount of \$264,360 during the year ended December 31, 2011, which represents an increase of \$59,554. These funds are from the Child Abuse Prevention and Treatment Act Title II program and are allocated to the states on a per child formula. Since 1996, New Hampshire's Governor has designated the NH Children's Trust, Inc. as the State Lead Agency (SLA) eligible to apply for and receive these funds. The Trust has drawn \$135,750 of the award during 2011 with the \$128,610 balance to be drawn and expended in 2012.

The Corporation was also awarded federal funding passed through state contracts in the amount of \$63,422 for Quality Improvement and Technical Assistance from the Department of Health and Human Services Division for Children Youth and Families and \$120,143 for Home Visiting Capacity Building from the Department of Health and Humans Services Division of Public Health Services Maternal and Child Health Section.

**NOTE H - INVESTMENT INCOME**

Investment income – Endowment Fund was comprised of the following:

Dividend income	\$	12,975
Realized gain		<u>35,572</u>
Investment income		48,547
Investment fees		(4,137)
Foundation fees		<u>(8,733)</u>
Investment income - net	\$	<u><u>35,677</u></u>

NEW HAMPSHIRE CHILDREN'S TRUST, INC.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

DECEMBER 31, 2011

**NOTE I – OFFICE RENTAL**

In December 2011, the Corporation renewed the lease on its office space for a five year period. Rent expense for 2011 was \$18,480 and \$16,800 for 2010. Future lease obligations are as follows:

2012	\$ 19,320
2013	20,580
2014	21,420
2015	22,680
2016	23,940
	<u>\$ 107,940</u>

**NOTE J – RETIREMENT PLAN**

The Corporation makes annual discretionary contributions to individual retirement accounts for employees who work over 1,000 hours as outlined in the plan. During the fiscal year 2011, four employees received benefits. The employer expense was \$6,133 for 2011 and \$4,168 for 2010.

**NOTE K – SUBSEQUENT EVENTS**

Management has evaluated subsequent events to March 2, 2012, the date that the financial statements are available to be issued.



NEW HAMPSHIRE

# Children's Trust

*Eliminating Child Abuse and Neglect*

## **Vision for New Hampshire**

*Every child will thrive in safe, stable, and nurturing families and communities.*

## **Mission**

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- **Child Abuse & Neglect Prevention:** training and support for Early Childhood Educators, Social Workers, Parent Educators and other child & family providers.
- **Advocacy and public policy** work around child abuse and neglect.
- **State Leadership** to coordinate a state child abuse and neglect prevention plan.

10 Ferry St. Suite 315 Concord, NH 03301

603-224-1279

info@nhchildrenstrust.org

# KEY ADMINISTRATIVE PERSONNEL

NH Department of Health and Human Services  
Division for Children, Youth and Families

Agency Name: NH Children's Trust, Inc.

Name of Bureau/Section: Div. of Children, Youth, and Families

BUDGET PERIOD:		SFY XX - XX	
Name & Title Key Administrative Personnel	Annual Salary Of Key Administrative Personnel	Percentage of Salary Paid By Contract	Total Salary Amount Paid By Contract
Keryn Bernard-Kriegl, Executive Director	\$72,931	.01 FTE Direct & .02 FTE Indirect for 6 months	\$729,311
		0.00%	\$0.00
		0.00%	\$0.00
		0.00%	\$0.00
		0.00%	\$0.00
<b>TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)</b>			<b>\$729,311</b>

Key Administrative Personnel are top-level agency leadership (President, Executive Director, CEO, CFO, etc), and individuals directly involved in operating and managing the program (project director, program manager, etc.). These personnel **MUST** be listed, even if no salary is paid from the contract. Provide their name, title, annual salary and percentage of annual salary paid from agreement.

Appendix D

Program Staff List						
New Hampshire Department of Health and Human Services						
COMPLETE ONE PROGRAM STAFF LIST FOR EACH STATE FISCAL YEAR						
Proposal Agency Name: <u>NH Children's Trust, Inc.</u>						
Program: <u>Community-Based Family Support CQI and Technical Assistance</u>						
Budget Period: <u>July 1, 2013 - Dec. 31, 2013</u>						
A	B	C	D	E	E	F
Position Title	Current Individual In Position	Projected Hourly Rate as of 1st Day of Budget Period	Hours per Week	Amnt Funded by this program for Budget Period	Amnt Funded by other sources for Budget Period	Site
Example:						
Program Coordinator	Sandra Smith	\$21.00	40	\$43,680	\$43,680	
<b>Administrative Salaries</b>						
Executive Director	Keryn Bernard-Kriegel	\$37.40	37.5	\$1,095	\$71,835	Concord
Office & Fiscal Manager	Brenda Marotto	\$26.78	25	\$692	\$34,083	Concord
<b>Total Admin Salaries</b>				<b>\$1,787</b>	<b>\$105,918</b>	
<b>Direct Service Salaries</b>						
Director of Quality Improvement and Technical Assistance	Becky Berk	\$27.19	37.5	\$2,650	\$50,371	Concord
Director of Evaluation	Maria Doyle	\$24.05	30	\$13,130	\$24,388	Concord
Director of Parent Advocacy	Julie Day	\$21.85	28	\$3,180	\$28,634	Concord
Program & Admin Assistant	Janine Mitchell	\$20.00	37.5	\$1,950	\$37,050	Concord
<b>Total Direct Salaries</b>				<b>\$20,910</b>	<b>\$140,442</b>	
<b>Total Salaries by Program</b>				<b>\$22,697.00</b>	<b>\$246,360.10</b>	
Please note, any forms downloaded from the DHHS website will NOT calculate. Forms will be sent electronically via e-mail to all programs submitting a Letter of Intent by the due date.						
*Please list which site(s) each staff member works at, if your agency has multiple sites.						



**2013 NH Children's Trust, Inc. Board of Directors**

10 Ferry Street, Suite 315, Concord, NH 03301

Phone: (603) 224 1279 Fax: (603) 223-9847

[www.nhchildrenstrust.org](http://www.nhchildrenstrust.org)

[info@nhchildrenstrust.org](mailto:info@nhchildrenstrust.org)

Name/Title	Committee	Workplace	Residence	Phone contact	Email contact
*MARY ANN ALDRICH, RN MS	Governance Fundraising	Dartmouth-Hitchcock Manchester			
*DEBORAH BAILIN, Esq.	Governance	HageHodes PA			
*THOMAS M. BARTON, MD	Fundraising	Huggins Hospital Medical Arts Center			
*FREDERICK BERRIEN, MD	Governance Fundraising	Retired pediatrician			
*JANICE FITZPATRICK <i>Board Treasurer</i>	Executive Finance	NEA-NH			
*ANNE GRASSIE, <i>Representative</i>	Governance Fundraising	Rochester Child Care Center			
*MONIQUE J. HARRINGTON	Finance Fundraising	R. Bradley Alderfer Northwestern Mutual Wealth Management Company			
*COURTNEY H.G. HERZ, Esq. <i>Board Secretary</i>	Executive Governance	Sheehan Phinney Bass + Green			
*PEIRCE HUNTER, MD <i>Board Chair</i>	Executive Governance Finance Fundraising	Dartmouth Hitchcock Pediatrics			
*LAURI JOHNSON	Fundraising Finance	n/a			
*ROBERT MATHESON <i>Board Vice Chair</i>	Executive Fundraising	Coldwell Banker Linwood			
STEPHEN MURRAY, CFA	Governance Finance	Harvest Capital Management			
*LARA QUIROGA, M.ED.	Fundraising Executive	Tufts University			
*KERYN BERNARD-KRIEGL, MS <i>Executive Director</i>	Ex-officio				

- Confirmed or edited listing.

# 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 New Hampshire Children's Trust, Inc. is a New Hampshire nonprofit corporation formed February 9, 2010. I further certify that it is in good standing as far as this office is concerned, having paid the fees required by law.



In TESTIMONY WHEREOF, I hereto  
set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 12<sup>th</sup> day of June, A.D. 2012

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner  
Secretary of State


  
**Corporation Division**

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[By Business Name](#)  
[By Business ID](#)  
[By Registered Agent](#)  
[Annual Report](#)  
[File Online](#)

**Date:** 4/5/2013**Filed Documents**

(Annual Report History, View Images, etc.)

**For a blank Annual Registration Report, click here.**

**Business Name History**

<b>Name</b>	<b>Name Type</b>
New Hampshire Children's Trust, Inc.	Legal

**Non-Profit Corporation - Domestic - Information**

<b>Business ID:</b>	625893
<b>Status:</b>	Good Standing
<b>Entity Creation Date:</b>	2/9/2010
<b>Principal Office Address:</b>	10 Ferry St Ste 315 Concord NH 03301
<b>Principal Mailing Address:</b>	No Address
<b>Expiration Date:</b>	Perpetual
<b>Last Annual Report Filed Date:</b>	
<b>Last Annual Report Filed:</b>	0

**Registered Agent**

<b>Agent Name:</b>	
<b>Office Address:</b>	No Address
<b>Mailing Address:</b>	No Address

**NEW! File Annual Report Online.**

**Important Note: The status reflected for each entity on this website only refers to the status of the entity's filing requirements with this office. It does not necessarily reflect the disciplinary status of the entity with any state agency. Requests for disciplinary information should be directed to agencies with licensing or other regulatory authority over the entity.**

Handwritten initials: JAB, MK



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND 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

Nicholas A. Toumpas  
Commissioner

Maggie Bishop  
Director

May 2, 2011

G&C Approved

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

Date 6/8/11  
Item # 114

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to exercise a renewal option (PO#1013963) with New Hampshire Children's Trust, Inc., Concord, New Hampshire (Vendor # 218449 B001), for the provision of community-based family support continuous quality improvement and technical assistance services by increasing the price limitation by \$125,000.00 from \$205,311.00 to \$330,311.00 and by extending the completion date from June 30, 2011 to June 30, 2013, effective July 1, 2011. Governor and Council approved the original agreement on September 23, 2009 (item #68). Funds to support this request are anticipated to be available in the following accounts in SFY 2012 and SFY 2013 upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust amounts if needed and justified, between State Fiscal Years:

05-95-40-402010-5885 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: CHILDREN AND YOUTH, FEDERAL GRANTS PROGRAM, TITLE IV-B SUBPART I

<u>Class/Object</u>	<u>Title</u>	<u>Activity Code</u>	<u>SFY</u>	<u>Current Modified Budget</u>	<u>Increase/Decrease</u>	<u>Revised Modified Budget</u>
102-500731	Contracts for Program Services	40130214	2010	\$50,000.00	\$0	\$50,000.00
			2011	50,000.00	\$0	\$50,000.00
			2012	\$0	\$50,000.00	\$50,000.00
			2013	\$0	\$50,000.00	\$50,000.00
<b>Sub-Total:</b>				<b>\$100,000.00</b>	<b>\$100,000.00</b>	<b>\$200,000.00</b>

May 2, 2011

Page 2

05-95-40-402010-5847 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:  
CHILDREN AND YOUTH, FEDERAL GRANT PROGRAMS, PROMOTING SAFE AND STABLE  
FAMILIES

<u>Class/Object</u>	<u>Title</u>	<u>Activity Code</u>	<u>SFY</u>	<u>Current Modified Budget</u>	<u>Increase/ Decrease</u>	<u>Revised Modified Budget</u>
102-500734	Contracts for Program Services	40130007	2010	\$2,728.00	\$0	\$2,728.00
			2011	\$4,583.00	\$0	\$4,583.00
			2012	\$0	\$5,000.00	\$5,000.00
			2013	\$0	\$5,000.00	\$5,000.00
<b>Sub-Total:</b>				\$7,311.00	\$10,000.00	\$17,311.00

05-95-40-402010-5853 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:  
CHILDREN AND YOUTH, FEDERAL GRANT PROGRAMS, CHILD ABUSE PREVENTION CAPTA

<u>Class/Object</u>	<u>Title</u>	<u>Activity Code</u>	<u>SFY</u>	<u>Current Modified Budget</u>	<u>Increase/ Decrease</u>	<u>Revised Modified Budget</u>
102-500731	Contracts for Program Services	40130011	2010	\$10,000.00	\$0	\$10,000.00
			2011	\$10,000.00	\$0	\$10,000.00
			2012	\$0	\$10,000.00	\$10,000.00
			2013	\$0	\$10,000.00	\$10,000.00
<b>Sub-Total:</b>				\$20,000.00	\$20,000.00	\$40,000.00

05-95-40-403510-5694 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:  
CHILDREN AND YOUTH, CHILD DEVELOPMENT, HEAD START STATE COLLABORATION

<u>Class/Object</u>	<u>Title</u>	<u>Activity Code</u>	<u>SFY</u>	<u>Current Modified Budget</u>	<u>Increase/ Decrease</u>	<u>Revised Modified Budget</u>
072-500575	Grants to Non- Profits - Federal	40108005	2010	\$7,000.00	\$0	\$7,000.00
			2011	\$7,000.00	(\$2,000.00)	\$5,000.00
<b>Sub-Total:</b>				\$14,000.00	(\$2,000.00)	\$12,000.00

05-95-90-902010-5190 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:  
 DIVISION OF PUBLIC HEALTH, BUREAU OF COMM & HEALTH SERV, MATERNAL – CHILD  
 HEALTH

<u>Class/Object</u>	<u>Title</u>	<u>Activity Code</u>	<u>SFY</u>	<u>Current Modified Budget</u>	<u>Increase/ Decrease</u>	<u>Revised Modified Budget</u>
102-500731	Contracts for Program Services	90004102	2010	\$4,000.00	\$0	\$4,000.00
			2011	\$4,000.00	\$0	\$4,000.00
<b>Sub-Total:</b>				<b>\$8,000.00</b>	<b>\$0</b>	<b>\$8,000.00</b>

05-95-93-930010-5191 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:  
 DEVELOPMENTAL SERV-DIV OF, DIV OF DEVELOPMENTAL SVCS, SPECIAL MEDICAL SERVICES

<u>Class/Object</u>	<u>Title</u>	<u>Activity Code</u>	<u>SFY</u>	<u>Current Modified Budget</u>	<u>Increase/ Decrease</u>	<u>Revised Modified Budget</u>
561-500911	Specialty Clinics	93001000	2010	\$3,000.00	\$0	\$3,000.00
			2011	\$3,000.00	(\$3,000.00)	\$0
<b>Sub-Total:</b>				<b>\$6,000.00</b>	<b>(\$3,000.00)</b>	<b>\$3,000.00</b>

05-95-92-920010-7010 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:  
 BEHAVIORAL HEALTH-DIV OF, DIV OF BEHAVIORAL HEALTH, COMMUNITY MENTAL HEALTH SVCS

<u>Class/Object</u>	<u>Title</u>	<u>Activity Code</u>	<u>SFY</u>	<u>Current Modified Budget</u>	<u>Increase/ Decrease</u>	<u>Revised Modified Budget</u>
102-500731	Contracts for Program Services	92207010	2010	\$25,000.00	\$0	\$25,000.00
			2011	\$25,000.00	\$0	\$25,000.00
<b>Sub-Total:</b>				<b>\$50,000.00</b>	<b>\$0</b>	<b>\$50,000.00</b>
<b>Total:</b>				<b>\$205,311.00</b>	<b>\$125,000.00</b>	<b>\$330,311.00</b>

**EXPLANATION**

Currently, there are more than 25 community-based family resource centers located and operating within the state. These entities provide a range of support services to families and children that focus on strengthening, supporting and building on the strengths and skills of individuals, and are often local key stakeholders in groups that assess and articulate local needs of families. To support this effort, the Division for Children, Youth and Families contracts with various agencies across the state to provide a distinct array of services known as Comprehensive Family Support Services. These services are delivered by contractors – typically already established family resource centers – per district office catchment area and are monitored by the Division for Children, Youth and Families.

His Excellency, Governor John D. Lynch

and the Honorable Executive Council

May 2, 2011

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In addition to these services, the Division for Children, Youth and Families seeks to ensure that programs and services are designed to flexibly address needs of children and families that may differ by locality, region and community. While each individual provider agency may be successful in their own effort, the Division for Children, Youth and Families has identified a need for consistent outcome measures, support and evaluation services and technical assistance on a statewide basis; these services are imperative to gauging the overall success of certain Division for Children, Youth and Families programs. To meet this need, the Division for Children, Youth and Families negotiated an agreement with the New Hampshire Children's Trust, Inc. (formerly known as the New Hampshire Children's Trust Fund).

The agreement requires the NH Children's Trust to: coordinate the use of evaluation tools that measure program effectiveness; coordinate a formal linkage between local community organizations that fund and support child abuse and prevention programs; identify service gaps; develop a comprehensive inventory of services offered by local agencies; provide technical assistance to improve community-based agencies; as well as other services designed to bridge geographical, organizational, and communication barriers. In short, the agreement with NH Children's Trust secures services that remove barriers that may hinder New Hampshire's ability to foster cohesive sharing of information and resources regarding child abuse and neglect prevention programs, and yet improve the actual delivery of services by establishing consistent outcome measures and evaluation tools.

The NH Children's Trust was created by the Legislature in 1986 (RSA 169-C:39) for the purpose of providing a new source of funding that would be available for the prevention of child abuse and neglect. It was established in recognition that child abuse and neglect are serious societal problems, are threats to the family unit, and result in major expenses to society. The Legislature also recognized that there was a need to assist private and public agencies in initiating and enhancing community-based educational and service programs for the prevention of these misfortunes. In establishing this fund, the Legislature intended to support programs that reduced conditions leading to child abuse and thus limited the need for future state intervention and expense. It further intended that programs for preventing child abuse and neglect would be cooperative ventures of citizens, communities and the State. RSA 169-C:39-d establishes a Board of Trustees for the Trust Fund, defines the duties and the composition of the Board, and requires that a representative of the Division for Children, Youth and Families, appointed by the Commissioner of the Department of Health and Human Services, be a member of the Board. The Board is administratively attached to the Department of Justice.

The NH Children's Trust Board of Trustees duties include: administering the grant program; applying for and receiving funds from other sources including, but not limited to, Federal and State grants; disbursing funds to qualified grantees; publicizing the availability of trust fund moneys; renewing and monitoring the quality of the programs that have received fund moneys; and annually reporting on the effectiveness of the grant program. Grantees receiving awards through NH Children's Trust are public or private non-profit organizations that operate prevention programs designed to strengthen family functioning and reducing or eliminating factors conducive to child abuse and neglect. Such programs may include, but not be limited to: community-based educational programs on prenatal care, prenatal bonding, child development, basic child care, care of children with special needs, coping with family stress, child sexual assault prevention and awareness projects in schools; and community-based programs relating to assisting parents, child abuse counseling, support groups for families at risk of child abuse or neglect, and early identification of families with the potential for such problems.

NH Children's Trust, through its mandated responsibilities, works with New Hampshire's family resource centers on a regular basis. The Division for Children, Youth and Families, through its approved state plans and Federal grants for Promoting Safe and Stable Families, Social Services Block Grant, and Child Abuse and Prevention Treatment Act, also works directly with family resource centers that provide Comprehensive Family Support Services. While NH Children's Trust is mandated through state law to monitor its programs, the Division for Children, Youth and Families is mandated through Federal grant obligations to similarly monitor the

services it procures with its Federal funding. The Division for Children, Youth and Families is also required, through the aforementioned board position, to actively participate in NH Children's Trust's work, as well as other legislatively created oversight panels – such as the Division for Children, Youth and Families Advisory Board. In fulfilling these obligations, the Division for Children, Youth and Families regularly provides information regarding its programs and contracted services.

Because the Division for Children, Youth and Families and NH Children's Trust have similar working relationships and obligations with family resource centers, and are similarly mandated to provide child abuse and neglect prevention program information to a larger state audience, and because the Division for Children, Youth and Families has the additional responsibility to share with NH Children's Trust and other oversight panels information about Division for Children, Youth and Families programs and services, establishing an agreement with NH Children's Trust meets the Division for Children, Youth and Families needs in three ways. The agreement provides the support and evaluation services needed for appropriate monitoring of the Comprehensive Family Support Services program; meets the Division for Children, Youth and Families obligation to share program information with NH Children's Trust; and creates a formal linkage between Division for Children, Youth and Families programs – its provider agencies – and the larger state audience with which both the Division for Children, Youth and Families and NH Children's Trust must maintain a dialogue. In addition, because NH Children's Trust cannot actually become a provider of direct prevention services but is instead limited to funding, monitoring and evaluating these types of service, Division for Children, Youth and Families' agreement with NH Children's Trust ensures that the services secured will be delivered objectively and maximize cost efficiencies due to the fact that NH Children's Trust is already actively engaged in activities similar to those articulated in the agreement.

During State Fiscal Year 2010 the NH Children's Trust provided analysis of surveys completed by 862 program participants served by 28 family support programs statewide and the 2010 Annual Report is attached for review.

For State Fiscal Year 2011 the funding level was reduced by \$5,000.00 in order to comply with State mandated budget reductions. In addition, for State Fiscal Years 2012 and 2013 funding was further reduced by \$25,000.00 General Funds annually in order to comply with mandatory budget reductions. This additional cut eliminated funding for the statewide Infant Mental Health Teams through this contract.

#### Competitive Bidding Issues

On May 8, 2009, the Division issued a Request for Proposals. The Request for Proposals was published on the Department of Health and Human Services website, and advertised for three consecutive days, May 8 – 10, 2009 in the New Hampshire Union Leader.

As part of its competitive bidding process, the Division for Children, Youth and Families incorporated language to allow potential bidders a means to contact the Department with questions and requests for clarification. A mandatory bidders conference was not held. The Division responded to any clarifying questions raised by prospective bidders and provided bidders with electronic access to the RFPs' bidding templates. Despite this effort, only the New Hampshire Children's Trust, Inc. submitted a proposal.

The Request for Proposals contained proposal evaluation criteria (see attached evaluation summary) and fully described the factors that the Division for Children, Youth and Families would utilize in assessing the

effectiveness of proposals received. In preparing for the review of anticipated bids, the Division formed an Evaluation Committee comprised of the Division for Children, Youth and Families staff. Each Committee member was given a Confidentiality Statement to ensure that information about the bidding and evaluation process would not be inappropriately released throughout the Request for Proposals cycle. Similarly, upon learning actual bidding agency, each member was given a Conflict of Interest Statement to assure that the bid received posed no personal or financial conflict for reviewers.

Committee members individually reviewed the proposal. The NH Children's Trust's proposal scored an average of 90 out of 100 possible points. As a result, the Committee recommended awarding the agreement to the NH Children's Trust. The Division Director concurred with the Committees' recommendations, based on the factors shared by them and the costs and agreement terms successfully negotiated with the contractor.

Agreement Terms

The Request for Proposals, original agreement and the original letter approved by Governor and Council called for the provision of these services for two years and reserved the Division's right to renew them for up to two additional years based on the satisfactory delivery of services, continued availability of supporting funds, and Governor and Council approval. NH Children's Trust has provided the services as required under the agreement and as such the Division puts forth this request to renew the agreement for the final two years of the potential four-year contract period. Governor and Council approval is requested to renew the agreement for two years.

Based on the terms negotiated with the NH Children's Trust, over 25% of the total program costs will be contributed by the NH Children's Trust. Because the Federal grants supporting this program require at least 25% of matching funds, the NH Children's Trust's contribution effectively eliminates the need for General Funds to support this program.

Source of funds: 100% Federal. In the event that Federal funds become no longer available, General funds will not be requested to support this program.

Geographic area served: Statewide

Respectfully submitted,



Maggie Bishop  
Director

Approved by:



Nicholas A. Toumpas  
Commissioner



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/25/2013

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

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

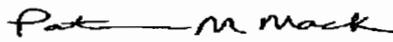
<b>PRODUCER</b> E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425	<b>CONTACT NAME:</b> Pat Mack <b>PHONE (A/C, No. Ext):</b> (603) 293-2791 <b>FAX (A/C, No.):</b> (603) 293-7188 <b>E-MAIL ADDRESS:</b> pat@esinsurance.com	
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Assurance Company of America <b>INSURER B:</b> Northern Insurance Company <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	<b>NAIC #</b> 19305 19372
<b>INSURED</b> NEW HAMPSHIRE CHILDREN'S TRUST, INC. 10 FERRY STREET, SUITE 315 CONCORD NH 03301		

<b>COVERAGES</b>	<b>CERTIFICATE NUMBER:</b> 2012 Cert	<b>REVISION NUMBER:</b>
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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	ADOL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		PPS001650631	5/9/2012	5/9/2013	EACH OCCURRENCE \$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					GENERAL AGGREGATE \$ 4,000,000
	AUTOMOBILE LIABILITY					PRODUCTS - COMP/OP AGG \$ 4,000,000
	ANY AUTO					COMBINED SINGLE LIMIT (Ea accident) \$
	ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per person) \$
	HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per accident) \$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				PROPERTY DAMAGE (Per accident) \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				\$
	DED	RETENTION \$				\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input type="checkbox"/> Y <input type="checkbox"/> N	WC001656232	5/9/2012	5/9/2013	WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A				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 (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

<b>CERTIFICATE HOLDER</b>  NH DHHS Division of Children Youth and Families 129 Pleasant Street Concord, NH 03301-3852	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  Pat Mack/PAT 
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