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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

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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**

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**

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**

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**

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**

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**

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**

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**

AMENDMENT SUMMARY DETAILS
COMPREHENSIVE FAMILY SUPPORT SERVICES

CHILD AND FAMILY SERVICES – CONCORD SERVICE AREA.

- Extend the Contract Completion date from June 30, 2016 to June 30, 2018
- Increase the Price Limitation by $292,614 from $292,614 to $585,228
- Alter Exhibit A, Scope of Services, to include the "Growing Great Kids curriculum"
- Add Exhibits B-2, Amendment #2, B-3, Amendment #2

CHILD AND FAMILY SERVICES – MANCHESTER SERVICE AREA.

- Extend the Contract Completion date from June 30, 2016 to June 30, 2018
- Increase the Price Limitation by $292,614 from $292,614 to $585,228
- Alter Exhibit A, Scope of Services, to include the "Growing Great Kids curriculum"
- Add Exhibits B-2, Amendment #2, B-3, Amendment #2

CHILD AND FAMILY SERVICES – SOUTHERN SERVICE AREA

- Extend the Contract Completion date from June 30, 2016 to June 30, 2018
- Increase the Price Limitation by $292,614 from $292,614 to $585,228
- Alter Exhibit A, Scope of Services, to include the "Growing Great Kids curriculum"
- Add Exhibits B-2, Amendment #2, B-3, Amendment #2

CHILDREN UNLIMITED, INC.

- Extend the Contract Completion date from June 30, 2016 to June 30, 2018
- Increase the Price Limitation by $292,614 from $292,614 to $585,228
- Alter Exhibit A, Scope of Services, to include the "Growing Great Kids curriculum"
- Add Exhibits B-2, Amendment #2, B-3, Amendment #2

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

- Change Contractor's Phone Number
- Extend the Contract Completion date from June 30, 2016 to June 30, 2018
- Increase the Price Limitation by $286,254 from $286,254 to $572,508
- Alter Exhibit A to include "entering all on-line data for Watch Me Grow Program"
- Add Exhibits B-2, Amendment #2, B-3, Amendment #2
- Replace Exhibit C with updated version
- Alter Exhibit C-2, Additional Special Provisions to include "comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts not less than $1,000,000 per occurrence and $3,000,000 aggregate; and"
- Replace Exhibit G with updated version

FAMILIES FIRST OF THE GREATER SEACOAST

- Extend the Contract Completion date from June 30, 2016 to June 30, 2018
- Increase the Price Limitation by $292,614 from $292,614 to $585,228
- Alter Exhibit A, Scope of Services, to include "entering all on-line data for Watch Me Grow Program"
- Add Exhibits B-3, Amendment #2, B-4, Amendment #2

HOME HEALTHCARE, HOSPICE AND COMMUNITY SERVICES, INC.

- Extend the Contract Completion date from June 30, 2016 to June 30, 2018
- Increase the Price Limitation by $292,614 from $292,614 to $585,228
- Alter Exhibit A, Scope of Services to include:
    - Entering all on-line data for the Watch Me Grow Program
    - 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.
- Add Exhibits B-3, Amendment #1, B-4, Amendment #1
- Replace Exhibit C with updated version
- Alter Exhibit C-2, Additional Special Provisions to include "comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts not less than $1,000,000 per occurrence and $3,000,000 aggregate; and"
- Replace Exhibit G with updated version

LAKES REGION COMMUNITY SERVICES COUNCIL

- Extend the Contract Completion Date from June 30, 2016 to June 30, 2018
- Increase the Price Limitation by $292,614 from $292,614 to $585,228
- Alter Exhibit A, Scope of Services, to include "entering all on-line data for Watch Me Grow Program"
- Add Exhibits B-3, Amendment #1, B-4, Amendment #1
- Replace Exhibit C with updated version
- Alter Exhibit C-2, Additional Special Provisions to include "comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts not less than $1,000,000 per occurrence and $3,000,000 aggregate; and"
- Replace Exhibit G with updated version

THE FAMILY RESOURCE CENTER AT GORHAM - BERLIN

- Extend the Contract Completion Date from June 30, 2016 to June 30, 2018
- Increase the Price Limitation by $292,614 from $292,614 to $585,228
- Alter Exhibit A, Scope of Services, to include "entering all on-line data for Watch Me Grow Program"
- Add Exhibits B-3, Amendment #2 – Berlin DO, B-4, Amendment #2 – Berlin DO

THE FAMILY RESOURCE CENTER AT GORHAM - LITTLETON

- Extend the Contract Completion Date from June 30, 2016 to June 30, 2018
- Increase the Price Limitation by $292,614 from $292,614 to $585,228
- Alter Exhibit A, Scope of Services, to include "entering all on-line data for Watch Me Grow Program"
- Add Exhibits B-3, Amendment #2 – Littleton, B-4, Amendment #2 – Littleton

TLC FAMILY RESOURCE CENTER (formerly known as Good Beginnings of Sullivan County)

- Change Contractor's Name to TLC Family Resource Center
- Extend the Contract Completion Date from June 30, 2016 to June 30, 2018
- Increase the Price Limitation by $292,614 from $292,614 to $585,228
- Alter Exhibit A, Scope of Services to include:
    - Entering all on-line data for the Watch Me Grow Program
    - 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.
- Add Exhibits B-3, Amendment #1, B-4, Amendment #1
- Alter Exhibit B, Method and Conditions Precedent to Payment to include additional invoicing requirements
- Replace Exhibit C with updated version
- Alter Exhibit C-2, Additional Special Provisions to include "comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts not less than $1,000,000 per occurrence and $3,000,000 aggregate; and"
- Replace Exhibit G with updated version

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 SORYA 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
NOTARY PUBLIC
STATE OF NEW HAMPSHIRE
- MY COMMISSION EXPIRES MARCH 6, 2018 -

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 DAI

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: [illegible]
Date: 3/22/16

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 CHILD AND FAMILY SERVICES OF NEW HAMPSHIRE is a New Hampshire nonprofit corporation formed September 25, 2014. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.

In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 27th day of April, A.D. 2015

William M. Gardner
Secretary of State

NEW HAMPSHIRE

Corporation Division

Search
By Business Name
By Business ID
By Registered Agent
Annual Report
File Online
Guidelines
Name Availability
Name Appeal Process

Date: 5/3/2016

Filed Documents

(Annual Report History, View Images, etc.)

Business Name History

Name	Name Type
CHILD AND FAMILY SERVICES OF NEW HAMPSHIRE	Legal
NEW HAMPSHIRE CHILDREN'S AID SOCIETY	Prev Legal
NEW HAMPSHIRE CHILDREN'S AID & PROTECTIVE SOCIETY	Prev Legal

Non-Profit Corporation - Domestic - Information

Business ID:	62585
Status:	Good Standing
Entity Creation Date:	9/25/1914
State of Business.:	NH
Principal Office Address:	464 Chestnut Street,PO Box 448 Manchester NH 03105
Principal Mailing Address:	464 Chestnut StreetPO Box 448 Manchester NH 03105
Expiration Date:	Perpetual
Last Annual Report Filed Date:	12/2/2015 2:29:02 PM
Last Annual Report Filed:	2015

Registered Agent

Agent Name:	
Office Address:	No Address
Mailing Address:	No Address

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.

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 _____CHILD AND FAMILY SERVICES OF NH_____.
(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 __1/28/2014_____:
(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 22nd day of March 2016 .

_____
(Signature of the Elected Officer)

STATE OF NEW HAMPSHIRE

County of Hillsborough

The forgoing instrument was acknowledged before me this 22nd day of March 20 16

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

_____
(Notary Public/Justice of the Peace)

(NOTARY SEAL)

Commission Expires: 3/6/18

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/11/2016

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

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

PRODUCER	CONTACT NAME: Linda Dacey, CIC
FIAI/Cross Insurance 1100 Elm Street Manchester NH 03101	PHONE (A/C, No, Ext): (603) 669-3218 FAX (A/C, No): (603) 645-4331 E-MAIL ADDRESS: ldacey@crossagency.com

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Child & Family Services of New Hampshire Po Box 448 Manchester NH 03105	INSURER A: Philadelphia Indemnity Ins Co	18058
	INSURER B: AIG Specialty Insurance Co.	
	INSURER C: Travelers Casualty & Surety Co of	31191
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 15-16 All w/16-17WC & F/F **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 OTHER:			PHPK1356559	7/1/2015	7/1/2016	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 0 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			PHPK1356559	7/1/2015	7/1/2016	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Medical payments	$ 1,000,000 $ $ $ $ 5,000
A	UMBRELLA LIAB X OCCUR X EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000			PHUB504723	7/1/2015	7/1/2016	EACH OCCURRENCE AGGREGATE	$ 4,000,000 $ 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		033571192 (3a.) NH All officers included	4/4/2016	4/4/2017	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 500,000 $ 500,000 $ 500,000
C	Fidelity & Forgery			105912196	4/1/2016	4/1/2017	Limit	$200,000
A	Professional Liability			PHPK1356559	7/1/2015	7/1/2016	Aggregate	$2,000,000

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

CERTIFICATE HOLDER

(603) 271-4232 Eric.borrin@dhhs.state.nh.

State of New Hampshire
Department of Health and Human Services
Contracts and Procurement Unit
Brown Building
129 Pleasant Street
Concord, NH 03301

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

T Franggos/JSC

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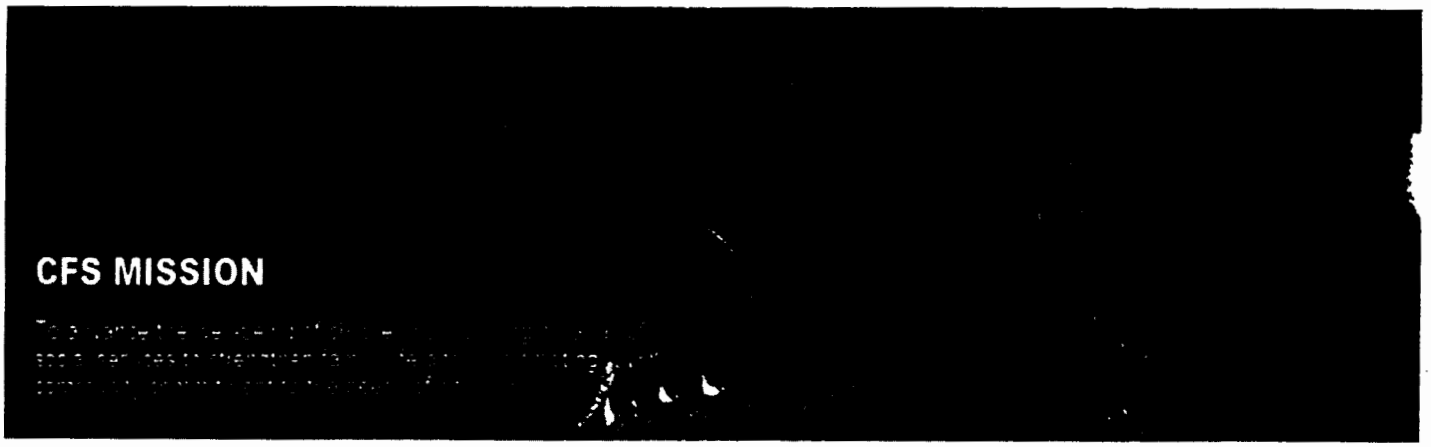
CFS MISSION

Child and Family Services of New Hampshire

Consolidated Financial Statements

For the Year Ended December 31, 2014

(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
Child and Family Services of New Hampshire

Report on the Financial Statements

We have audited the accompanying consolidated financial statements of Child and Family Services of New Hampshire, which comprise the consolidated statement of financial position as of December 31, 2014, 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.

Auditor's 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 auditor's 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 Child and Family Services of New Hampshire as of December 31, 2014, 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

The prior year summarized comparative information has been derived from the consolidated financial statements of Child and Family Services of New Hampshire for the year ended December 31, 2013, which were audited by another auditor who expressed an unmodified opinion on those statements in their report dated March 19, 2014.

Other Matters

Emphasis of Matter

As discussed above, the financial statements Child and Family Services of New Hampshire as of December 31, 2013, and for the year then ended were audited by other auditors. As described in Note 17, these financial statements have been restated. We audited the adjustments described in Note 17 that were applied to restate the 2013 financial statements. In our opinion, such adjustments are appropriate and have been properly applied. However, we were not engaged to audit, review, or apply any procedures to the 2013 financial statements of the Organization other than with respect to such adjustments and, accordingly we do not express an opinion or any other form of assurance on the 2013 financial statements taken as a whole.

Other Information

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The Consolidated Schedule of Operating Expenses

is presented for purposes of additional analysis and is 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 31, 2015 on our consideration of Child and Family Services of New Hampshire'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 Child and Family Services of New Hampshire's internal control over financial reporting and compliance.

Melanson Heath

March 31, 2015

Child and Family Services of New Hampshire

Consolidated Statement of Financial Position
December 31, 2014
(with comparative totals as of December 31, 2013)

ASSETS	Unrestricted	Temporarily Restricted	Permanently Restricted	2014 Total	2013 Total
Current Assets:					
Cash and cash equivalents	$ 516,259	$ 374,261	$ -	$ 890,520	$ 329,616
Accounts receivable, net	640,899	-	-	640,899	826,082
Prepaid expenses	197,640	-	-	197,640	171,481
Other current assets	-	-	-	-	60,175
Total Current Assets	1,354,798	374,261	-	1,729,059	1,387,354
Investments	14,963,027	594,052	1,353,913	16,910,992	16,978,687
Beneficial interest held in trust	-	-	1,865,853	1,865,853	1,872,875
Property and equipment, net	5,387,494	987,343	-	6,374,837	7,048,577
TOTAL ASSETS	$ 21,705,319	$ 1,955,656	$ 3,219,766	$ 26,880,741	$ 27,287,493
LIABILITIES AND NET ASSETS					
Current Liabilities:					
Accounts payable	$ 141,912	$ -	$ -	$ 141,912	$ 206,247
Annuities payable	-			-	362
Accrued payroll and related expenses	472,297	-	-	472,297	622,888
Capital lease payable	-	-	-	-	13,988
Bonds payable	120,000	-	-	120,000	115,000
Total Current Liabilities	734,209	-	-	734,209	958,485
Bonds payable, net of current portion	4,725,005	-	-	4,725,005	4,845,000
Deferred loans - NHHFA	1,250,000			1,250,000	1,250,000
Interest rate swap agreements	1,326,080	-	-	1,326,080	937,081
TOTAL LIABILITIES	8,035,294	-	-	8,035,294	7,990,566
Net Assets:					
Donor restricted	-	1,955,656	3,219,766	5,175,422	5,160,017
Board designated	14,963,027	-	-	14,963,027	15,147,278
Unrestricted	(1,293,002)	-	-	(1,293,002)	(1,010,368)
Total Net Assets	13,670,025	1,955,656	3,219,766	18,845,447	19,296,927
TOTAL LIABILITIES AND NET ASSETS	$ 21,705,319	$ 1,955,656	$ 3,219,766	$ 26,880,741	$ 27,287,493

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

Child and Family Services of New Hampshire

Consolidated Statement of Activities

For the Year Ended December 31, 2014
(with comparative totals for the year ended December 31, 2013)

	Unrestricted	Temporarily Restricted	Permanently Restricted	2014 Total	2013 Total
Support and Revenue:					
Support:					
Contributions	$ 836,440	$ 429,515	$ 105,399	$ 1,371,354	$ 1,491,599
Government grants	7,397,947	-	-	7,397,947	8,394,288
In-kind contributions	178,220	-	-	178,220	120,954
Income from special events, net	217,281	-	-	217,281	299,357
Revenue:					
Service fees	1,673,390	-	-	1,673,390	1,862,787
Other	5,143	-	-	5,143	9,499
Net assets released from restriction:					
Program releases	449,602	(449,602)	-	-	-
Capital campaign releases	74,665	(74,665)	-	-	-
Endowment releases	69,385	(69,385)	-	-	-
Endowment transfer to support operations	718,287	-	-	718,287	694,226
Total Support and Revenue	11,620,360	(164,137)	105,399	11,561,622	12,872,710
Operating Expenses:					
Program	10,639,525	-	-	10,639,525	11,727,966
Management and general	720,679	-	-	720,679	834,321
Fundraising	352,913	-	-	352,913	453,384
Total Operating Expenses	11,713,117	-	-	11,713,117	13,015,671
Change in net assets before non-operating items	(92,757)	(164,137)	105,399	(151,495)	(142,961)
Non-Operating Items:					
Investment income	463,247	81,165	-	544,412	2,545,288
Gain on sale of assets	269,892	-	-	269,892	-
Unrealized gain (loss) on interest rate swap	(388,999)	-	-	(388,999)	621,873
Change in beneficial interest	-	-	(7,022)	(7,022)	136,020
Interest income	19	-	-	19	-
Endowment transfer to support operations	(718,287)	-	-	(718,287)	(694,226)
Total Non-Operating Items	(374,128)	81,165	(7,022)	(299,985)	2,608,955
Change in net assets	(466,885)	(82,972)	98,377	(451,480)	2,465,994
Net Assets, Beginning of Year, as restated	14,136,910	2,038,628	3,121,389	19,296,927	16,830,933
Net Assets, End of Year	$ 13,670,025	$ 1,955,656	$ 3,219,766	$ 18,845,447	$ 19,296,927

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

Child and Family Services of New Hampshire

Consolidated Statement of Functional Expenses
For the Year Ended December 31, 2014
(with comparative totals for the year ended December 31, 2013)

	Program Services	General and Administrative	Fundraising	2014 Total	2013 Total
Personnel expense:					
Salaries and wages	$ 5,917,937	$ 475,905	$ 230,734	$ 6,624,576	$ 7,454,546
Employee benefits	677,987	71,568	32,983	782,538	911,862
Payroll related costs	677,001	48,704	18,662	744,367	803,127
Mileage reimbursement	544,598	-	-	544,598	644,793
Contracted services	261,930	11,426	11,507	284,863	448,884
Subtotal personnel expense	8,079,453	607,603	293,886	8,980,942	10,263,212
Accounting	-	39,445	-	39,445	38,050
Assistance to individuals	676,459	-	-	676,459	773,845
Communications	165,557	1,114	9,423	176,094	198,213
Conferences, conventions, meetings	28,393	12,525	1,969	42,887	40,198
Depreciation	346,757	5,932	-	352,689	362,791
In kind contributions	173,424	4,668	128	178,220	120,954
Insurance	80,212	2,952	2,060	85,224	73,486
Interest	319,006	173	-	319,179	327,721
Legal	-	1,668	-	1,668	19,086
Membership dues	10,695	8,159	1,910	20,764	17,907
Miscellaneous	38,793	1,584	1,598	41,975	52,713
Occupancy	498,706	9,382	8,690	516,778	453,636
Printing and publications	29,098	947	28,813	58,858	68,857
Rental and equipment maintenance	125,591	21,313	-	146,904	105,590
Supplies	67,381	2,528	1,962	71,871	95,801
Travel	-	686	2,474	3,160	3,611
Total Functional Expenses	$ 10,639,525	$ 720,679	$ 352,913	$ 11,713,117	$ 13,015,671

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

Child and Family Services of New Hampshire

Consolidated Statement of Cash Flows
For the Year Ended December 31, 2014
(with comparative totals for the year ended December 31, 2013)

	2014	2013
Cash Flows From Operating Activities:		
Change in net assets	$ (451,480)	$ 2,465,994
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	352,689	362,791
Restricted contributions	(105,398)	(240,040)
Realized (gain) loss on investments	(51,821)	(435,757)
Unrealized (gain) loss on investments	642,325	(1,191,301)
Change in beneficial interest in trust	7,022	(136,020)
Change in interest rate swap	388,999	(621,872)
(Gain) loss on sale of asset	(269,892)	-
Changes in operating assets and liabilities:		
Accounts receivable	185,183	123,645
Prepaid expenses	(26,159)	(40,814)
Other current liabilities	60,175	14,668
Accounts payable	(64,335)	75,620
Accrued expenses	(150,591)	53,240
Net Cash Provided By Operating Activities	516,717	430,154
Cash Flows From Investing Activities:		
Reinvested income	(522,809)	(396,458)
Proceeds from sale of fixed assets	731,894	-
Purchase of fixed assets	(140,951)	(95,279)
Net Cash Provided By (Used By) Investing Activities	68,134	(491,737)
Cash Flows From Financing Activities:		
Cash restricted for HEFA trust	-	30,000
Restricted contributions	105,398	240,040
Cash advance on line of credit	5,850,785	5,348,845
Payment on line of credit	(5,850,785)	(5,348,845)
Payment of long term debt	(128,983)	(133,181)
Payment on annuity	(362)	(1,125)
Net Cash Provided By (Used By) Financing Activities	(23,947)	135,734
Net Change in Cash and Cash Equivalents	560,904	74,151
Cash and Cash Equivalents, Beginning	329,616	255,465
Cash and Cash Equivalents, Ending	$ 890,520	$ 329,616
SUPPLEMENTAL INFORMATION:		
Interest Paid	$ 339,881	$ 319,434

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

Child and Family Services of New Hampshire

Notes to Consolidated Financial Statements

For the Year Ended December 31, 2014

1. Description of Organization

Child and Family Services of New Hampshire (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 four basic categories:

1. **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 573 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 baby's cognitive, physical, emotional and social development, and chance for success. Services are provided in the child's natural environment (home, daycare, 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.

2. **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've 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.

3. **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.

4. **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 94 year camp history, and 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

The Organization prepares its consolidated financial statements in accordance with generally accepted accounting principles promulgated in the United States of America (GAAP) for nonprofit organizations. The significant accounting and reporting policies used by the Organization are described subsequently to enhance the usefulness and understandability of the consolidated financial statements.

Net Assets

The consolidated financial statements report net assets and changes in net assets in three classes that are based upon the existence or absence of restrictions on use that are placed by its donors, as follows:

Unrestricted Net Assets

Unrestricted net assets are resources available to support operations. The only limits on the use of unrestricted net assets are the broad limits resulting from the nature of the Organization, the environment in which it operates, the purposes specified in its organizing documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into in the course of its operations.

Temporarily Restricted Net Assets

Temporarily restricted net assets are resources that are restricted by donors for use for a particular purpose or in a particular future period. The Organization's unspent contributions are classified in this net asset class if the donor limited their use, as are the unspent appreciation of its donor-restricted endowment funds.

When a donor's restriction is satisfied, either by using the resources in the manner specified by the donor or by the passage of time, the expiration of the restriction is reported in the consolidated financial statements by reclassifying the net assets from temporarily restricted to unrestricted net assets.

Permanently Restricted Net Assets

Permanently restricted net assets are resources whose use by the Organization is limited by donor-imposed restrictions that neither expire by being used in accordance with a donor's restriction nor by the passage of time. The portion of the Organization's donor-restricted funds that must be maintained in perpetuity are classified in this net asset class, as is the Organization's beneficial interest in perpetual charitable trusts. Unless restricted by the donor, income earned on permanently restricted net assets is expendable to support operations, subject to certain restrictions.

All revenues and net gains are reported as increases in unrestricted net assets in the Statement of Activities unless the use of the related resources is subject to temporary or permanent donor restrictions. All expenses and net losses other than losses on endowment investments are reported as decreases in unrestricted net assets. Net losses on endowment investments reduce temporarily restricted net assets to the extent that temporarily restricted net gains from prior years are unspent and classified there; remaining losses are classified as decreases in unrestricted net assets. If an endowment fund has no net gains from prior years, such as when a fund is newly established, net losses are classified as decreases in unrestricted net assets.

Principles of Consolidation

The consolidated financial statements of the Organization include the accounts of Child and Family Services of New Hampshire and Child and Family Realty Corporation, a commonly controlled organization. All inter-organization transactions have been eliminated.

Cash Equivalents

Cash equivalents are short term, interest bearing, highly liquid investments with original maturities of three months or less, unless the investments are held for meeting donor restrictions. Temporarily restricted cash investments held within investment portfolios are excluded from cash equivalents.

Investments

The Organization maintains pooled investment accounts for its restricted endowments. 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.

Accounts Receivable and Revenue

Accounts receivable is recognized when qualifying costs are incurred for cost reimbursement grants or contracts or when a unit of service is provided for performance grants. Grant revenue from federal agencies is subject to independent audit under the Office of Management and Budget Circular A-133 and review by grantor agencies. The review could result in the disallowance of expenditures under the terms of the grants or reductions of future grant awards. Based on prior experience, the Organization's management believes that costs ultimately disallowed, if any, would not materially affect the financial position of the Organization.

Allowance for Doubtful Accounts

The adequacy of the allowance for doubtful accounts for receivables is reviewed on an ongoing basis by the Organization's management and adjusted as required through the provision for doubtful accounts (bad debt expense). In determining the amount required in the allowance account for the year ended December 31, 2014, management has taken into account a variety of factors.

Beneficial Interest

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 temporarily restricted net assets until expended in accordance with restrictions. The value of the beneficial interest in the trust is adjusted annually for the change in its estimated fair value. Those changes in value are reported as increases in permanently restricted net assets because the trust assets will never be distributed to the Organization.

Property and Equipment

Property and equipment is reported at cost, if purchased, and at fair value at the date of donation, if donated. Any such donations are reported as unrestricted support unless the donor has restricted the donated asset for a specific purpose. Assets donated with explicit restrictions regarding their use, and contributions of cash that must be used to acquire property and equipment, are reported as restricted support. Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expirations of donor restrictions over the useful life of the asset. The Organization reclassifies temporarily restricted net assets to unrestricted net assets at that time.

Property and equipment is capitalized if it has a cost of $1,000 or more and a useful life when acquired of more than one year. Repairs and maintenance

that do not significantly increase the useful life of the asset are expensed as incurred. Depreciation is computed using the straight-line method over the estimated useful lives of the assets, as follows:

Buildings and improvements	15 – 50 years
Furniture, fixtures, and equipment	5 – 10 years
Vehicles	5 years
Software	5 years

Property and equipment is reviewed for impairment when a significant change in the asset's use or another indicator of possible impairment is present. No impairment losses were recognized in the consolidated financial statements in the current period.

Accounting for Contributions

Contributions, including unconditional promises to give, are recognized when received. All contributions are reported as increases in unrestricted net assets unless use of the contributed assets is specifically restricted by the donor. Amounts received that are restricted by the donor to use in future periods or for specific purposes are reported as increases in either temporarily restricted or permanently restricted net assets, consistent with the nature of the restriction. Unconditional promises with payments due in future years have an implied restriction to be used in the year the payment is due, and therefore are reported as temporarily restricted until the payment is due unless the contribution is clearly intended to support activities of the current fiscal year or is received with permanent restrictions. Conditional promises, such as matching grants, are not recognized until they become unconditional, that is, until all conditions on which they depend are substantially met.

Gifts-in-Kind Contributions

The Organization periodically receives contributions in a form other than cash. Contributed property and equipment is recognized as an asset at its estimated fair value at the date of gift, provided that the value of the asset and its estimated useful life meets the Organization's capitalization policy. Donated use of facilities is reported as contributions and as expenses at the estimated fair value of similar space for rent under similar conditions. If the use of the space is promised unconditionally for a period greater than one year, the contribution is reported as a contribution and an unconditional promise to give at the date of gift, and the expense is reported over the term of use. Donated supplies are recorded as contributions at the date of gift and as expenses when the donated items are placed into service or distributed.

The Organization benefits from personal services provided by a substantial number of volunteers. Those volunteers have donated significant amounts of

time and services to the Organization's program operations and in its fund-raising campaigns. However, the majority of the contributed services do not meet the criteria for recognition in the consolidated financial statements. Generally Accepted Accounting Principles allow recognition of contributed services only if (*a*) the services create or enhance nonfinancial assets or (*b*) the services would have been purchased if not provided by contribution, require specialized skills, and are provided by individuals possessing those skills.

Expense Recognition and Allocation

The cost of providing the Organization's programs and other activities is summarized on a functional basis in the Consolidated Statement of Activities and Consolidated Statement of Functional Expenses. Expenses that can be identified with a specific program or support service are charged directly to that program or support service. Costs common to multiple functions have been allocated among the various functions benefited.

Management and general expenses include those costs that are not directly identifiable with any specific program, but which provide for the overall support and direction of the Organization.

Fundraising costs are expensed as incurred, even though they may result in contributions received in future years.

Use of Estimates

The preparation of the consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts of revenues and expenses during the reporting period and the reported amounts of assets and liabilities at the date of the consolidated financial statements. On an ongoing basis, the Organization's management evaluates the estimates and assumptions based upon historical experience and various other factors and circumstances. The Organization's management believes that the estimates and assumptions are reasonable in the circumstances; however, the actual results could differ from those estimates.

Tax Status

Child and Family Services of New Hampshire is exempt from federal income tax under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(3). The Organization has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) and qualifies for deductible contributions.

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).

The Organization follows FASB ASC 740-10, *Accounting for Uncertainty in Income Taxes*, which clarifies the accounting for uncertainty in income taxes and prescribes a recognition threshold and measurement attribute for financial statement recognition and measurement of tax positions taken or expected to be taken in a tax return. FASB ASC 740-10 did not have a material impact on the Organization's consolidated financial statements.

The Organization's Federal Form 990 (Return of Organization Exempt From Income Tax) are subject to examination by the IRS, generally for three years after filing.

Reclassifications

Certain accounts in the prior-year consolidated financial statements have been reclassified for comparative purposes to conform to the presentation in the current-year consolidated financial statements.

Fair Value Measurements

The Organization reports its fair value measures using a three-level hierarchy that prioritizes the inputs used to measure fair value. This hierarchy, established by Generally Accepted Accounting Principles, requires that entities maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. The three levels of inputs used to measure fair value are as follows:

- *Level 1.* Quoted prices for identical assets or liabilities in active markets to which the Organization has access at the measurement date.

- *Level 2.* Inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly. Level 2 inputs include:

    — quoted prices for similar assets or liabilities in active markets;

    — quoted prices for identical or similar assets in markets that are not active;

    — observable inputs other than quoted prices for the asset or liability (for example, interest rates and yield curves); and

    — inputs derived principally from, or corroborated by, observable market data by correlation or by other means.

- *Level 3.* Unobservable inputs for the asset or liability. Unobservable inputs should be used to measure the fair value to the extent that observable inputs are not available.

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 many of the assets and liabilities that the Organization is required to measure at fair value (for example, unconditional promises to give 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 4).
- recurring measurement of beneficial interests in trusts (Note 6).

3. Concentration of Credit Risk - Cash and Cash Equivalents

The carrying amount of the Organization's deposits with financial institutions was $890,520 at December 31, 2014. The difference between the carrying amount and the bank balance represents reconciling items such as deposits in transit and outstanding checks, which have not been processed by the bank at December 31, 2014. The bank balance is categorized as follows:

Insured by FDIC	$ 327,796
Uninsured and uncollateralized	564,264
Total Bank Balance	$ 892,060

4. Investments

Investments at fair value consist of the following at December 31, 2014:

Mutual funds	$ 16,578,298
U.S Treasury obligations	332,694
Total	$ 16,910,992

Under the terms of the Organization's line of credit agreement (Note 8), the Organization has agreed not to pledge these investments as security on any other debt.

For the years ended December 31, 2014 and 2013, expenses relating to investment revenues, including management fees, amounted to $91,915 and $86,474, respectively, and have been netted against investment revenues in the accompanying statements of activities.

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 is 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, 2014. 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.

U.S. Treasury Obligations: Determined by the closing bid price on the last business day of the fiscal year if actively traded.

5. Accounts Receivable

Receivables consisted of the following at December 31:

	2014			2013		
	Receivable	Allowance	Net	Receivable	Allowance	Net
Grants receivable	$ 539,091	$ (4,727)	$ 534,364	$ 639,140	$ (6,805)	$ 632,335
Fees for service	107,813	(1,428)	106,385	193,747	-	193,747
Travel advances	150	-	150	-	-	-
	$ 647,054	$ (6,155)	$ 640,899	$ 832,887	$ (6,805)	$ 826,082

6. Beneficial Interest Held in Trust

The Organization is the sole beneficiary of three funds that are administered by the New Hampshire Charitable Foundation (NHCF). One of the funds was established in 2005. 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. The Organization has received distributions from the funds over the last two years.

At December 31, 2014 and 2013, the fair market value of the funds, which approximates the present value of future benefits expected to be received, was $833,116 and $823,141, respectively. The Organization received $24,247 and $28,983 from the funds in 2014 and 2013, 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	2014	2013
Greenleaf	100%	$ 405,687	$ 412,530
Spaulding	100%	351,865	358,793
Cogswell	50%	275,185	278,411
Total		$ 1,032,737	$ 1,049,734

In 2014 and 2013, income distributed by these trusts was $18,881 and $39,498, respectively. 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, 2012	$ 1,736,855
Change in value of beneficial interest	136,020
Balance at December 31, 2013	1,872,875
Change in value of beneficial interest	(7,022)
Balance at December 31, 2014	$ 1,865,853

7. Property, Equipment and Depreciation

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

	2014	2013
Land and land improvements	$ 1,114,949	$ 1,144,949
Buildings and improvements	7,413,804	8,686,995
Furniture, fixtures and equipment	662,586	1,879,897
Vehicles	97,022	128,606
Software	166,590	168,608
Subtotal	9,454,951	12,009,055
Less: accumulated depreciation	(3,080,114)	(4,960,478)
Total	$ 6,374,837	$ 7,048,577

8. 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, 2014, and was extended through June 30, 2015. The line carries a variable rate of interest at the Wall Street Journal prime rate (3.25% at December 31, 2014), adjusted at each change in the index. At December 31, 2014 the balance on this line of credit was $0.

9. 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 "Counter-party") 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 2014 and 2013 is added to interest expense in the statement of functional expense. 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, 2014 and 2013, the Organization recorded the swap liability position of approximately $1,326,080 and $937,081, 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, 2014, the Organization was in compliance with these covenants.

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

Year	Amount
2015	$ 120,000
2016	125,000
2017	135,000
2018	140,000
2019	140,000
Thereafter	4,185,005
	$ 4,845,005

10. 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.

11. 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, 2014, the Board of Trustees had designated $14,963,027 of unrestricted net assets as a general endowment fund to support the mission of the Organization. Since that amount resulted from an internal designation and is not donor-restricted, it is classified and reported as unrestricted net assets.

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 of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Organization classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent 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 that is not classified in permanently restricted net assets is classified as temporarily 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

From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor or UPMIFA requires the Organization to retain as a fund of perpetual duration. In accordance with generally accepted accounting principles, deficiencies of this nature are required to be restored from either temporarily restricted or unrestricted net assets, depending on donor stipulations. These deficiencies result from unfavorable market fluctuations that occur causing the original donor restricted contribution, plus accumulated investment earnings that, in accordance with donor stipulations, are required to be added to the original contribution, to fall below the accumulated balances. Donor stipulations for permanently restricted-income restricted funds require the reclassification of realized and unrealized earnings to temporarily restricted net assets. Based on donor stipulations there are no temporarily or permanently restricted funds in deficit.

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 spending policy is 5% 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 the endowment investments as of December 31, 2014, is as follows:

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total Net Endowment Assets
Donor-restricted endowment funds	$ -	$ 594,052	$ 1,353,913	$ 1,947,965
Board-designated endowment funds	14,963,027	-	-	14,963,027
Total funds	$ 14,963,027	$ 594,052	$ 1,353,913	$ 16,910,992

Changes in endowment net assets as of December 31, 2014 are as follows:

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total Net Endowment Assets
Endowment net assets, beginning of year	$ 15,147,901	$ 582,272	$ 1,248,514	$ 16,978,687
Contributions	-	-	105,399	105,399
Investment income	463,247	81,165	-	544,412
Net assets released from restriction	(718,287)	(69,385)		(787,672)
Timing variances	70,166	-	-	70,166
Endowment net assets, end of year	$ 14,963,027	$ 594,052	$ 1,353,913	$ 16,910,992

12. Temporarily Restricted Net Assets

Temporarily restricted net assets at December 31 were comprised the following:

	2014	2013
Program restrictions:		
Camp	$ 48,702	$ 49,194
Child abuse prevention	96,079	154,658
Family counseling	19,594	42,438
Homecare	61,299	19,482
Teen and youth	148,587	128,577
Subtotal	374,261	394,349
Capital campaign restrictions:		
Camp Pavillion	282,178	290,427
Camp Spaulding	398,552	448,328
Teen center	82,005	91,839
Union Street	224,608	231,413
Subtotal	987,343	1,062,007
Cumulative appreciation on permanently restricted net assets	594,052	582,272
Total	$ 1,955,656	$ 2,038,628

13. Net Assets Released from Restriction

Net assets are released from program restrictions by incurring expenses satisfying the restricted purpose.

14. Defined Contribution Plan

The Organization sponsored a defined contribution plan (the Plan) that covered all employees at day of hire and who were at least twenty-one years of age. 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, 2014 and 2013, respectively.

15. Operating Leases

The Organization leases office space under the terms of non-cancellable lease agreements that are scheduled to expire at various times through 2018. The Organization also rents additional facilities on a month to month basis.

Rent expense under these agreements totaled $120,966 and $123,341 for the years ended December 31, 2014 and 2013, respectively.

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

Year	Amount
2015	$ 82,707
2016	82,707
2017	16,217
2018	3,621
Total	$ 185,252

16. 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.

The Organization invests in various investment securities. Investment securities 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.

17. Beginning Net Assets Restatement

In fiscal year 2014, the Organization determined that certain funds previously categorized as temporarily restricted net assets were not subject to donor restrictions. In addition, deferred loans from NHHFA were restated to properly reflect their face value. Accordingly, beginning net assets as of December 31, 2014 have been restated in order to properly reflect donor restricted net assets, as follows:

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Net Assets, Beginning of Year	$ 14,136,915	$ 2,943,580	$ 3,121,389	$ 20,201,884
Reclassify program funds	904,952	(904,952)	-	-
Restate deferred loan balances	(904,957)	-	-	(904,957)
Net Assets, Beginning of Year, as restated	$ 14,136,910	$ 2,038,628	$ 3,121,389	$ 19,296,927

18. Subsequent Events

Subsequent events have been evaluated through March 31, 2015, which is the date the consolidated financial statements were available to be issued. Events occurring after that date have not been evaluated to determine whether a change in the consolidated financial statements would be required.

Child and Family Services of New Hampshire

Consolidated Schedule of Operating Expenses
For the Year Ended December 31, 2014
(with comparative totals for the year ended December 31, 2013)

	Family Counseling	Teen and Youth	Child Abuse Treatment & Family Prevention	Child Abuse Prevention	Early Intervention	Homecare	Residential	Adoptions and Pregnancy Counseling	Child Advocacy	Summer Camp	Total Program	General and Administration	Fundraising	2014 Total	2013 Total
Salaries	$ 468,954	$ 768,545	$ 1,705,494	$ 1,154,029	$ 241,141	$ 1,340,574	$ 11,331	$ 74,829	$ 76,131	$ 76,909	$ 5,917,937	$ 475,905	$ 230,734	$ 8,624,576	$ 7,454,548
Employee benefits	61,141	97,400	217,813	164,236	42,113	72,501	372	13,100	6,302	3,009	677,987	71,568	32,983	782,538	911,862
Payroll related costs	47,842	84,496	183,761	133,370	24,747	155,059	25,804	8,900	6,335	8,667	677,001	48,704	18,662	744,367	803,127
Mileage reimbursements	13,253	73,430	290,374	81,313	19,941	56,483	801	2,683	521	5,799	544,598	-	-	544,598	644,793
Contracted services	37,625	15,634	25,861	117,415	41,078	6,520	467	7,983	949	8,398	261,930	11,426	11,507	284,863	448,884
Assistance to individuals	22,135	243,623	109,231	267,165	-	6,973	28	12,323	-	14,981	676,459	-	-	676,459	773,845
Communications	11,736	34,316	52,859	32,781	5,771	16,796	732	4,856	1,440	4,270	165,557	1,114	9,423	176,094	198,213
Conferences, conventions, meetings	3,499	4,524	3,388	11,258	1,157	373	7	102	638	3,447	28,393	12,525	1,969	42,887	40,198
Depreciation	28,034	54,817	102,594	70,334	14,173	59,850	2,161	4,889	3,638	8,267	348,757	5,932	-	352,689	362,791
In kind contributions	-	85,633	83,878	3,494	-	-	-	-	-	419	173,424	4,668	128	178,220	120,954
Insurance	4,615	12,822	25,643	20,457	3,281	10,120	853	947	756	738	80,212	2,952	2,060	85,224	73,486
Interest	24,119	50,470	101,630	67,399	14,136	63,688	1,780	4,630	3,438	(12,284)	319,006	173	-	319,179	327,721
Membership dues	469	1,668	1,976	4,878	246	735	7	72	607	37	10,695	8,159	1,910	20,764	17,907
Miscellaneous	2,856	5,351	9,841	9,515	1,657	6,692	183	494	361	1,843	38,793	1,584	1,598	41,975	52,713
Occupancy	38,618	79,865	134,555	86,351	9,405	33,177	9,987	7,103	3,124	96,521	498,706	9,382	8,690	516,778	453,636
Printing and publications	2,119	2,208	5,364	8,113	793	8,197	5	346	640	3,313	29,098	947	28,813	58,858	68,857
Professional fees	-	-	-	-	-	-	-	-	-	-	-	41,113	-	41,113	57,136
Rental and equipment maintenance	15,402	22,050	36,008	33,531	5,021	6,818	826	2,462	1,650	1,823	125,591	21,313	-	146,904	105,590
Supplies	3,363	20,168	11,754	14,712	922	8,308	96	904	853	6,301	67,381	2,528	1,962	71,871	95,801
Travel	-	-	-	-	-	-	-	-	-	-	-	686	2,474	3,160	3,611
Current year totals	$ 783,780	$ 1,657,020	$ 3,102,044	$ 2,280,351	$ 425,562	$ 1,850,864	$ 55,440	$ 144,623	$ 107,383	$ 232,458	$ 10,639,525	$ 720,679	$ 352,913	$ 11,713,117	
Prior year totals	$ 911,726	$ 1,716,126	$ 3,652,550	$ 2,004,988	$ 408,720	$ 1,952,380	$ 578,849	$ 133,858	$ 108,281	$ 260,488	$ 11,727,966	$ 834,321	$ 453,384		$ 13,015,671

See Independent Auditors' Report

Child and Family Services Board of Trustees

Board of Trustees

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Borja Alvarez de Toledo, M.Ed.

464 Chestnut Street, Manchester, NH 03105 / 603-518-4300
alvarezdetoledob@cfsnh.org

Professional Profile

- A seasoned leader with more than 15 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

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

~ President and CEO

- Responsible for program planning and development, insuring that CFS meets the community needs.
- Advance the public profile of CFS 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 CFS' 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 Con s
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.

Maria Gagnon, MSW

464 Chestnut Street ■ Manchester, NH 03105 ■ (603) 518-4362 ■ gagnonm@cfsnh.org

SKILLS SUMMARY

~Project Management	~Non-Profit Operations	~Strategic Planning
~Project Evaluation	~Budget Development	~Staff Recruitment
~Data to Manage	~Local/Federal Grant Writing	~Staff supervision

PROFESSIONAL EXPERIENCE

Child and Family Services – Manchester, New Hampshire (2013 to present)
Senior Vice President, Chief Operating Officer

- Work with management team to ensure acceptable standards of professional practice & responsiveness to community needs.
- Support and consult with management team in the assignment, supervision, evaluation & termination of employees.
- Participate in preparation of the annual budget, ensure agency programs are administered within budgetary provisions and maintain proper accounting of funds.
- Participate in developing and coordinating sound welfare programs in the community.
- Participate in community collaborations on the local, regional and national level to increase understanding of agency programs.

FIRST – Manchester, New Hampshire (2011 to 2013)
Director, Corporate & Foundation Relationships

- Manage team of eight to develop and cultivate strategic relationships with donor organizations to raise $16 million annually. Responsible for hiring, training and supervising staff. Complete employee evaluations and develop goals for professional growth.
- Maintain and grow existing donor accounts by providing strategic vision, leadership, and direction. Set support level goals, develop short & long-term strategies and implement action plans to meet the growth objectives of *FIRST*. Work across departments to ensure adequate funding.
- Personally grew several major accounts by 50% in first year of position. Companies included Boeing, United Technologies, 3M and Grainger.
- Cultivated new relationships with several large companies including: Deloitte, Intel, MasterCard, Hitachi, Good Samaritan Society, AARP and the military.
- Create annual business plan, maintain accurate donor database, develop reports for agency leadership and participate in major event planning. Serve as spokesperson for the agency at national events.

CHILD ADVOCACY CENTER – Hillsborough County, New Hampshire (2010 to 2011)
Executive Director

- Provide strategic leadership & day to day management of the agency. Supervise 4 staff, 2 Americorp Advocates, & student interns. Report directly to the board of directors. Recruit & provide orientation to new board members.
- Grew agency in first year of leadership to include an additional staff person and three new services including: case management, extended forensic interviews and district court advocacy. Met rigorous standards for accreditation through the National Children's Alliance.
- Create annual work plan & budget. Manage funding to support agency operations, write grants and insure appropriate reporting to funding sources.
- Increased budget by 12% in FY2011; exceeded fundraising goals by 66% & served 10% more children. Secure agency funds through grants, contributions by cities & towns, fundraising events and business & individual donations.
- Successfully execute large fundraising events, utilizing staff and volunteer resources. Events include annual gala, triathlon, dance recital, special events & web-based appeal.

- Serve as spokesperson for the organization in the community, through local media outlets and social networks. Provide training to individuals working with children to help with identification of child abuse and to promote responsible reporting.

NEW FUTURES – Exeter, New Hampshire (2005 to 2009)
Director, Adolescent Treatment Initiative and Closing the Treatment Gap Initiative

- Manage $5 million dollar investment of the New Hampshire Charitable Foundation & $600,000 investment of the Open Society Institute. Manage & supervise 6 agencies and 15 staff across NH to implement this project.
- Implement evidence based treatment in five communities across the state. Have expanded use of evidence based practice from 1 agency to 7 in three years. Have provided training to more than 100 clinicians in New Hampshire on the use of evidence based treatment approaches.
- Project demonstrated successful outcomes consistent with or above national standards. Success includes reduction in substance use, decrease in illegal activity and alleviation of mental health symptoms. Clients report high treatment satisfaction.
- Create annual work plan and budget. Provide annual progress report to the New Hampshire Charitable Foundation & Open Society Institute.
- Develop data collection methods and identify target indicators. Utilize outcome data to make adjustments to programs to better serve youth, adults and their families.

RECLAIMING FUTURES – Concord, New Hampshire (2002 to 2005)
State Director

- Wrote grant to secure $1.3 million from the Robert Wood Johnson Foundation for Reclaiming Futures.
- Responsible for hiring, supervising and evaluating work of 6 program staff.
- Demonstrated success in 8 out of 13 project indices including: data sharing, partner involvement, client information, targeted treatment, treatment effectiveness, assessment, family involvement, access to services and involvement with pro-social activities.
- Facilitated 5 year strategic planning process in collaboration with state level advisory board. Developed and implemented yearly work plans.
- Institutionalized screening and assessment protocol in juvenile court system reaching 95% of youth across seven jurisdictions. Screen for risk and protective factors to facilitate connection to appropriate services. Expanded juvenile drug courts from 2 sites to 7 in four years with no additional resources.

ADDITIONAL PROFESSIONAL EXPERIENCE

THE YOUTH COUNCIL – Nashua, New Hampshire (1998-2002)
Director of Operations and Program Development/Clinical Social Worker

RIVIER COLLEGE – Nashua, New Hampshire (2009 to 2011)
Adjunct Faculty, Communications Department Grant Writing Skills

NATIONAL CONSULTANT & TRAINER – Train on substance abuse assessment tools in various locations across the country consult on adolescent treatment issues in juvenile justice (2005- 2011)
Completed feasibility study for the NH Dental Association (2011)

EDUCATION

Master's Degree in Social Work (MSW)
University of New Hampshire, 1998

Bachelor's Degree in Social Work (BSW)
Rivier College, 1991

ANTHONY F. CHEEK, JR.

464 Chestnut St.
Manchester, NH 03105
Phone: (603) 518-4113
Email: cheekt@cfsnh.org

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

Oversee finance, human resource and information technology functions for a private non-profit human services agency with 300 employees and a budget of $12 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.

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 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.

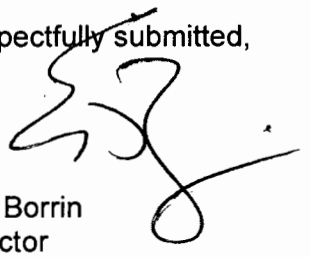
Should the Governor and Executive Council not approve this request, the vendor would not be able to meet their contractual needs which could reduce the availability, accessibility, and quality of Comprehensive Family Support Services in the Manchester, Concord and Southern District Office areas.

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

Name and Title of Notary or Justice of the Peace

ANGELA BASNAR
STATE OF
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

5/22/15
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

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
1. Total Salary/Wages	$ 87,093.38	$ -	$ 87,093.38	$0.00	$0.00	$ -	$87,093.38	$ -	$ 87,093.38
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	$ -	$ 500.00	$ 500.00		$ 500.00	$ 500.00	$ -	$ -	$ -
6. Travel	$ 13,786.35	$ -	$ 13,786.35	$ -	$ -	$ -	$ 13,786.35	$ -	$ 13,786.35
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	$ 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	$ 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 BH
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 of NH

5/8/15
Date

Name: Sonja Alvarez de Toledo
Title: President / CEO

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

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

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

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

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**

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)		

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		**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

[Seal] Nicole Walker

NICOLE WALKER NOTARY PUBLIC STATE OF NEW HAMPSHIRE

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 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.

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: 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' 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:

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:

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);

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;
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.

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 BAS
Date 5/27/14

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 _____

Contractor Initials RAS
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.

Contractor Initials BAT
Date 5/12/14

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

d Family Services - Concord

(Name of RFP)

014 - June 30, 2015

90,743.38	$ -	$ 90,743.38	$0.00	$0.00	$ -	$90,743.38	$ -	$ 90,743.38
18,777.27	$ -	$ 18,777.27	$ -	$ -	$ -	$ 18,777.27	$ -	$ 18,777.27
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -		$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ 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	$ 146,307.00	$ -	$ 146,307.00
	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 BAT
Date 5/12/17

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

d 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
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ 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 PAS

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: 5/19/14

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 Services 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

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: Brigid Howard 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: Enrique Alvarez 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

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	Child and Family Services of NH
The State	Name of the Contractor
Signature of Authorized Representative	Signature of Authorized Representative
Mary Ann Cooney	Sonja 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: Bob Alwardt Jr
Title: President CEO

Contractor Initials BF
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 #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

Name and Title of Notary or Justice of the Peace

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

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. 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:

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 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 BA

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

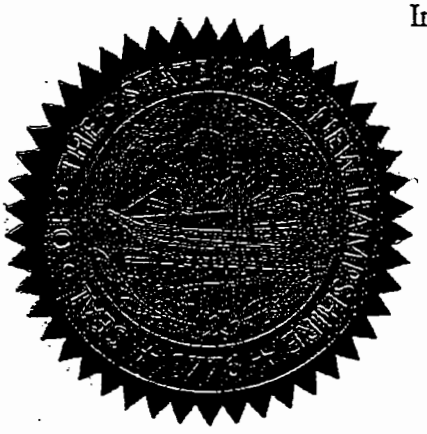
	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 94,016.52	$ -	$ 94,016.52	$ -	$ -	$ -	$ 94,016.52	$ -	$ 94,016.52
2. 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: BAT
Date: 3/22/16

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 CHILD AND FAMILY SERVICES OF NEW HAMPSHIRE is a New Hampshire nonprofit corporation formed September 25, 2014. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 27th day of April, A.D. 2015

William M. Gardner
Secretary of State

NEW HAMPSHIRE

Corporation Division

Search
By Business Name
By Business ID
By Registered Agent
Annual Report
File Online
Guidelines
Name Availability
Name Appeal Process

Date: 5/3/2016

Filed Documents

(Annual Report History, View Images, etc.)

Business Name History

Name	Name Type
CHILD AND FAMILY SERVICES OF NEW HAMPSHIRE	Legal
NEW HAMPSHIRE CHILDREN'S AID SOCIETY	Prev Legal
NEW HAMPSHIRE CHILDREN'S AID & PROTECTIVE SOCIETY	Prev Legal

Non-Profit Corporation - Domestic - Information

Business ID:	62585
Status:	Good Standing
Entity Creation Date:	9/25/1914
State of Business.:	NH
Principal Office Address:	464 Chestnut Street,PO Box 448 Manchester NH 03105
Principal Mailing Address:	464 Chestnut StreetPO Box 448 Manchester NH 03105
Expiration Date:	Perpetual
Last Annual Report Filed Date:	12/2/2015 2:29:02 PM
Last Annual Report Filed:	2015

Registered Agent

Agent Name:	
Office Address:	No Address
Mailing Address:	No Address

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.

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 _____CHILD AND FAMILY SERVICES OF NH_____.
(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 __1/28/2014_____:
(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 22nd day of March 2016.

_____
(Signature of the Elected Officer)

STATE OF NEW HAMPSHIRE

County of Hillsborough

The forgoing instrument was acknowledged before me this 22nd day of March 20 16

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

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

_____
(Notary Public/Justice of the Peace)

(NOTARY SEAL)

Commission Expires: 3/6/18

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/11/2016

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

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

PRODUCER	CONTACT NAME: Linda Dacey, CIC	
FIAI/Cross Insurance 1100 Elm Street Manchester NH 03101	PHONE (A/C, No, Ext): (603) 669-3218	FAX (A/C, No): (603) 645-4331
	E-MAIL ADDRESS: ldacey@crossagency.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Philadelphia Indemnity Ins Co	18058
INSURED Child & Family Services of New Hampshire Po Box 448 Manchester NH 03105	INSURER B: AIG Specialty Insurance Co.	
	INSURER C: Travelers Casualty & Surety Co of	31191
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 15-16 All w/16-17WC & F/F **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 OTHER:			PHPK1356559	7/1/2015	7/1/2016	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 0 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS [ ] SCHEDULED AUTOS X HIRED AUTOS [X] NON-OWNED AUTOS			PHPK1356559	7/1/2015	7/1/2016	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Medical payments	$ 1,000,000 $ $ $ $ 5,000
A	[ ] UMBRELLA LIAB [X] OCCUR X EXCESS LIAB [ ] CLAIMS-MADE DED [X] RETENTION $ 10,000			PHUB504723	7/1/2015	7/1/2016	EACH OCCURRENCE AGGREGATE	$ 4,000,000 $ 4,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [N] N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			033571192 (3a.) NH All officers included	4/4/2016	4/4/2017	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 500,000 $ 500,000 $ 500,000
C	Fidelity & Forgery			105912196	4/1/2016	4/1/2017	Limit	$200,000
A	Professional Liability			PHPK1356559	7/1/2015	7/1/2016	Aggregate	$2,000,000

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

CERTIFICATE HOLDER

(603) 271-4232 Eric.borrin@dhhs.state.nh.

State of New Hampshire
Department of Health and Human Services
Contracts and Procurement Unit
Brown Building
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CANCELLATION

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

AUTHORIZED REPRESENTATIVE

T Franggos/JSC

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CFS MISSION

Child and Family Services of New Hampshire

Consolidated Financial Statements

For the Year Ended December 31, 2014

(With Independent Auditors' Report Thereon)

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Independent Auditors' Report

To the Board of Trustees
Child and Family Services of New Hampshire

Report on the Financial Statements

We have audited the accompanying consolidated financial statements of Child and Family Services of New Hampshire, which comprise the consolidated statement of financial position as of December 31, 2014, 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.

Auditor's 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 auditor's 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 Child and Family Services of New Hampshire as of December 31, 2014, 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

The prior year summarized comparative information has been derived from the consolidated financial statements of Child and Family Services of New Hampshire for the year ended December 31, 2013, which were audited by another auditor who expressed an unmodified opinion on those statements in their report dated March 19, 2014.

Other Matters

Emphasis of Matter

As discussed above, the financial statements Child and Family Services of New Hampshire as of December 31, 2013, and for the year then ended were audited by other auditors. As described in Note 17, these financial statements have been restated. We audited the adjustments described in Note 17 that were applied to restate the 2013 financial statements. In our opinion, such adjustments are appropriate and have been properly applied. However, we were not engaged to audit, review, or apply any procedures to the 2013 financial statements of the Organization other than with respect to such adjustments and, accordingly we do not express an opinion or any other form of assurance on the 2013 financial statements taken as a whole.

Other Information

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The Consolidated Schedule of Operating Expenses

is presented for purposes of additional analysis and is 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 31, 2015 on our consideration of Child and Family Services of New Hampshire'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 Child and Family Services of New Hampshire's internal control over financial reporting and compliance.

Melanson Heath

March 31, 2015

Child and Family Services of New Hampshire

Consolidated Statement of Financial Position
December 31, 2014
(with comparative totals as of December 31, 2013)

ASSETS	Unrestricted	Temporarily Restricted	Permanently Restricted	2014 Total	2013 Total
Current Assets:					
Cash and cash equivalents	$ 516,259	$ 374,261	$ -	$ 890,520	$ 329,616
Accounts receivable, net	640,899	-	-	640,899	826,082
Prepaid expenses	197,640	-	-	197,640	171,481
Other current assets	-	-	-	-	60,175
Total Current Assets	1,354,798	374,261	-	1,729,059	1,387,354
Investments	14,963,027	594,052	1,353,913	16,910,992	16,978,687
Beneficial interest held in trust	-	-	1,865,853	1,865,853	1,872,875
Property and equipment, net	5,387,494	987,343	-	6,374,837	7,048,577
TOTAL ASSETS	$ 21,705,319	$ 1,955,656	$ 3,219,766	$ 26,880,741	$ 27,287,493
LIABILITIES AND NET ASSETS					
Current Liabilities:					
Accounts payable	$ 141,912	$ -	$ -	$ 141,912	$ 206,247
Annuities payable	-			-	362
Accrued payroll and related expenses	472,297	-	-	472,297	622,888
Capital lease payable	-	-	-	-	13,988
Bonds payable	120,000	-	-	120,000	115,000
Total Current Liabilities	734,209	-	-	734,209	958,485
Bonds payable, net of current portion	4,725,005	-	-	4,725,005	4,845,000
Deferred loans - NHHFA	1,250,000			1,250,000	1,250,000
Interest rate swap agreements	1,326,080	-	-	1,326,080	937,081
TOTAL LIABILITIES	8,035,294	-	-	8,035,294	7,990,566
Net Assets:					
Donor restricted	-	1,955,656	3,219,766	5,175,422	5,160,017
Board designated	14,963,027	-	-	14,963,027	15,147,278
Unrestricted	(1,293,002)	-	-	(1,293,002)	(1,010,368)
Total Net Assets	13,670,025	1,955,656	3,219,766	18,845,447	19,296,927
TOTAL LIABILITIES AND NET ASSETS	$ 21,705,319	$ 1,955,656	$ 3,219,766	$ 26,880,741	$ 27,287,493

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

Child and Family Services of New Hampshire

Consolidated Statement of Activities

For the Year Ended December 31, 2014
(with comparative totals for the year ended December 31, 2013)

	Unrestricted	Temporarily Restricted	Permanently Restricted	2014 Total	2013 Total
Support and Revenue:					
Support:					
Contributions	$ 836,440	$ 429,515	$ 105,399	$ 1,371,354	$ 1,491,599
Government grants	7,397,947	-	-	7,397,947	8,394,288
In-kind contributions	178,220	-	-	178,220	120,954
Income from special events, net	217,281	-	-	217,281	299,357
Revenue:					
Service fees	1,673,390	-	-	1,673,390	1,862,787
Other	5,143	-	-	5,143	9,499
Net assets released from restriction:					
Program releases	449,602	(449,602)	-	-	-
Capital campaign releases	74,665	(74,665)	-	-	-
Endowment releases	69,385	(69,385)	-	-	-
Endowment transfer to support operations	718,287	-	-	718,287	694,226
Total Support and Revenue	11,620,360	(164,137)	105,399	11,561,622	12,872,710
Operating Expenses:					
Program	10,639,525	-	-	10,639,525	11,727,966
Management and general	720,679	-	-	720,679	834,321
Fundraising	352,913	-	-	352,913	453,384
Total Operating Expenses	11,713,117	-	-	11,713,117	13,015,671
Change in net assets before non-operating items	(92,757)	(164,137)	105,399	(151,495)	(142,961)
Non-Operating Items:					
Investment income	463,247	81,165	-	544,412	2,545,288
Gain on sale of assets	269,892	-	-	269,892	-
Unrealized gain (loss) on interest rate swap	(388,999)	-	-	(388,999)	621,873
Change in beneficial interest	-	-	(7,022)	(7,022)	136,020
Interest income	19	-	-	19	-
Endowment transfer to support operations	(718,287)	-	-	(718,287)	(694,226)
Total Non-Operating Items	(374,128)	81,165	(7,022)	(299,985)	2,608,955
Change in net assets	(466,885)	(82,972)	98,377	(451,480)	2,465,994
Net Assets, Beginning of Year, as restated	14,136,910	2,038,628	3,121,389	19,296,927	16,830,933
Net Assets, End of Year	$ 13,670,025	$ 1,955,656	$ 3,219,766	$ 18,845,447	$ 19,296,927

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

Child and Family Services of New Hampshire

Consolidated Statement of Functional Expenses
For the Year Ended December 31, 2014
(with comparative totals for the year ended December 31, 2013)

	Program Services	General and Administrative	Fundraising	2014 Total	2013 Total
Personnel expense:					
Salaries and wages	$ 5,917,937	$ 475,905	$ 230,734	$ 6,624,576	$ 7,454,546
Employee benefits	677,987	71,568	32,983	782,538	911,862
Payroll related costs	677,001	48,704	18,662	744,367	803,127
Mileage reimbursement	544,598	-	-	544,598	644,793
Contracted services	261,930	11,426	11,507	284,863	448,884
Subtotal personnel expense	8,079,453	607,603	293,886	8,980,942	10,263,212
Accounting	-	39,445	-	39,445	38,050
Assistance to individuals	676,459	-	-	676,459	773,845
Communications	165,557	1,114	9,423	176,094	198,213
Conferences, conventions, meetings	28,393	12,525	1,969	42,887	40,198
Depreciation	346,757	5,932	-	352,689	362,791
In kind contributions	173,424	4,668	128	178,220	120,954
Insurance	80,212	2,952	2,060	85,224	73,486
Interest	319,006	173	-	319,179	327,721
Legal	-	1,668	-	1,668	19,086
Membership dues	10,695	8,159	1,910	20,764	17,907
Miscellaneous	38,793	1,584	1,598	41,975	52,713
Occupancy	498,706	9,382	8,690	516,778	453,636
Printing and publications	29,098	947	28,813	58,858	68,857
Rental and equipment maintenance	125,591	21,313	-	146,904	105,590
Supplies	67,381	2,528	1,962	71,871	95,801
Travel	-	686	2,474	3,160	3,611
Total Functional Expenses	$ 10,639,525	$ 720,679	$ 352,913	$ 11,713,117	$ 13,015,671

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

Child and Family Services of New Hampshire

Consolidated Statement of Cash Flows
For the Year Ended December 31, 2014
(with comparative totals for the year ended December 31, 2013)

	2014	2013
Cash Flows From Operating Activities:		
Change in net assets	$ (451,480)	$ 2,465,994
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	352,689	362,791
Restricted contributions	(105,398)	(240,040)
Realized (gain) loss on investments	(51,821)	(435,757)
Unrealized (gain) loss on investments	642,325	(1,191,301)
Change in beneficial interest in trust	7,022	(136,020)
Change in interest rate swap	388,999	(621,872)
(Gain) loss on sale of asset	(269,892)	-
Changes in operating assets and liabilities:		
Accounts receivable	185,183	123,645
Prepaid expenses	(26,159)	(40,814)
Other current liabilities	60,175	14,668
Accounts payable	(64,335)	75,620
Accrued expenses	(150,591)	53,240
Net Cash Provided By Operating Activities	516,717	430,154
Cash Flows From Investing Activities:		
Reinvested income	(522,809)	(396,458)
Proceeds from sale of fixed assets	731,894	-
Purchase of fixed assets	(140,951)	(95,279)
Net Cash Provided By (Used By) Investing Activities	68,134	(491,737)
Cash Flows From Financing Activities:		
Cash restricted for HEFA trust	-	30,000
Restricted contributions	105,398	240,040
Cash advance on line of credit	5,850,785	5,348,845
Payment on line of credit	(5,850,785)	(5,348,845)
Payment of long term debt	(128,983)	(133,181)
Payment on annuity	(362)	(1,125)
Net Cash Provided By (Used By) Financing Activities	(23,947)	135,734
Net Change in Cash and Cash Equivalents	560,904	74,151
Cash and Cash Equivalents, Beginning	329,616	255,465
Cash and Cash Equivalents, Ending	$ 890,520	$ 329,616
SUPPLEMENTAL INFORMATION:		
Interest Paid	$ 339,881	$ 319,434

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

Child and Family Services of New Hampshire

Notes to Consolidated Financial Statements

For the Year Ended December 31, 2014

1. Description of Organization

Child and Family Services of New Hampshire (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 four basic categories:

1. **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 573 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 baby's cognitive, physical, emotional and social development, and chance for success. Services are provided in the child's natural environment (home, daycare, 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.

2. **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've 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.

3. **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.

4. **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 94 year camp history, and 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

The Organization prepares its consolidated financial statements in accordance with generally accepted accounting principles promulgated in the United States of America (GAAP) for nonprofit organizations. The significant accounting and reporting policies used by the Organization are described subsequently to enhance the usefulness and understandability of the consolidated financial statements.

Net Assets

The consolidated financial statements report net assets and changes in net assets in three classes that are based upon the existence or absence of restrictions on use that are placed by its donors, as follows:

Unrestricted Net Assets

Unrestricted net assets are resources available to support operations. The only limits on the use of unrestricted net assets are the broad limits resulting from the nature of the Organization, the environment in which it operates, the purposes specified in its organizing documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into in the course of its operations.

Temporarily Restricted Net Assets

Temporarily restricted net assets are resources that are restricted by donors for use for a particular purpose or in a particular future period. The Organization's unspent contributions are classified in this net asset class if the donor limited their use, as are the unspent appreciation of its donor-restricted endowment funds.

When a donor's restriction is satisfied, either by using the resources in the manner specified by the donor or by the passage of time, the expiration of the restriction is reported in the consolidated financial statements by reclassifying the net assets from temporarily restricted to unrestricted net assets.

Permanently Restricted Net Assets

Permanently restricted net assets are resources whose use by the Organization is limited by donor-imposed restrictions that neither expire by being used in accordance with a donor's restriction nor by the passage of time. The portion of the Organization's donor-restricted funds that must be maintained in perpetuity are classified in this net asset class, as is the Organization's beneficial interest in perpetual charitable trusts. Unless restricted by the donor, income earned on permanently restricted net assets is expendable to support operations, subject to certain restrictions.

All revenues and net gains are reported as increases in unrestricted net assets in the Statement of Activities unless the use of the related resources is subject to temporary or permanent donor restrictions. All expenses and net losses other than losses on endowment investments are reported as decreases in unrestricted net assets. Net losses on endowment investments reduce temporarily restricted net assets to the extent that temporarily restricted net gains from prior years are unspent and classified there; remaining losses are classified as decreases in unrestricted net assets. If an endowment fund has no net gains from prior years, such as when a fund is newly established, net losses are classified as decreases in unrestricted net assets.

Principles of Consolidation

The consolidated financial statements of the Organization include the accounts of Child and Family Services of New Hampshire and Child and Family Realty Corporation, a commonly controlled organization. All inter-organization transactions have been eliminated.

Cash Equivalents

Cash equivalents are short term, interest bearing, highly liquid investments with original maturities of three months or less, unless the investments are held for meeting donor restrictions. Temporarily restricted cash investments held within investment portfolios are excluded from cash equivalents.

Investments

The Organization maintains pooled investment accounts for its restricted endowments. 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.

Accounts Receivable and Revenue

Accounts receivable is recognized when qualifying costs are incurred for cost reimbursement grants or contracts or when a unit of service is provided for performance grants. Grant revenue from federal agencies is subject to independent audit under the Office of Management and Budget Circular A-133 and review by grantor agencies. The review could result in the disallowance of expenditures under the terms of the grants or reductions of future grant awards. Based on prior experience, the Organization's management believes that costs ultimately disallowed, if any, would not materially affect the financial position of the Organization.

Allowance for Doubtful Accounts

The adequacy of the allowance for doubtful accounts for receivables is reviewed on an ongoing basis by the Organization's management and adjusted as required through the provision for doubtful accounts (bad debt expense). In determining the amount required in the allowance account for the year ended December 31, 2014, management has taken into account a variety of factors.

Beneficial Interest

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 temporarily restricted net assets until expended in accordance with restrictions. The value of the beneficial interest in the trust is adjusted annually for the change in its estimated fair value. Those changes in value are reported as increases in permanently restricted net assets because the trust assets will never be distributed to the Organization.

Property and Equipment

Property and equipment is reported at cost, if purchased, and at fair value at the date of donation, if donated. Any such donations are reported as unrestricted support unless the donor has restricted the donated asset for a specific purpose. Assets donated with explicit restrictions regarding their use, and contributions of cash that must be used to acquire property and equipment, are reported as restricted support. Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expirations of donor restrictions over the useful life of the asset. The Organization reclassifies temporarily restricted net assets to unrestricted net assets at that time.

Property and equipment is capitalized if it has a cost of $1,000 or more and a useful life when acquired of more than one year. Repairs and maintenance

that do not significantly increase the useful life of the asset are expensed as incurred. Depreciation is computed using the straight-line method over the estimated useful lives of the assets, as follows:

Buildings and improvements	15 – 50 years
Furniture, fixtures, and equipment	5 – 10 years
Vehicles	5 years
Software	5 years

Property and equipment is reviewed for impairment when a significant change in the asset's use or another indicator of possible impairment is present. No impairment losses were recognized in the consolidated financial statements in the current period.

Accounting for Contributions

Contributions, including unconditional promises to give, are recognized when received. All contributions are reported as increases in unrestricted net assets unless use of the contributed assets is specifically restricted by the donor. Amounts received that are restricted by the donor to use in future periods or for specific purposes are reported as increases in either temporarily restricted or permanently restricted net assets, consistent with the nature of the restriction. Unconditional promises with payments due in future years have an implied restriction to be used in the year the payment is due, and therefore are reported as temporarily restricted until the payment is due unless the contribution is clearly intended to support activities of the current fiscal year or is received with permanent restrictions. Conditional promises, such as matching grants, are not recognized until they become unconditional, that is, until all conditions on which they depend are substantially met.

Gifts-in-Kind Contributions

The Organization periodically receives contributions in a form other than cash. Contributed property and equipment is recognized as an asset at its estimated fair value at the date of gift, provided that the value of the asset and its estimated useful life meets the Organization's capitalization policy. Donated use of facilities is reported as contributions and as expenses at the estimated fair value of similar space for rent under similar conditions. If the use of the space is promised unconditionally for a period greater than one year, the contribution is reported as a contribution and an unconditional promise to give at the date of gift, and the expense is reported over the term of use. Donated supplies are recorded as contributions at the date of gift and as expenses when the donated items are placed into service or distributed.

The Organization benefits from personal services provided by a substantial number of volunteers. Those volunteers have donated significant amounts of

time and services to the Organization's program operations and in its fund-raising campaigns. However, the majority of the contributed services do not meet the criteria for recognition in the consolidated financial statements. Generally Accepted Accounting Principles allow recognition of contributed services only if (*a*) the services create or enhance nonfinancial assets or (*b*) the services would have been purchased if not provided by contribution, require specialized skills, and are provided by individuals possessing those skills.

Expense Recognition and Allocation

The cost of providing the Organization's programs and other activities is summarized on a functional basis in the Consolidated Statement of Activities and Consolidated Statement of Functional Expenses. Expenses that can be identified with a specific program or support service are charged directly to that program or support service. Costs common to multiple functions have been allocated among the various functions benefited.

Management and general expenses include those costs that are not directly identifiable with any specific program, but which provide for the overall support and direction of the Organization.

Fundraising costs are expensed as incurred, even though they may result in contributions received in future years.

Use of Estimates

The preparation of the consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts of revenues and expenses during the reporting period and the reported amounts of assets and liabilities at the date of the consolidated financial statements. On an ongoing basis, the Organization's management evaluates the estimates and assumptions based upon historical experience and various other factors and circumstances. The Organization's management believes that the estimates and assumptions are reasonable in the circumstances; however, the actual results could differ from those estimates.

Tax Status

Child and Family Services of New Hampshire is exempt from federal income tax under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(3). The Organization has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) and qualifies for deductible contributions.

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).

The Organization follows FASB ASC 740-10, *Accounting for Uncertainty in Income Taxes*, which clarifies the accounting for uncertainty in income taxes and prescribes a recognition threshold and measurement attribute for financial statement recognition and measurement of tax positions taken or expected to be taken in a tax return. FASB ASC 740-10 did not have a material impact on the Organization's consolidated financial statements.

The Organization's Federal Form 990 (Return of Organization Exempt From Income Tax) are subject to examination by the IRS, generally for three years after filing.

Reclassifications

Certain accounts in the prior-year consolidated financial statements have been reclassified for comparative purposes to conform to the presentation in the current-year consolidated financial statements.

Fair Value Measurements

The Organization reports its fair value measures using a three-level hierarchy that prioritizes the inputs used to measure fair value. This hierarchy, established by Generally Accepted Accounting Principles, requires that entities maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. The three levels of inputs used to measure fair value are as follows:

- *Level 1.* Quoted prices for identical assets or liabilities in active markets to which the Organization has access at the measurement date.

- *Level 2.* Inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly. Level 2 inputs include:

    — quoted prices for similar assets or liabilities in active markets;

    — quoted prices for identical or similar assets in markets that are not active;

    — observable inputs other than quoted prices for the asset or liability (for example, interest rates and yield curves); and

    — inputs derived principally from, or corroborated by, observable market data by correlation or by other means.

- *Level 3.* Unobservable inputs for the asset or liability. Unobservable inputs should be used to measure the fair value to the extent that observable inputs are not available.

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 many of the assets and liabilities that the Organization is required to measure at fair value (for example, unconditional promises to give 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 4).
- recurring measurement of beneficial interests in trusts (Note 6).

3. Concentration of Credit Risk - Cash and Cash Equivalents

The carrying amount of the Organization's deposits with financial institutions was $890,520 at December 31, 2014. The difference between the carrying amount and the bank balance represents reconciling items such as deposits in transit and outstanding checks, which have not been processed by the bank at December 31, 2014. The bank balance is categorized as follows:

Insured by FDIC	$ 327,796
Uninsured and uncollateralized	564,264
Total Bank Balance	$ 892,060

4. Investments

Investments at fair value consist of the following at December 31, 2014:

Mutual funds	$ 16,578,298
U.S Treasury obligations	332,694
Total	$ 16,910,992

Under the terms of the Organization's line of credit agreement (Note 8), the Organization has agreed not to pledge these investments as security on any other debt.

For the years ended December 31, 2014 and 2013, expenses relating to investment revenues, including management fees, amounted to $91,915 and $86,474, respectively, and have been netted against investment revenues in the accompanying statements of activities.

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 is 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, 2014. 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.

U.S. Treasury Obligations: Determined by the closing bid price on the last business day of the fiscal year if actively traded.

5. Accounts Receivable

Receivables consisted of the following at December 31:

	2014			2013		
	Receivable	Allowance	Net	Receivable	Allowance	Net
Grants receivable	$ 539,091	$ (4,727)	$ 534,364	$ 639,140	$ (6,805)	$ 632,335
Fees for service	107,813	(1,428)	106,385	193,747	-	193,747
Travel advances	150	-	150	-	-	-
	$ 647,054	$ (6,155)	$ 640,899	$ 832,887	$ (6,805)	$ 826,082

6. Beneficial Interest Held in Trust

The Organization is the sole beneficiary of three funds that are administered by the New Hampshire Charitable Foundation (NHCF). One of the funds was established in 2005. 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. The Organization has received distributions from the funds over the last two years.

At December 31, 2014 and 2013, the fair market value of the funds, which approximates the present value of future benefits expected to be received, was $833,116 and $823,141, respectively. The Organization received $24,247 and $28,983 from the funds in 2014 and 2013, 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	2014	2013
Greenleaf	100%	$ 405,687	$ 412,530
Spaulding	100%	351,865	358,793
Cogswell	50%	275,185	278,411
Total		$ 1,032,737	$ 1,049,734

In 2014 and 2013, income distributed by these trusts was $18,881 and $39,498, respectively. 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, 2012	$ 1,736,855
Change in value of beneficial interest	136,020
Balance at December 31, 2013	1,872,875
Change in value of beneficial interest	(7,022)
Balance at December 31, 2014	$ 1,865,853

7. Property, Equipment and Depreciation

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

	2014	2013
Land and land improvements	$ 1,114,949	$ 1,144,949
Buildings and improvements	7,413,804	8,686,995
Furniture, fixtures and equipment	662,586	1,879,897
Vehicles	97,022	128,606
Software	166,590	168,608
Subtotal	9,454,951	12,009,055
Less: accumulated depreciation	(3,080,114)	(4,960,478)
Total	$ 6,374,837	$ 7,048,577

8. 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, 2014, and was extended through June 30, 2015. The line carries a variable rate of interest at the Wall Street Journal prime rate (3.25% at December 31, 2014), adjusted at each change in the index. At December 31, 2014 the balance on this line of credit was $0.

9. 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 "Counter-party") 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 2014 and 2013 is added to interest expense in the statement of functional expense. 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, 2014 and 2013, the Organization recorded the swap liability position of approximately $1,326,080 and $937,081, 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, 2014, the Organization was in compliance with these covenants.

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

Year	Amount
2015	$ 120,000
2016	125,000
2017	135,000
2018	140,000
2019	140,000
Thereafter	4,185,005
	$ 4,845,005

10. 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.

11. 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, 2014, the Board of Trustees had designated $14,963,027 of unrestricted net assets as a general endowment fund to support the mission of the Organization. Since that amount resulted from an internal designation and is not donor-restricted, it is classified and reported as unrestricted net assets.

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 of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Organization classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent 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 that is not classified in permanently restricted net assets is classified as temporarily 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

From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor or UPMIFA requires the Organization to retain as a fund of perpetual duration. In accordance with generally accepted accounting principles, deficiencies of this nature are required to be restored from either temporarily restricted or unrestricted net assets, depending on donor stipulations. These deficiencies result from unfavorable market fluctuations that occur causing the original donor restricted contribution, plus accumulated investment earnings that, in accordance with donor stipulations, are required to be added to the original contribution, to fall below the accumulated balances. Donor stipulations for permanently restricted-income restricted funds require the reclassification of realized and unrealized earnings to temporarily restricted net assets. Based on donor stipulations there are no temporarily or permanently restricted funds in deficit.

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 spending policy is 5% 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 the endowment investments as of December 31, 2014, is as follows:

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total Net Endowment Assets
Donor-restricted endowment funds	$ -	$ 594,052	$ 1,353,913	$ 1,947,965
Board-designated endowment funds	14,963,027	-	-	14,963,027
Total funds	$ 14,963,027	$ 594,052	$ 1,353,913	$ 16,910,992

Changes in endowment net assets as of December 31, 2014 are as follows:

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total Net Endowment Assets
Endowment net assets, beginning of year	$ 15,147,901	$ 582,272	$ 1,248,514	$ 16,978,687
Contributions	-	-	105,399	105,399
Investment income	463,247	81,165	-	544,412
Net assets released from restriction	(718,287)	(69,385)		(787,672)
Timing variances	70,166	-	-	70,166
Endowment net assets, end of year	$ 14,963,027	$ 594,052	$ 1,353,913	$ 16,910,992

12. Temporarily Restricted Net Assets

Temporarily restricted net assets at December 31 were comprised the following:

	2014	2013
Program restrictions:		
Camp	$ 48,702	$ 49,194
Child abuse prevention	96,079	154,658
Family counseling	19,594	42,438
Homecare	61,299	19,482
Teen and youth	148,587	128,577
Subtotal	374,261	394,349
Capital campaign restrictions:		
Camp Pavillion	282,178	290,427
Camp Spaulding	398,552	448,328
Teen center	82,005	91,839
Union Street	224,608	231,413
Subtotal	987,343	1,062,007
Cumulative appreciation on permanently restricted net assets	594,052	582,272
Total	$ 1,955,656	$ 2,038,628

13. Net Assets Released from Restriction

Net assets are released from program restrictions by incurring expenses satisfying the restricted purpose.

14. Defined Contribution Plan

The Organization sponsored a defined contribution plan (the Plan) that covered all employees at day of hire and who were at least twenty-one years of age. 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, 2014 and 2013, respectively.

15. Operating Leases

The Organization leases office space under the terms of non-cancellable lease agreements that are scheduled to expire at various times through 2018. The Organization also rents additional facilities on a month to month basis.

Rent expense under these agreements totaled $120,966 and $123,341 for the years ended December 31, 2014 and 2013, respectively.

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

Year	Amount
2015	$ 82,707
2016	82,707
2017	16,217
2018	3,621
Total	$ 185,252

16. 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.

The Organization invests in various investment securities. Investment securities 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.

17. Beginning Net Assets Restatement

In fiscal year 2014, the Organization determined that certain funds previously categorized as temporarily restricted net assets were not subject to donor restrictions. In addition, deferred loans from NHHFA were restated to properly reflect their face value. Accordingly, beginning net assets as of December 31, 2014 have been restated in order to properly reflect donor restricted net assets, as follows:

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Net Assets, Beginning of Year	$ 14,136,915	$ 2,943,580	$ 3,121,389	$ 20,201,884
Reclassify program funds	904,952	(904,952)	-	-
Restate deferred loan balances	(904,957)	-	-	(904,957)
Net Assets, Beginning of Year, as restated	$ 14,136,910	$ 2,038,628	$ 3,121,389	$ 19,296,927

18. Subsequent Events

Subsequent events have been evaluated through March 31, 2015, which is the date the consolidated financial statements were available to be issued. Events occurring after that date have not been evaluated to determine whether a change in the consolidated financial statements would be required.

Child and Family Services of New Hampshire

Consolidated Schedule of Operating Expenses
For the Year Ended December 31, 2014
(with comparative totals for the year ended December 31, 2013)

	Family Counseling	Teen and Youth	Child Abuse Treatment & Family Prevention	Child Abuse Prevention	Early Intervention	Homecare	Residential	Adoptions and Pregnancy Counseling	Child Advocacy	Summer Camp	Total Program	General and Administration	Fundraising	2014 Total	2013 Total
Salaries	$ 468,954	$ 768,545	$ 1,705,494	$ 1,154,029	$ 241,141	$ 1,340,574	$ 11,331	$ 74,829	$ 76,131	$ 76,909	$ 5,917,937	$ 475,905	$ 230,734	$ 6,624,576	$ 7,454,546
Employee benefits	61,141	97,400	217,813	164,238	42,113	72,501	372	13,100	6,302	3,009	677,987	71,568	32,983	782,538	911,862
Payroll related costs	47,842	84,496	183,781	133,370	24,747	155,059	25,804	6,900	6,335	8,667	677,001	48,704	18,662	744,367	803,127
Mileage reimbursements	13,253	73,430	290,374	81,313	19,941	56,483	801	2,683	521	5,799	544,598	-	-	544,598	644,793
Contracted services	37,625	15,634	25,861	117,415	41,078	6,520	467	7,983	949	8,398	261,930	11,426	11,507	284,863	448,884
Assistance to individuals	22,135	243,623	109,231	267,165	-	8,973	28	12,323	-	14,981	676,459	-	-	676,459	773,845
Communications	11,736	34,316	52,859	32,781	5,771	16,796	732	4,656	1,440	4,270	165,557	1,114	9,423	176,094	198,213
Conferences, conventions, meetings	3,499	4,524	3,388	11,258	1,157	373	7	102	638	3,447	28,393	12,525	1,969	42,887	40,198
Depreciation	26,034	54,817	102,594	70,334	14,173	59,850	2,161	4,889	3,638	6,267	346,757	5,932	-	352,689	362,791
In kind contributions	-	85,633	83,878	3,494	-	-	-	-	-	419	173,424	4,668	128	178,220	120,954
Insurance	4,615	12,822	25,643	20,457	3,261	10,120	853	947	756	738	80,212	2,952	2,060	85,224	73,486
Interest	24,119	50,470	101,630	67,399	14,136	63,688	1,780	4,830	3,438	(12,284)	319,006	173	-	319,179	327,721
Membership dues	469	1,668	1,976	4,878	246	735	7	72	607	37	10,695	8,159	1,910	20,764	17,907
Miscellaneous	2,856	5,351	9,841	9,515	1,657	6,692	183	494	361	1,843	38,793	1,584	1,598	41,975	52,713
Occupancy	38,616	79,865	134,555	86,351	9,405	33,177	9,987	7,103	3,124	96,521	496,706	9,382	8,690	516,778	453,636
Printing and publications	2,119	2,208	5,364	8,113	793	6,197	5	346	640	3,313	29,098	947	28,813	58,858	68,857
Professional fees	-	-	-	-	-	-	-	-	-	-	-	41,113	-	41,113	57,136
Rental and equipment maintenance	15,402	22,050	38,008	33,531	5,021	6,818	826	2,462	1,650	1,823	125,591	21,313	-	146,904	105,590
Supplies	3,363	20,168	11,754	14,712	922	8,308	96	904	853	6,301	67,381	2,528	1,962	71,871	95,801
Travel	-	-	-	-	-	-	-	-	-	-	-	686	2,474	3,160	3,611
Current year totals	$ 783,780	$ 1,657,020	$ 3,102,044	$ 2,280,351	$ 425,562	$ 1,850,864	$ 55,440	$ 144,623	$ 107,383	$ 232,458	$ 10,639,525	$ 720,679	$ 352,913	$ 11,713,117	
Prior year totals	$ 911,726	$ 1,716,126	$ 3,652,550	$ 2,004,988	$ 408,720	$ 1,952,380	$ 578,849	$ 133,858	$ 108,281	$ 260,488	$ 11,727,966	$ 834,321	$ 453,384		$ 13,015,671

See Independent Auditors' Report.

Child and Family Services Board of Trustees

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Borja Alvarez de Toledo, M.Ed.

464 Chestnut Street, Manchester, NH 03105 / 603-518-4300
alvarezdetoledob@cfsnh.org

Professional Profile

- A seasoned leader with more than 15 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

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

~ President and CEO

- Responsible for program planning and development, insuring that CFS meets the community needs.
- Advance the public profile of CFS 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 CFS' 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 Con s
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.

Maria Gagnon, MSW

464 Chestnut Street ■ Manchester, NH 03105 ■ (603) 518-4362 ■ gagnonm@cfsnh.org

SKILLS SUMMARY

~Project Management	~Non-Profit Operations	~Strategic Planning
~Project Evaluation	~Budget Development	~Staff Recruitment
~Data to Manage	~Local/Federal Grant Writing	~Staff supervision

PROFESSIONAL EXPERIENCE

Child and Family Services – Manchester, New Hampshire (2013 to present)
Senior Vice President, Chief Operating Officer

- Work with management team to ensure acceptable standards of professional practice & responsiveness to community needs.
- Support and consult with management team in the assignment, supervision, evaluation & termination of employees.
- Participate in preparation of the annual budget, ensure agency programs are administered within budgetary provisions and maintain proper accounting of funds.
- Participate in developing and coordinating sound welfare programs in the community.
- Participate in community collaborations on the local, regional and national level to increase understanding of agency programs.

FIRST – Manchester, New Hampshire (2011 to 2013)
Director, Corporate & Foundation Relationships

- Manage team of eight to develop and cultivate strategic relationships with donor organizations to raise $16 million annually. Responsible for hiring, training and supervising staff. Complete employee evaluations and develop goals for professional growth.
- Maintain and grow existing donor accounts by providing strategic vision, leadership, and direction. Set support level goals, develop short & long-term strategies and implement action plans to meet the growth objectives of *FIRST*. Work across departments to ensure adequate funding.
- Personally grew several major accounts by 50% in first year of position. Companies included Boeing, United Technologies, 3M and Grainger.
- Cultivated new relationships with several large companies including: Deloitte, Intel, MasterCard, Hitachi, Good Samaritan Society, AARP and the military.
- Create annual business plan, maintain accurate donor database, develop reports for agency leadership and participate in major event planning. Serve as spokesperson for the agency at national events.

CHILD ADVOCACY CENTER – Hillsborough County, New Hampshire (2010 to 2011)
Executive Director

- Provide strategic leadership & day to day management of the agency. Supervise 4 staff, 2 Americorp Advocates, & student interns. Report directly to the board of directors. Recruit & provide orientation to new board members.
- Grew agency in first year of leadership to include an additional staff person and three new services including: case management, extended forensic interviews and district court advocacy. Met rigorous standards for accreditation through the National Children's Alliance.
- Create annual work plan & budget. Manage funding to support agency operations, write grants and insure appropriate reporting to funding sources.
- Increased budget by 12% in FY2011; exceeded fundraising goals by 66% & served 10% more children. Secure agency funds through grants, contributions by cities & towns, fundraising events and business & individual donations.
- Successfully execute large fundraising events, utilizing staff and volunteer resources. Events include annual gala, triathlon, dance recital, special events & web-based appeal.

- Serve as spokesperson for the organization in the community, through local media outlets and social networks. Provide training to individuals working with children to help with identification of child abuse and to promote responsible reporting.

NEW FUTURES – Exeter, New Hampshire (2005 to 2009)
Director, Adolescent Treatment Initiative and Closing the Treatment Gap Initiative

- Manage $5 million dollar investment of the New Hampshire Charitable Foundation & $600,000 investment of the Open Society Institute. Manage & supervise 6 agencies and 15 staff across NH to implement this project.
- Implement evidence based treatment in five communities across the state. Have expanded use of evidence based practice from 1 agency to 7 in three years. Have provided training to more than 100 clinicians in New Hampshire on the use of evidence based treatment approaches.
- Project demonstrated successful outcomes consistent with or above national standards. Success includes reduction in substance use, decrease in illegal activity and alleviation of mental health symptoms. Clients report high treatment satisfaction.
- Create annual work plan and budget. Provide annual progress report to the New Hampshire Charitable Foundation & Open Society Institute.
- Develop data collection methods and identify target indicators. Utilize outcome data to make adjustments to programs to better serve youth, adults and their families.

RECLAIMING FUTURES – Concord, New Hampshire (2002 to 2005)
State Director

- Wrote grant to secure $1.3 million from the Robert Wood Johnson Foundation for Reclaiming Futures.
- Responsible for hiring, supervising and evaluating work of 6 program staff.
- Demonstrated success in 8 out of 13 project indices including: data sharing, partner involvement, client information, targeted treatment, treatment effectiveness, assessment, family involvement, access to services and involvement with pro-social activities.
- Facilitated 5 year strategic planning process in collaboration with state level advisory board. Developed and implemented yearly work plans.
- Institutionalized screening and assessment protocol in juvenile court system reaching 95% of youth across seven jurisdictions. Screen for risk and protective factors to facilitate connection to appropriate services. Expanded juvenile drug courts from 2 sites to 7 in four years with no additional resources.

ADDITIONAL PROFESSIONAL EXPERIENCE

THE YOUTH COUNCIL – Nashua, New Hampshire (1998-2002)
Director of Operations and Program Development/Clinical Social Worker

RIVIER COLLEGE – Nashua, New Hampshire (2009 to 2011)
Adjunct Faculty, Communications Department Grant Writing Skills

NATIONAL CONSULTANT & TRAINER – Train on substance abuse assessment tools in various locations across the country consult on adolescent treatment issues in juvenile justice (2005- 2011)
Completed feasibility study for the NH Dental Association (2011)

EDUCATION

Master's Degree in Social Work (MSW)
University of New Hampshire, 1998

Bachelor's Degree in Social Work (BSW)
Rivier College, 1991

ANTHONY F. CHEEK, JR.

464 Chestnut St.
Manchester, NH 03105
Phone: (603) 518-4113
Email: cheekt@cfsnh.org

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

Oversee finance, human resource and information technology functions for a private non-profit human services agency with 300 employees and a budget of $12 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.

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 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.

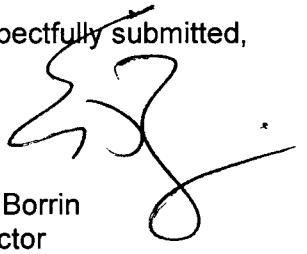
Should the Governor and Executive Council not approve this request, the vendor would not be able to meet their contractual needs which could reduce the availability, accessibility, and quality of Comprehensive Family Support Services in the Manchester, Concord and Southern District Office areas.

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

Name and Title of Notary or Justice of the Peace

ANGELA BASNAR
STATE OF
- MY -
COMMISSION
EXPIRES
JUNE 19,
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:
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 - Manchester

Budget Request for: CFSS
(Name of RFP)

Budget Period: July 1, 2014 - June 30, 2015

1. Total Salary/Wages	$ 93,109.64	$ -	$ 93,109.64	$0.00	$ -	$ -	$93,109.64	$ -	$ 93,109.64
2. Employee Benefits	$ 16,759.74	$ -	$ 16,759.74	$ -	$ -	$ -	$ 16,759.74	$ -	$ 16,759.74
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	$ 6,900.00	$ -	$ 6,900.00	$ -	$ -	$ -	$ 6,900.00	$ -	$ 6,900.00
7. Occupancy	$ 18,366.62	$ 2,000.00	$ 20,366.62		$ 2,000.00	$ 2,000.00	$ 18,366.62	$ -	$ 18,366.62
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	**$ 147,092.00**	**$ 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 BF

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 of NH

5/8/15
Date

Name: Borja Alvarez de Toledo
Title: President/CEO

SJM

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

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
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

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
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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)		

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		1.2 State Agency Address	
Department of Health and Human Services		129 Pleasant Street Concord NH 03301	
1.3 Contractor Name		**1.4 Contractor Address**	
Child and Family Services of New Hampshire		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	05-95-42-421010-29680000-102-500734-40130215 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	June 30, 2016	$292,614
1.9 Contracting Officer for State Agency		**1.10 State Agency Telephone Number**	
Eric D. Borrin		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

[Seal] NICOLE WALKER NOTARY PUBLIC STATE OF NEW HAMPSHIRE COMMISSION EXPIRES JUNE 19, 2018

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 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.
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: LAS
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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: 5/12/14

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;

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.

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.

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.

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 BT
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

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

d Family Services - Manchester

(Name of RFP)

014 - June 30, 2015

93,109.64	$ -	$ 93,109.64	$0.00	$ -	$ -	$93,109.64	$ -	$ 93,109.64
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
18,366.62	$ 2,000.00	$ 20,366.62		$ 2,000.00	$ 2,000.00	$ 18,366.62	$ -	$ 18,366.62
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
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 BAF

Date 5/12/14

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

d Family Services - Manchester

(Name of RFP)

015 - June 30, 2016

94,016.52	$ -	$ 94,016.52	$0.00	$ -	$ -	$94,016.52	$ -	$ 94,016.52
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	$ -	$ -	$ -
-	$ -		$ -		$ -	$ -	$ -	$ -
-	$ -	$ -		$ -	$ -	$ -	$ -	$ -
-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
147,092.00	$ 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 BAF

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: BH

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

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: 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

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: Enrique Alvarez de Toledo
Title: President & CEO

Contractor Initials EAT
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

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

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.

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: Sonja Alvarez de Toledo
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: 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: _____

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 Sofia 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 - MY COMMISSION EXPIRES MARCH 6, 2018 - NEW HAMPSHIRE 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. Yorke
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 SS

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: 3/22/16

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 CHILD AND FAMILY SERVICES OF NEW HAMPSHIRE is a New Hampshire nonprofit corporation formed September 25, 2014. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.

In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 27th day of April, A.D. 2015

William M. Gardner
Secretary of State

NEW HAMPSHIRE

Corporation Division

Search
By Business Name
By Business ID
By Registered Agent
Annual Report
File Online
Guidelines
Name Availability
Name Appeal Process

Date: 5/3/2016

Filed Documents

(Annual Report History, View Images, etc.)

Business Name History

Name	Name Type
CHILD AND FAMILY SERVICES OF NEW HAMPSHIRE	Legal
NEW HAMPSHIRE CHILDREN'S AID SOCIETY	Prev Legal
NEW HAMPSHIRE CHILDREN'S AID & PROTECTIVE SOCIETY	Prev Legal

Non-Profit Corporation - Domestic - Information

Business ID:	62585
Status:	Good Standing
Entity Creation Date:	9/25/1914
State of Business.:	NH
Principal Office Address:	464 Chestnut Street,PO Box 448 Manchester NH 03105
Principal Mailing Address:	464 Chestnut StreetPO Box 448 Manchester NH 03105
Expiration Date:	Perpetual
Last Annual Report Filed Date:	12/2/2015 2:29:02 PM
Last Annual Report Filed:	2015

Registered Agent

Agent Name:	
Office Address:	No Address
Mailing Address:	No Address

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.

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 _____CHILD AND FAMILY SERVICES OF NH_____.
(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 __1/28/2014_____:
(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 22nd day of March 2016.

_____
(Signature of the Elected Officer)

STATE OF NEW HAMPSHIRE

County of Hillsborough

The forgoing instrument was acknowledged before me this 22nd day of March 20 16

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

_____
(Notary Public/Justice of the Peace)

(NOTARY SEAL)

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

Commission Expires: 3/6/18

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/11/2016

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

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

PRODUCER	CONTACT NAME: Linda Dacey, CIC	
FIAI/Cross Insurance 1100 Elm Street Manchester NH 03101	PHONE (A/C, No, Ext): (603) 669-3218	FAX (A/C, No): (603) 645-4331
	E-MAIL ADDRESS: ldacey@crossagency.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Philadelphia Indemnity Ins Co	18058
INSURED Child & Family Services of New Hampshire Po Box 448 Manchester NH 03105	INSURER B: AIG Specialty Insurance Co.	
	INSURER C: Travelers Casualty & Surety Co of	31191
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 15-16 All w/16-17WC & F/F **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 OTHER:			PHPK1356559	7/1/2015	7/1/2016	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 0 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			PHPK1356559	7/1/2015	7/1/2016	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Medical payments	$ 1,000,000 $ $ $ $ 5,000
A	UMBRELLA LIAB X OCCUR X EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000			PHUB504723	7/1/2015	7/1/2016	EACH OCCURRENCE AGGREGATE	$ 4,000,000 $ 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		033571192 (3a.) NH All officers included	4/4/2016	4/4/2017	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 500,000 $ 500,000 $ 500,000
C	Fidelity & Forgery			105912196	4/1/2016	4/1/2017	Limit	$200,000
A	Professional Liability			PHPK1356559	7/1/2015	7/1/2016	Aggregate	$2,000,000

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

CERTIFICATE HOLDER

(603) 271-4232 Eric.borrin@dhhs.state.nh.

State of New Hampshire
Department of Health and Human Services
Contracts and Procurement Unit
Brown Building
129 Pleasant Street
Concord, NH 03301

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

T Franggos/JSC

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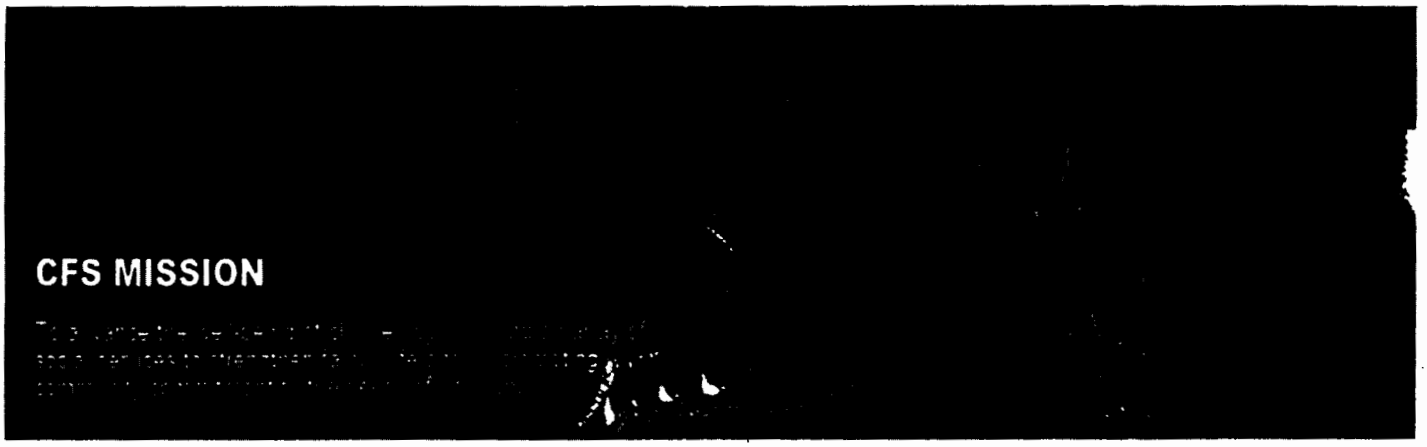

CFS MISSION

Child and Family Services of New Hampshire

Consolidated Financial Statements

For the Year Ended December 31, 2014

(With Independent Auditors' Report Thereon)

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Nashua, NH
Andover, MA
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Ellsworth, ME

Independent Auditors' Report

To the Board of Trustees
Child and Family Services of New Hampshire

Report on the Financial Statements

We have audited the accompanying consolidated financial statements of Child and Family Services of New Hampshire, which comprise the consolidated statement of financial position as of December 31, 2014, 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.

Auditor's 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 auditor's 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 Child and Family Services of New Hampshire as of December 31, 2014, 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

The prior year summarized comparative information has been derived from the consolidated financial statements of Child and Family Services of New Hampshire for the year ended December 31, 2013, which were audited by another auditor who expressed an unmodified opinion on those statements in their report dated March 19, 2014.

Other Matters

Emphasis of Matter

As discussed above, the financial statements Child and Family Services of New Hampshire as of December 31, 2013, and for the year then ended were audited by other auditors. As described in Note 17, these financial statements have been restated. We audited the adjustments described in Note 17 that were applied to restate the 2013 financial statements. In our opinion, such adjustments are appropriate and have been properly applied. However, we were not engaged to audit, review, or apply any procedures to the 2013 financial statements of the Organization other than with respect to such adjustments and, accordingly we do not express an opinion or any other form of assurance on the 2013 financial statements taken as a whole.

Other Information

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The Consolidated Schedule of Operating Expenses

is presented for purposes of additional analysis and is 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 31, 2015 on our consideration of Child and Family Services of New Hampshire'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 Child and Family Services of New Hampshire's internal control over financial reporting and compliance.

Melanson Heath

March 31, 2015

Child and Family Services of New Hampshire

Consolidated Statement of Financial Position
December 31, 2014
(with comparative totals as of December 31, 2013)

ASSETS	Unrestricted	Temporarily Restricted	Permanently Restricted	2014 Total	2013 Total
Current Assets:					
Cash and cash equivalents	$ 516,259	$ 374,261	$ -	$ 890,520	$ 329,616
Accounts receivable, net	640,899	-	-	640,899	826,082
Prepaid expenses	197,640	-	-	197,640	171,481
Other current assets	-	-	-	-	60,175
Total Current Assets	1,354,798	374,261	-	1,729,059	1,387,354
Investments	14,963,027	594,052	1,353,913	16,910,992	16,978,687
Beneficial interest held in trust	-	-	1,865,853	1,865,853	1,872,875
Property and equipment, net	5,387,494	987,343	-	6,374,837	7,048,577
TOTAL ASSETS	$ 21,705,319	$ 1,955,656	$ 3,219,766	$ 26,880,741	$ 27,287,493
LIABILITIES AND NET ASSETS					
Current Liabilities:					
Accounts payable	$ 141,912	$ -	$ -	$ 141,912	$ 206,247
Annuities payable	-			-	362
Accrued payroll and related expenses	472,297	-	-	472,297	622,888
Capital lease payable	-	-	-	-	13,988
Bonds payable	120,000	-	-	120,000	115,000
Total Current Liabilities	734,209	-	-	734,209	958,485
Bonds payable, net of current portion	4,725,005	-	-	4,725,005	4,845,000
Deferred loans - NHHFA	1,250,000			1,250,000	1,250,000
Interest rate swap agreements	1,326,080	-	-	1,326,080	937,081
TOTAL LIABILITIES	8,035,294	-	-	8,035,294	7,990,566
Net Assets:					
Donor restricted	-	1,955,656	3,219,766	5,175,422	5,160,017
Board designated	14,963,027	-	-	14,963,027	15,147,278
Unrestricted	(1,293,002)	-	-	(1,293,002)	(1,010,368)
Total Net Assets	13,670,025	1,955,656	3,219,766	18,845,447	19,296,927
TOTAL LIABILITIES AND NET ASSETS	$ 21,705,319	$ 1,955,656	$ 3,219,766	$ 26,880,741	$ 27,287,493

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

Child and Family Services of New Hampshire

Consolidated Statement of Activities

For the Year Ended December 31, 2014
(with comparative totals for the year ended December 31, 2013)

	Unrestricted	Temporarily Restricted	Permanently Restricted	2014 Total	2013 Total
Support and Revenue:					
Support:					
Contributions	$ 836,440	$ 429,515	$ 105,399	$ 1,371,354	$ 1,491,599
Government grants	7,397,947	-	-	7,397,947	8,394,288
In-kind contributions	178,220	-	-	178,220	120,954
Income from special events, net	217,281	-	-	217,281	299,357
Revenue:					
Service fees	1,673,390	-	-	1,673,390	1,862,787
Other	5,143	-	-	5,143	9,499
Net assets released from restriction:					
Program releases	449,602	(449,602)	-	-	-
Capital campaign releases	74,665	(74,665)	-	-	-
Endowment releases	69,385	(69,385)	-	-	-
Endowment transfer to support operations	718,287	-	-	718,287	694,226
Total Support and Revenue	11,620,360	(164,137)	105,399	11,561,622	12,872,710
Operating Expenses:					
Program	10,639,525	-	-	10,639,525	11,727,966
Management and general	720,679	-	-	720,679	834,321
Fundraising	352,913	-	-	352,913	453,384
Total Operating Expenses	11,713,117	-	-	11,713,117	13,015,671
Change in net assets before non-operating items	(92,757)	(164,137)	105,399	(151,495)	(142,961)
Non-Operating Items:					
Investment income	463,247	81,165	-	544,412	2,545,288
Gain on sale of assets	269,892	-	-	269,892	-
Unrealized gain (loss) on interest rate swap	(388,999)	-	-	(388,999)	621,873
Change in beneficial interest	-	-	(7,022)	(7,022)	136,020
Interest income	19	-	-	19	-
Endowment transfer to support operations	(718,287)	-	-	(718,287)	(694,226)
Total Non-Operating Items	(374,128)	81,165	(7,022)	(299,985)	2,608,955
Change in net assets	(466,885)	(82,972)	98,377	(451,480)	2,465,994
Net Assets, Beginning of Year, as restated	14,136,910	2,038,628	3,121,389	19,296,927	16,830,933
Net Assets, End of Year	$ 13,670,025	$ 1,955,656	$ 3,219,766	$ 18,845,447	$ 19,296,927

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

Child and Family Services of New Hampshire

Consolidated Statement of Functional Expenses
For the Year Ended December 31, 2014
(with comparative totals for the year ended December 31, 2013)

	Program Services	General and Administrative	Fundraising	2014 Total	2013 Total
Personnel expense:					
Salaries and wages	$ 5,917,937	$ 475,905	$ 230,734	$ 6,624,576	$ 7,454,546
Employee benefits	677,987	71,568	32,983	782,538	911,862
Payroll related costs	677,001	48,704	18,662	744,367	803,127
Mileage reimbursement	544,598	-	-	544,598	644,793
Contracted services	261,930	11,426	11,507	284,863	448,884
Subtotal personnel expense	8,079,453	607,603	293,886	8,980,942	10,263,212
Accounting	-	39,445	-	39,445	38,050
Assistance to individuals	676,459	-	-	676,459	773,845
Communications	165,557	1,114	9,423	176,094	198,213
Conferences, conventions, meetings	28,393	12,525	1,969	42,887	40,198
Depreciation	346,757	5,932	-	352,689	362,791
In kind contributions	173,424	4,668	128	178,220	120,954
Insurance	80,212	2,952	2,060	85,224	73,486
Interest	319,006	173	-	319,179	327,721
Legal	-	1,668	-	1,668	19,086
Membership dues	10,695	8,159	1,910	20,764	17,907
Miscellaneous	38,793	1,584	1,598	41,975	52,713
Occupancy	498,706	9,382	8,690	516,778	453,636
Printing and publications	29,098	947	28,813	58,858	68,857
Rental and equipment maintenance	125,591	21,313	-	146,904	105,590
Supplies	67,381	2,528	1,962	71,871	95,801
Travel	-	686	2,474	3,160	3,611
Total Functional Expenses	$ 10,639,525	$ 720,679	$ 352,913	$ 11,713,117	$ 13,015,671

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

Child and Family Services of New Hampshire

Consolidated Statement of Cash Flows
For the Year Ended December 31, 2014
(with comparative totals for the year ended December 31, 2013)

	2014	2013
Cash Flows From Operating Activities:		
Change in net assets	$ (451,480)	$ 2,465,994
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	352,689	362,791
Restricted contributions	(105,398)	(240,040)
Realized (gain) loss on investments	(51,821)	(435,757)
Unrealized (gain) loss on investments	642,325	(1,191,301)
Change in beneficial interest in trust	7,022	(136,020)
Change in interest rate swap	388,999	(621,872)
(Gain) loss on sale of asset	(269,892)	-
Changes in operating assets and liabilities:		
Accounts receivable	185,183	123,645
Prepaid expenses	(26,159)	(40,814)
Other current liabilities	60,175	14,668
Accounts payable	(64,335)	75,620
Accrued expenses	(150,591)	53,240
Net Cash Provided By Operating Activities	516,717	430,154
Cash Flows From Investing Activities:		
Reinvested income	(522,809)	(396,458)
Proceeds from sale of fixed assets	731,894	-
Purchase of fixed assets	(140,951)	(95,279)
Net Cash Provided By (Used By) Investing Activities	68,134	(491,737)
Cash Flows From Financing Activities:		
Cash restricted for HEFA trust	-	30,000
Restricted contributions	105,398	240,040
Cash advance on line of credit	5,850,785	5,348,845
Payment on line of credit	(5,850,785)	(5,348,845)
Payment of long term debt	(128,983)	(133,181)
Payment on annuity	(362)	(1,125)
Net Cash Provided By (Used By) Financing Activities	(23,947)	135,734
Net Change in Cash and Cash Equivalents	560,904	74,151
Cash and Cash Equivalents, Beginning	329,616	255,465
Cash and Cash Equivalents, Ending	$ 890,520	$ 329,616
SUPPLEMENTAL INFORMATION:		
Interest Paid	$ 339,881	$ 319,434

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

Child and Family Services of New Hampshire

Notes to Consolidated Financial Statements

For the Year Ended December 31, 2014

1. Description of Organization

Child and Family Services of New Hampshire (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 four basic categories:

1. **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 573 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 baby's cognitive, physical, emotional and social development, and chance for success. Services are provided in the child's natural environment (home, daycare, 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.

2. **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've 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.

3. **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.

4. **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 94 year camp history, and 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

The Organization prepares its consolidated financial statements in accordance with generally accepted accounting principles promulgated in the United States of America (GAAP) for nonprofit organizations. The significant accounting and reporting policies used by the Organization are described subsequently to enhance the usefulness and understandability of the consolidated financial statements.

Net Assets

The consolidated financial statements report net assets and changes in net assets in three classes that are based upon the existence or absence of restrictions on use that are placed by its donors, as follows:

Unrestricted Net Assets

Unrestricted net assets are resources available to support operations. The only limits on the use of unrestricted net assets are the broad limits resulting from the nature of the Organization, the environment in which it operates, the purposes specified in its organizing documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into in the course of its operations.

Temporarily Restricted Net Assets

Temporarily restricted net assets are resources that are restricted by donors for use for a particular purpose or in a particular future period. The Organization's unspent contributions are classified in this net asset class if the donor limited their use, as are the unspent appreciation of its donor-restricted endowment funds.

When a donor's restriction is satisfied, either by using the resources in the manner specified by the donor or by the passage of time, the expiration of the restriction is reported in the consolidated financial statements by reclassifying the net assets from temporarily restricted to unrestricted net assets.

Permanently Restricted Net Assets

Permanently restricted net assets are resources whose use by the Organization is limited by donor-imposed restrictions that neither expire by being used in accordance with a donor's restriction nor by the passage of time. The portion of the Organization's donor-restricted funds that must be maintained in perpetuity are classified in this net asset class, as is the Organization's beneficial interest in perpetual charitable trusts. Unless restricted by the donor, income earned on permanently restricted net assets is expendable to support operations, subject to certain restrictions.

All revenues and net gains are reported as increases in unrestricted net assets in the Statement of Activities unless the use of the related resources is subject to temporary or permanent donor restrictions. All expenses and net losses other than losses on endowment investments are reported as decreases in unrestricted net assets. Net losses on endowment investments reduce temporarily restricted net assets to the extent that temporarily restricted net gains from prior years are unspent and classified there; remaining losses are classified as decreases in unrestricted net assets. If an endowment fund has no net gains from prior years, such as when a fund is newly established, net losses are classified as decreases in unrestricted net assets.

Principles of Consolidation

The consolidated financial statements of the Organization include the accounts of Child and Family Services of New Hampshire and Child and Family Realty Corporation, a commonly controlled organization. All inter-organization transactions have been eliminated.

Cash Equivalents

Cash equivalents are short term, interest bearing, highly liquid investments with original maturities of three months or less, unless the investments are held for meeting donor restrictions. Temporarily restricted cash investments held within investment portfolios are excluded from cash equivalents.

Investments

The Organization maintains pooled investment accounts for its restricted endowments. 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.

Accounts Receivable and Revenue

Accounts receivable is recognized when qualifying costs are incurred for cost reimbursement grants or contracts or when a unit of service is provided for performance grants. Grant revenue from federal agencies is subject to independent audit under the Office of Management and Budget Circular A-133 and review by grantor agencies. The review could result in the disallowance of expenditures under the terms of the grants or reductions of future grant awards. Based on prior experience, the Organization's management believes that costs ultimately disallowed, if any, would not materially affect the financial position of the Organization.

Allowance for Doubtful Accounts

The adequacy of the allowance for doubtful accounts for receivables is reviewed on an ongoing basis by the Organization's management and adjusted as required through the provision for doubtful accounts (bad debt expense). In determining the amount required in the allowance account for the year ended December 31, 2014, management has taken into account a variety of factors.

Beneficial Interest

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 temporarily restricted net assets until expended in accordance with restrictions. The value of the beneficial interest in the trust is adjusted annually for the change in its estimated fair value. Those changes in value are reported as increases in permanently restricted net assets because the trust assets will never be distributed to the Organization.

Property and Equipment

Property and equipment is reported at cost, if purchased, and at fair value at the date of donation, if donated. Any such donations are reported as unrestricted support unless the donor has restricted the donated asset for a specific purpose. Assets donated with explicit restrictions regarding their use, and contributions of cash that must be used to acquire property and equipment, are reported as restricted support. Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expirations of donor restrictions over the useful life of the asset. The Organization reclassifies temporarily restricted net assets to unrestricted net assets at that time.

Property and equipment is capitalized if it has a cost of $1,000 or more and a useful life when acquired of more than one year. Repairs and maintenance

that do not significantly increase the useful life of the asset are expensed as incurred. Depreciation is computed using the straight-line method over the estimated useful lives of the assets, as follows:

Buildings and improvements	15 – 50 years
Furniture, fixtures, and equipment	5 – 10 years
Vehicles	5 years
Software	5 years

Property and equipment is reviewed for impairment when a significant change in the asset's use or another indicator of possible impairment is present. No impairment losses were recognized in the consolidated financial statements in the current period.

Accounting for Contributions

Contributions, including unconditional promises to give, are recognized when received. All contributions are reported as increases in unrestricted net assets unless use of the contributed assets is specifically restricted by the donor. Amounts received that are restricted by the donor to use in future periods or for specific purposes are reported as increases in either temporarily restricted or permanently restricted net assets, consistent with the nature of the restriction. Unconditional promises with payments due in future years have an implied restriction to be used in the year the payment is due, and therefore are reported as temporarily restricted until the payment is due unless the contribution is clearly intended to support activities of the current fiscal year or is received with permanent restrictions. Conditional promises, such as matching grants, are not recognized until they become unconditional, that is, until all conditions on which they depend are substantially met.

Gifts-in-Kind Contributions

The Organization periodically receives contributions in a form other than cash. Contributed property and equipment is recognized as an asset at its estimated fair value at the date of gift, provided that the value of the asset and its estimated useful life meets the Organization's capitalization policy. Donated use of facilities is reported as contributions and as expenses at the estimated fair value of similar space for rent under similar conditions. If the use of the space is promised unconditionally for a period greater than one year, the contribution is reported as a contribution and an unconditional promise to give at the date of gift, and the expense is reported over the term of use. Donated supplies are recorded as contributions at the date of gift and as expenses when the donated items are placed into service or distributed.

The Organization benefits from personal services provided by a substantial number of volunteers. Those volunteers have donated significant amounts of

time and services to the Organization's program operations and in its fund-raising campaigns. However, the majority of the contributed services do not meet the criteria for recognition in the consolidated financial statements. Generally Accepted Accounting Principles allow recognition of contributed services only if (*a*) the services create or enhance nonfinancial assets or (*b*) the services would have been purchased if not provided by contribution, require specialized skills, and are provided by individuals possessing those skills.

Expense Recognition and Allocation

The cost of providing the Organization's programs and other activities is summarized on a functional basis in the Consolidated Statement of Activities and Consolidated Statement of Functional Expenses. Expenses that can be identified with a specific program or support service are charged directly to that program or support service. Costs common to multiple functions have been allocated among the various functions benefited.

Management and general expenses include those costs that are not directly identifiable with any specific program, but which provide for the overall support and direction of the Organization.

Fundraising costs are expensed as incurred, even though they may result in contributions received in future years.

Use of Estimates

The preparation of the consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts of revenues and expenses during the reporting period and the reported amounts of assets and liabilities at the date of the consolidated financial statements. On an ongoing basis, the Organization's management evaluates the estimates and assumptions based upon historical experience and various other factors and circumstances. The Organization's management believes that the estimates and assumptions are reasonable in the circumstances; however, the actual results could differ from those estimates.

Tax Status

Child and Family Services of New Hampshire is exempt from federal income tax under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(3). The Organization has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) and qualifies for deductible contributions.

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).

The Organization follows FASB ASC 740-10, *Accounting for Uncertainty in Income Taxes*, which clarifies the accounting for uncertainty in income taxes and prescribes a recognition threshold and measurement attribute for financial statement recognition and measurement of tax positions taken or expected to be taken in a tax return. FASB ASC 740-10 did not have a material impact on the Organization's consolidated financial statements.

The Organization's Federal Form 990 (Return of Organization Exempt From Income Tax) are subject to examination by the IRS, generally for three years after filing.

Reclassifications

Certain accounts in the prior-year consolidated financial statements have been reclassified for comparative purposes to conform to the presentation in the current-year consolidated financial statements.

Fair Value Measurements

The Organization reports its fair value measures using a three-level hierarchy that prioritizes the inputs used to measure fair value. This hierarchy, established by Generally Accepted Accounting Principles, requires that entities maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. The three levels of inputs used to measure fair value are as follows:

- *Level 1.* Quoted prices for identical assets or liabilities in active markets to which the Organization has access at the measurement date.

- *Level 2.* Inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly. Level 2 inputs include:

    — quoted prices for similar assets or liabilities in active markets;

    — quoted prices for identical or similar assets in markets that are not active;

    — observable inputs other than quoted prices for the asset or liability (for example, interest rates and yield curves); and

    — inputs derived principally from, or corroborated by, observable market data by correlation or by other means.

- *Level 3.* Unobservable inputs for the asset or liability. Unobservable inputs should be used to measure the fair value to the extent that observable inputs are not available.

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 many of the assets and liabilities that the Organization is required to measure at fair value (for example, unconditional promises to give 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 4).
- recurring measurement of beneficial interests in trusts (Note 6).

3. Concentration of Credit Risk - Cash and Cash Equivalents

The carrying amount of the Organization's deposits with financial institutions was $890,520 at December 31, 2014. The difference between the carrying amount and the bank balance represents reconciling items such as deposits in transit and outstanding checks, which have not been processed by the bank at December 31, 2014. The bank balance is categorized as follows:

Insured by FDIC	$ 327,796
Uninsured and uncollateralized	564,264
Total Bank Balance	$ 892,060

4. Investments

Investments at fair value consist of the following at December 31, 2014:

Mutual funds	$ 16,578,298
U.S Treasury obligations	332,694
Total	$ 16,910,992

Under the terms of the Organization's line of credit agreement (Note 8), the Organization has agreed not to pledge these investments as security on any other debt.

For the years ended December 31, 2014 and 2013, expenses relating to investment revenues, including management fees, amounted to $91,915 and $86,474, respectively, and have been netted against investment revenues in the accompanying statements of activities.

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 is 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, 2014. 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.

U.S. Treasury Obligations: Determined by the closing bid price on the last business day of the fiscal year if actively traded.

5. Accounts Receivable

Receivables consisted of the following at December 31:

	2014			2013		
	Receivable	Allowance	Net	Receivable	Allowance	Net
Grants receivable	$ 539,091	$ (4,727)	$ 534,364	$ 639,140	$ (6,805)	$ 632,335
Fees for service	107,813	(1,428)	106,385	193,747	-	193,747
Travel advances	150	-	150	-	-	-
	$ 647,054	$ (6,155)	$ 640,899	$ 832,887	$ (6,805)	$ 826,082

6. Beneficial Interest Held in Trust

The Organization is the sole beneficiary of three funds that are administered by the New Hampshire Charitable Foundation (NHCF). One of the funds was established in 2005. 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. The Organization has received distributions from the funds over the last two years.

At December 31, 2014 and 2013, the fair market value of the funds, which approximates the present value of future benefits expected to be received, was $833,116 and $823,141, respectively. The Organization received $24,247 and $28,983 from the funds in 2014 and 2013, 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	2014	2013
Greenleaf	100%	$ 405,687	$ 412,530
Spaulding	100%	351,865	358,793
Cogswell	50%	275,185	278,411
Total		$ 1,032,737	$ 1,049,734

In 2014 and 2013, income distributed by these trusts was $18,881 and $39,498, respectively. 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, 2012	$ 1,736,855
Change in value of beneficial interest	136,020
Balance at December 31, 2013	1,872,875
Change in value of beneficial interest	(7,022)
Balance at December 31, 2014	$ 1,865,853

7. Property, Equipment and Depreciation

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

	2014	2013
Land and land improvements	$ 1,114,949	$ 1,144,949
Buildings and improvements	7,413,804	8,686,995
Furniture, fixtures and equipment	662,586	1,879,897
Vehicles	97,022	128,606
Software	166,590	168,608
Subtotal	9,454,951	12,009,055
Less: accumulated depreciation	(3,080,114)	(4,960,478)
Total	$ 6,374,837	$ 7,048,577

8. 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, 2014, and was extended through June 30, 2015. The line carries a variable rate of interest at the Wall Street Journal prime rate (3.25% at December 31, 2014), adjusted at each change in the index. At December 31, 2014 the balance on this line of credit was $0.

9. 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 "Counter-party") 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 2014 and 2013 is added to interest expense in the statement of functional expense. 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, 2014 and 2013, the Organization recorded the swap liability position of approximately $1,326,080 and $937,081, 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, 2014, the Organization was in compliance with these covenants.

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

Year	Amount
2015	$ 120,000
2016	125,000
2017	135,000
2018	140,000
2019	140,000
Thereafter	4,185,005
	$ 4,845,005

10. 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.

11. 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, 2014, the Board of Trustees had designated $14,963,027 of unrestricted net assets as a general endowment fund to support the mission of the Organization. Since that amount resulted from an internal designation and is not donor-restricted, it is classified and reported as unrestricted net assets.

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 of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Organization classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent 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 that is not classified in permanently restricted net assets is classified as temporarily 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

From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor or UPMIFA requires the Organization to retain as a fund of perpetual duration. In accordance with generally accepted accounting principles, deficiencies of this nature are required to be restored from either temporarily restricted or unrestricted net assets, depending on donor stipulations. These deficiencies result from unfavorable market fluctuations that occur causing the original donor restricted contribution, plus accumulated investment earnings that, in accordance with donor stipulations, are required to be added to the original contribution, to fall below the accumulated balances. Donor stipulations for permanently restricted-income restricted funds require the reclassification of realized and unrealized earnings to temporarily restricted net assets. Based on donor stipulations there are no temporarily or permanently restricted funds in deficit.

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 spending policy is 5% 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 the endowment investments as of December 31, 2014, is as follows:

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total Net Endowment Assets
Donor-restricted endowment funds	$ -	$ 594,052	$ 1,353,913	$ 1,947,965
Board-designated endowment funds	14,963,027	-	-	14,963,027
Total funds	$ 14,963,027	$ 594,052	$ 1,353,913	$ 16,910,992

Changes in endowment net assets as of December 31, 2014 are as follows:

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total Net Endowment Assets
Endowment net assets, beginning of year	$ 15,147,901	$ 582,272	$ 1,248,514	$ 16,978,687
Contributions	-	-	105,399	105,399
Investment income	463,247	81,165	-	544,412
Net assets released from restriction	(718,287)	(69,385)		(787,672)
Timing variances	70,166	-	-	70,166
Endowment net assets, end of year	$ 14,963,027	$ 594,052	$ 1,353,913	$ 16,910,992

12. Temporarily Restricted Net Assets

Temporarily restricted net assets at December 31 were comprised the following:

	2014	2013
Program restrictions:		
Camp	$ 48,702	$ 49,194
Child abuse prevention	96,079	154,658
Family counseling	19,594	42,438
Homecare	61,299	19,482
Teen and youth	148,587	128,577
Subtotal	374,261	394,349
Capital campaign restrictions:		
Camp Pavillion	282,178	290,427
Camp Spaulding	398,552	448,328
Teen center	82,005	91,839
Union Street	224,608	231,413
Subtotal	987,343	1,062,007
Cumulative appreciation on permanently restricted net assets	594,052	582,272
Total	$ 1,955,656	$ 2,038,628

13. Net Assets Released from Restriction

Net assets are released from program restrictions by incurring expenses satisfying the restricted purpose.

14. Defined Contribution Plan

The Organization sponsored a defined contribution plan (the Plan) that covered all employees at day of hire and who were at least twenty-one years of age. 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, 2014 and 2013, respectively.

15. Operating Leases

The Organization leases office space under the terms of non-cancellable lease agreements that are scheduled to expire at various times through 2018. The Organization also rents additional facilities on a month to month basis.

Rent expense under these agreements totaled $120,966 and $123,341 for the years ended December 31, 2014 and 2013, respectively.

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

Year	Amount
2015	$ 82,707
2016	82,707
2017	16,217
2018	3,621
Total	$ 185,252

16. 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.

The Organization invests in various investment securities. Investment securities 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.

17. Beginning Net Assets Restatement

In fiscal year 2014, the Organization determined that certain funds previously categorized as temporarily restricted net assets were not subject to donor restrictions. In addition, deferred loans from NHHFA were restated to properly reflect their face value. Accordingly, beginning net assets as of December 31, 2014 have been restated in order to properly reflect donor restricted net assets, as follows:

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Net Assets, Beginning of Year	$ 14,136,915	$ 2,943,580	$ 3,121,389	$ 20,201,884
Reclassify program funds	904,952	(904,952)	-	-
Restate deferred loan balances	(904,957)	-	-	(904,957)
Net Assets, Beginning of Year, as restated	$ 14,136,910	$ 2,038,628	$ 3,121,389	$ 19,296,927

18. Subsequent Events

Subsequent events have been evaluated through March 31, 2015, which is the date the consolidated financial statements were available to be issued. Events occurring after that date have not been evaluated to determine whether a change in the consolidated financial statements would be required.

Child and Family Services of New Hampshire

Consolidated Schedule of Operating Expenses
For the Year Ended December 31, 2014
(with comparative totals for the year ended December 31, 2013)

	Family Counseling	Teen and Youth	Child Abuse Treatment & Family Prevention	Child Abuse Prevention	Early Intervention	Homecare	Residential	Adoptions and Pregnancy Counseling	Child Advocacy	Summer Camp	Total Program	General and Administration	Fundraising	2014 Total	2013 Total
Salaries	$ 468,954	$ 768,545	$ 1,705,494	$ 1,154,029	$ 241,141	$ 1,340,574	$ 11,331	$ 74,829	$ 76,131	$ 76,909	$ 5,917,937	$ 475,905	$ 230,734	$ 6,624,576	$ 7,454,546
Employee benefits	61,141	97,400	217,813	164,236	42,113	72,501	372	13,100	6,302	3,009	677,987	71,568	32,983	782,538	911,862
Payroll related costs	47,842	84,496	183,781	133,370	24,747	155,059	25,804	6,900	6,335	8,667	677,001	48,704	18,662	744,367	803,127
Mileage reimbursements	13,253	73,430	290,374	81,313	19,941	56,483	801	2,683	521	5,799	544,598	-	-	544,598	644,793
Contracted services	37,625	15,634	25,861	117,415	41,078	6,520	487	7,983	949	8,398	261,930	11,426	11,507	284,863	448,884
Assistance to individuals	22,135	243,623	109,231	267,165	-	6,973	28	12,323	-	14,981	676,459	-	-	676,459	773,845
Communications	11,736	34,316	52,859	32,781	5,771	16,796	732	4,856	1,440	4,270	165,557	1,114	9,423	176,094	198,213
Conferences, conventions, meetings	3,499	4,524	3,388	11,258	1,157	373	7	102	638	3,447	28,393	12,525	1,969	42,887	40,198
Depreciation	26,034	54,817	102,594	70,334	14,173	59,850	2,161	4,889	3,638	8,267	346,757	5,932	-	352,689	362,791
In kind contributions	-	85,633	83,878	3,494	-	-	-	-	-	419	173,424	4,668	128	178,220	120,954
Insurance	4,615	12,822	25,643	20,457	3,261	10,120	853	947	756	738	80,212	2,952	2,060	85,224	73,486
Interest	24,119	50,470	101,630	67,399	14,136	63,688	1,780	4,630	3,438	(12,284)	319,006	173	-	319,179	327,721
Membership dues	469	1,868	1,976	4,878	246	735	7	72	607	37	10,695	8,159	1,910	20,764	17,907
Miscellaneous	2,856	5,351	9,841	9,515	1,657	6,692	183	494	361	1,843	38,793	1,584	1,598	41,975	52,713
Occupancy	38,618	79,865	134,555	86,351	9,405	33,177	9,987	7,103	3,124	96,521	498,706	9,382	8,690	516,778	453,636
Printing and publications	2,119	2,208	5,364	8,113	793	6,197	5	346	640	3,313	29,088	947	28,813	58,858	68,857
Professional fees	-	-	-	-	-	-	-	-	-	-	-	41,113	-	41,113	57,136
Rental and equipment maintenance	15,402	22,050	36,008	33,531	5,021	6,818	826	2,462	1,650	1,823	125,591	21,313	-	146,904	105,590
Supplies	3,363	20,168	11,754	14,712	922	8,308	96	904	853	6,301	67,381	2,528	1,962	71,871	95,801
Travel	-	-	-	-	-	-	-	-	-	-	-	686	2,474	3,160	3,611
Current year totals	$ 783,780	$ 1,657,020	$ 3,102,044	$ 2,280,351	$ 425,562	$ 1,850,864	$ 55,440	$ 144,623	$ 107,383	$ 232,458	$ 10,639,525	$ 720,679	$ 352,913	$ 11,713,117	
Prior year totals	$ 911,726	$ 1,716,126	$ 3,652,550	$ 2,004,988	$ 408,720	$ 1,952,380	$ 578,849	$ 133,858	$ 108,281	$ 260,488	$ 11,727,966	$ 834,321	$ 453,384		$ 13,015,671

See Independent Auditors' Report.

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Lou Kaucic

Bradford Kuster, Esq., - View Bio

Peggy Lambert, secretary

Kirk Leoni, treasurer - View Bio

Marilyn Mahoney, Esq.,
immediate past chair

Willard "Bud" Martin, Esq.

Mona Movafaghi, Esq.

Ken Sheldon, assistant treasurer

Stephanie Singleton

Lisa Thorne

Borja Alvarez de Toledo, M.Ed.

464 Chestnut Street, Manchester, NH 03105 / 603-518-4300
alvarezdetoledob@cfsnh.org

Professional Profile

- A seasoned leader with more than 15 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

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

~ President and CEO

- Responsible for program planning and development, insuring that CFS meets the community needs.
- Advance the public profile of CFS 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 CFS' 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 Con s
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.

Maria Gagnon, MSW

464 Chestnut Street ■ Manchester, NH 03105 ■ (603) 518-4362 ■ gagnonm@cfsnh.org

SKILLS SUMMARY

~Project Management	~Non-Profit Operations	~Strategic Planning
~Project Evaluation	~Budget Development	~Staff Recruitment
~Data to Manage	~Local/Federal Grant Writing	~Staff supervision

PROFESSIONAL EXPERIENCE

Child and Family Services – Manchester, New Hampshire (2013 to present)
Senior Vice President, Chief Operating Officer

- Work with management team to ensure acceptable standards of professional practice & responsiveness to community needs.
- Support and consult with management team in the assignment, supervision, evaluation & termination of employees.
- Participate in preparation of the annual budget, ensure agency programs are administered within budgetary provisions and maintain proper accounting of funds.
- Participate in developing and coordinating sound welfare programs in the community.
- Participate in community collaborations on the local, regional and national level to increase understanding of agency programs.

FIRST – Manchester, New Hampshire (2011 to 2013)
Director, Corporate & Foundation Relationships

- Manage team of eight to develop and cultivate strategic relationships with donor organizations to raise $16 million annually. Responsible for hiring, training and supervising staff. Complete employee evaluations and develop goals for professional growth.
- Maintain and grow existing donor accounts by providing strategic vision, leadership, and direction. Set support level goals, develop short & long-term strategies and implement action plans to meet the growth objectives of *FIRST*. Work across departments to ensure adequate funding.
- Personally grew several major accounts by 50% in first year of position. Companies included Boeing, United Technologies, 3M and Grainger.
- Cultivated new relationships with several large companies including: Deloitte, Intel, MasterCard, Hitachi, Good Samaritan Society, AARP and the military.
- Create annual business plan, maintain accurate donor database, develop reports for agency leadership and participate in major event planning. Serve as spokesperson for the agency at national events.

CHILD ADVOCACY CENTER – Hillsborough County, New Hampshire (2010 to 2011)
Executive Director

- Provide strategic leadership & day to day management of the agency. Supervise 4 staff, 2 Americorp Advocates, & student interns. Report directly to the board of directors. Recruit & provide orientation to new board members.
- Grew agency in first year of leadership to include an additional staff person and three new services including: case management, extended forensic interviews and district court advocacy. Met rigorous standards for accreditation through the National Children's Alliance.
- Create annual work plan & budget. Manage funding to support agency operations, write grants and insure appropriate reporting to funding sources.
- Increased budget by 12% in FY2011; exceeded fundraising goals by 66% & served 10% more children. Secure agency funds through grants, contributions by cities & towns, fundraising events and business & individual donations.
- Successfully execute large fundraising events, utilizing staff and volunteer resources. Events include annual gala, triathlon, dance recital, special events & web-based appeal.

- Serve as spokesperson for the organization in the community, through local media outlets and social networks. Provide training to individuals working with children to help with identification of child abuse and to promote responsible reporting.

NEW FUTURES – Exeter, New Hampshire (2005 to 2009)
Director, Adolescent Treatment Initiative and Closing the Treatment Gap Initiative

- Manage $5 million dollar investment of the New Hampshire Charitable Foundation & $600,000 investment of the Open Society Institute. Manage & supervise 6 agencies and 15 staff across NH to implement this project.
- Implement evidence based treatment in five communities across the state. Have expanded use of evidence based practice from 1 agency to 7 in three years. Have provided training to more than 100 clinicians in New Hampshire on the use of evidence based treatment approaches.
- Project demonstrated successful outcomes consistent with or above national standards. Success includes reduction in substance use, decrease in illegal activity and alleviation of mental health symptoms. Clients report high treatment satisfaction.
- Create annual work plan and budget. Provide annual progress report to the New Hampshire Charitable Foundation & Open Society Institute.
- Develop data collection methods and identify target indicators. Utilize outcome data to make adjustments to programs to better serve youth, adults and their families.

RECLAIMING FUTURES – Concord, New Hampshire (2002 to 2005)
State Director

- Wrote grant to secure $1.3 million from the Robert Wood Johnson Foundation for Reclaiming Futures.
- Responsible for hiring, supervising and evaluating work of 6 program staff.
- Demonstrated success in 8 out of 13 project indices including: data sharing, partner involvement, client information, targeted treatment, treatment effectiveness, assessment, family involvement, access to services and involvement with pro-social activities.
- Facilitated 5 year strategic planning process in collaboration with state level advisory board. Developed and implemented yearly work plans.
- Institutionalized screening and assessment protocol in juvenile court system reaching 95% of youth across seven jurisdictions. Screen for risk and protective factors to facilitate connection to appropriate services. Expanded juvenile drug courts from 2 sites to 7 in four years with no additional resources.

ADDITIONAL PROFESSIONAL EXPERIENCE

THE YOUTH COUNCIL – Nashua, New Hampshire (1998-2002)
Director of Operations and Program Development/Clinical Social Worker

RIVIER COLLEGE – Nashua, New Hampshire (2009 to 2011)
Adjunct Faculty, Communications Department Grant Writing Skills

NATIONAL CONSULTANT & TRAINER – Train on substance abuse assessment tools in various locations across the country consult on adolescent treatment issues in juvenile justice (2005- 2011)
Completed feasibility study for the NH Dental Association (2011)

EDUCATION

Master's Degree in Social Work (MSW)
University of New Hampshire, 1998

Bachelor's Degree in Social Work (BSW)
Rivier College, 1991

ANTHONY F. CHEEK, JR.

464 Chestnut St.
Manchester, NH 03105
Phone: (603) 518-4113
Email: cheekt@cfsnh.org

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

Oversee finance, human resource and information technology functions for a private non-profit human services agency with 300 employees and a budget of $12 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.

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

Nicholas A. Toumpas
Commissioner

Lorraine Bartlett
Director

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 – 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

Name/Title Sonja 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

Name and Title of Notary or Justice of the Peace

ANGELA BASNAR
STATE OF
- MY -
COMMISSION
EXPIRES
JUNE 19,
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:
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 - 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	$ 49,000.00	$ -	$ 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 of NH

5/8/15
Date

Name: Borja Alvarez de Toledo
Title: President / CEO

SDM

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

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 famiiies 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

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

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**

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)		

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		**1.12 Name and Title of Contractor Signatory** Sonia A Warez 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) Nicole Walker

1.13.2 Name and Title of Notary or Justice of the Peace

Nicole Walker

NICOLE M WALKER NOTARY PUBLIC STATE OF NEW HAMPSHIRE MY COMMISSION EXPIRES SEPTEMBER 18, 2018

1.14 State Agency Signature	**1.15 Name and Title of State Agency Signatory** MACyAnn Coory 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

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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 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;

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:

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 Margaerite'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

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 BAK
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.

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 DAT
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
Date 5/12/14

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

...l Family Services - Southern

(Name of RFP)

...014 - June 30, 2015

60,118.50	$ -	$ 60,118.50		$0.00	$ -	$60,118.50	$ -	$ 60,118.50
20,821.33	$ -	$ 20,821.33	$ -	$ -	$ -	$ 20,821.33	$ -	$ 20,821.33
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48,000.00	$ -	$ 48,000.00		$ -	$ -	$ 48,000.00	$ -	$ 48,000.00
2,185.00	$ -	$ 2,185.00	$ 2,185.00	$ -	$ 2,185.00	$ -	$ -	$ -
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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 Initial BFT

Date 5/12/14

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

d Family Services - Southern

(Name of RFP)

015 - June 30, 2016

60,118.50	$ -	$ 60,118.50		$0.00	$ -	$60,118.50	$ -	$ 60,118.50
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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
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-	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-	$ 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: BAS

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

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: Enya 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

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 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: Jonathan Vaez 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 & CFO

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.

NHDHHS	Child and Family Services of NH
The State	Name of the Contractor
Signature of Authorized Representative	Signature of Authorized Representative
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

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 #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 A. Wise
Name and Title of Notary or ~~Justice of the Peace~~

LINDA A. WISE
NOTARY PUBLIC
NEW HAMPSHIRE
MY COMMISSION EXPIRES JAN. 20, 2020

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. Yost
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**	**$ 15,394.45**	**$ 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**	**$ 15,970.89**	**$ 25,904.48**	**$ 146,307.00**	**$ -**	**$ 146,307.00**
Indirect As A Percent of Direct		10.0%							

Contractor Initials JMS

Date 3/10/18

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 formed May 2, 1986. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.

In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 14th day of March, A.D. 2016

William M. Gardner
Secretary of State

NEW HAMPSHIRE

Corporation Division

Search
By Business Name
By Business ID
By Registered Agent
Annual Report
File Online
Guidelines
Name Availability
Name Appeal Process

Date: 5/3/2016

Filed Documents

(Annual Report History, View Images, etc.)

Business Name History

Name	Name Type
CHILDREN UNLIMITED, INC.	Legal

Non-Profit Corporation - Domestic - Information

Business ID:	87329
Status:	Good Standing
Entity Creation Date:	5/2/1986
Principal Office Address:	182 West Main Street PO Box 986 Conway NH 03818
Principal Mailing Address:	No Address
Expiration Date:	Perpetual
Last Annual Report Filed Date:	12/7/2015 2:13:17 PM
Last Annual Report Filed:	2015

Registered Agent

Agent Name:	
Office Address:	No Address
Mailing Address:	No Address

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.

CERTIFICATE OF VOTE

I, Donese Oliver President, 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 1/19/2016:
(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 forgoing resolutions have not been amended or revoked, and remain in full force and effect as of the 10 day of March, 2016
(Date Contract Signed)

4. Jacqueline Sparks is the duly elected Executive Director
(Name of Contract Signatory) (Title of Contract Signatory)

of the Agency.

Donese Oliver
(Signature of the Elected Officer)

STATE OF New Hampshire

County of Carroll

The forgoing instrument was acknowledged before me this 10 day of March, 2016,

By Donese Oliver.
(Name of Elected Officer of the Agency)

LINDA A. WISE
MY COMMISSION EXPIRES JAN. 28, 2020
NOTARY PUBLIC
NEW HAMPSHIRE
(NOTARY SEAL)

Linda A. Wise
(Notary Public/~~Justice of the Peace~~)

Commission Expires: 1/28/2020

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/29/2016

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

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

PRODUCER	CONTACT NAME: Caitlin Earle, AAI, ACSR, CPIA
Chalmers Insurance Group - Ossipee Office PO Box 180 1230 Route 16 Center Ossipee NH 03814	PHONE (A/C, No, Ext): (603) 539-7444 FAX (A/C, No): (603) 539-4860 E-MAIL ADDRESS: cearle@ChalmersInsuranceGroup.com

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Children Unlimited, Inc. PO Box 986 Conway NH 03818-0986	INSURER A: Philadelphia Indemnity Insurance Co	18058
	INSURER B: New Hampshire MMJUA	0043.
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** CL1592119424 **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:			PHPK1334952	7/1/2015	7/1/2016	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 ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						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			PHUB499269	7/1/2015	7/1/2016	EACH OCCURRENCE	$ 1,000,000
							AGGREGATE	$ 1,000,000
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [ ] N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
B	Medical Professional Liability			NHJUA11837	7/1/2015	7/1/2016	Each Incident	$1,000,000
							Aggregate	$3,000,000

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

Operations: Day Care Center

CERTIFICATE HOLDER

Caroline.M.Trexler@dhhs.st

State of New Hampshire
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

C Earle, ACSR, CPIA/C

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41 (Policy Provisions: WC 00 00 00 B)
36
DG **INFORMATION PAGE**
WEG **WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY**

INSURER: HARTFORD INSURANCE COMPANY OF THE MIDWEST
ONE HARTFORD PLAZA, HARTFORD, CONNECTICUT 06155

NCCI Company Number: 20605
Company Code: G

THE HARTFORD

*1500276DG36410101 03779

	Suffix LARS	Suffix RENEWAL
POLICY NUMBER: 76 WEG DG3641		04
Previous Policy Number: 76 WEG DG3641		

HOUSING CODE: 76

1. **Named Insured and Mailing Address:** CHILDREN UNLIMITED INC.
(No., Street, Town, State, Zip Code)

PO BOX 986
CONWAY, NH 03818

FEIN Number: 020399161

State Identification Number(s):
UIN:

The Named Insured is: CORPORATION
Business of Named Insured: LEARNING CENTER - READING
Other workplaces not shown above: 182 WEST MAIN STREET
CONWAY NH 03818

2. **Policy Period:** **From** 07/01/15 **To** 07/01/16
12:01 a.m., Standard time at the insured's mailing address.

Producer's Name: PAYCHEX INSURANCE AGENCY INC

PO BOX 33015
SAN ANTONIO, TX 78265
Producer's Code: 210705

Issuing Office: THE HARTFORD
3600 WISEMAN BLVD.
SAN ANTONIO TX 78251
(877) 287-1312

Total Estimated Annual Premium: $6,231
Deposit Premium:
Policy Minimum Premium: $387 NH

Audit Period: ANNUAL **Installment Term:**

The policy is not binding unless countersigned by our authorized representative.

Countersigned by Susan L. Castaneda
Authorized Representative

04/18/15
Date

3. A. **Workers Compensation Insurance:** Part one of the policy applies to the Workers Compensation Law of the states listed here: NH

B. **Employers Liability Insurance:** Part Two of the policy applies to work in each state listed in Item 3.A. The limits of our liability under Part Two are:

Bodily injury by Accident	$100,000	**each accident**
Bodily injury by Disease	$500,000	**policy limit**
Bodily injury by Disease	$100,000	**each employee**

C. **Other States Insurance:** Part Three of the policy applies to the states, if any , listed here:

ALL STATES EXCEPT ND, OH, WA, WY, US TERRITORIES, AND
STATES DESIGNATED IN ITEM 3.A. OF THE INFORMATION PAGE.

D. **This policy includes these endorsements and schedule:**
WC 00 04 06 WC 00 04 21D WC 00 04 22B WC 00 04 14 WC 00 04 19
WC 28 04 02A WC 28 06 01 WC 28 06 04

4. **The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.**

Classifications Code Number and Description	Premium Basis Total Estimated Annual Remuneration	Rates Per $100 of Remuneration	Estimated Annual Premium
8868 SCHOOL - PROFESSIONAL EMPLOYEES & CLERICAL	1,024,200	.63	6,452
TOTAL PREMIUM SUBJECT TO EXPERIENCE MODIFICATION			6,452
NH - INTRA EXPERIENCE MODIFICATION 280079480			.910
PREMIUM ADJUSTED BY APPLICATION OF EXPERIENCE MODIFICATION			5,871
TOTAL ESTIMATED ANNUAL STANDARD PREMIUM			5,871
PREMIUM DISCOUNT 0.5 PERCENT			-29
EXPENSE CONSTANT (0900)			185
TERRORISM (9740)	1,024,200	.010	102
CATASTROPHE (9741)	1,024,200	.010	102
TOTAL ESTIMATED ANNUAL PREMIUM			6,231

Total Estimated Annual Premium: $6,231
Deposit Premium:
Policy Minimum Premium: $387 NH

Interstate/Intrastate Identification Number: / 280079480

Labor Contractors Policy Number:

NAICS:
SIC: 8299
UIN:
NO. OF EMP: 000017

CHILDREN INC.

Nurturing hearts and minds one at a time.

MISSION STATEMENT

Children Unlimited, Inc. is a community based non-profit corporation 501(c)(3), which provides services through its Developmental Childcare Program, Family Centered Early Supports and Services Program, The Children's Academy (Inclusive Multi-Age Educational Program Pre-K - First Grade), and The Family Connections Resource Center (prenatal–21 years). All of Children Unlimited's services for children and families are provided within natural settings. The mission of Children Unlimited is to provide quality, evidence-based developmental/educational, family support and intervention strategies for each child and family who is enrolled in one of our programs.

Our children's programs offer unique opportunities for young children of all abilities to learn and play together. This type of inclusive learning environment is highly beneficial for the education, social and emotional well-being of all children. We recognize that children maybe at a certain chronological age but may not be at the same developmental level. We believe that each child is an individual and grows and develops at his/her own rate in accordance with his/her own ability. We aim to foster this developmental process and encourage each child to achieve his/her fullest potential. Children have a unique learning style displaying their own interests, strengths, and weaknesses. But children are first and foremost children with needs, interests, and concerns that are common to all children even though their rate of growth may vary.

We further believe that each child is part of a family system and that families have many strengths. We believe that all families should be mentored, supported and encouraged to access and enjoy the natural support of extended family, friends and activities within their community. Through our Family Connections Resource Center, we offer assistance and guidance to help parents access appropriate community resources, attend parenting classes or support groups, and to become better advocates for themselves and their children in the community. We encourage and facilitate parent-to-parent connections in order to reduce social isolation. We support parents in understanding the developmental, emotional/behavioral, and social issues that their children or youth may experience. We focus on teaching problem-solving and coping strategies, reducing family stressors, and helping families become more self-sufficient. The overall objective is to prevent domestic violence, child abuse and neglect. We believe that all families have unique qualities and we respect each family's individual beliefs, values and cultural norms. We also know that families have hopes and dreams for themselves and their children, and we recognize and support these aspirations.

Children Unlimited, Inc. believes that all of our programs and staff members will collaborate in a variety of ways in order to facilitate and support the most effective and positive outcomes for children and families. We strive to develop strong collaborative relationships with professionals throughout Carroll County who are also working to facilitate the health and well-being of children and families.

"There is no development without relationships" ***(Jack Schonkoff, Ph.D.)***

CHILDREN UNLIMITED, INC.

FINANCIAL STATEMENTS

Year Ended June 30, 2015

CHILDREN UNLIMITED, INC.

FINANCIAL STATEMENTS

Year Ended June 30, 2015

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MARSHALL & LIBBY, LLC
CERTIFIED PUBLIC ACCOUNTANTS

PAUL R. MARSHALL, CPA, PFS
RANDOLPH F. LIBBY, CPA
THOMAS G. TATON, CPA

INDEPENDENT AUDITORS' REPORT

Board of Directors
Children Unlimited, Inc.
Conway, NH

We have audited the accompanying financial statements of Children Unlimited, Inc., a non-profit Organization, which comprise the statement of financial position as of June 30, 2015, and the related statements of activities and cash flows for the year 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 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 financial statements are free of material misstatement.

2367 CONGRESS STREET • PORTLAND, ME 04102-1932
207-775-1111 • FAX 774-3439 • Email: marlib@marshall-libby.com • www.marshall-libby.com

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 Children Unlimited Inc. as of June 30, 2015, and the changes in its 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 Children Unlimited Inc.'s 2014 financial statements, and our report dated September 23, 2014 expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2014, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Marshall + Libby, LLC

Portland, Maine
September 28, 2015

CHILDREN UNLIMITED, INC.

STATEMENT OF FINANCIAL POSITION

June 30, 2015, With Comparative Totals for 2014

	2015	2014
ASSETS		
CURRENT ASSETS:		
Cash	$ 369,936	$ 424,124
Accounts receivable, net	173,232	183,070
Prepaid expenses	250	2,359
Total current assets	543,418	609,553
FIXED ASSETS:		
Land	103,956	103,956
Playground	105,521	96,456
Buildings and improvements	1,343,586	1,342,614
Furniture and fixtures	3,470	3,470
Equipment	45,636	45,636
	1,602,169	1,592,132
Less accumulated depreciation	335,103	289,105
	1,267,066	1,303,027
Total assets	$ 1,810,484	$ 1,912,580
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES:		
Accounts payable	$ 21,794	$ 5,956
Accrued payroll and related liabilities	81,051	86,045
Prepaid town warrants	-	1,000
Total current liabilities	102,845	93,001
NET ASSETS:		
Unrestricted	1,556,606	1,663,301
Temporarily restricted	151,033	156,278
Total net assets	1,707,639	1,819,579
Total liabilities and net assets	$ 1,810,484	$ 1,912,580

See accompanying notes to financial statements.

CHILDREN UNLIMITED, INC

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

Year Ended June 30, 2015, With Comparative Totals for 2014

	Unrestricted	Temporarily Restricted	2015 Total	2014 Total
SUPPORT AND REVENUE:				
Early intervention services	$ 325,750	$ -	$ 325,750	$ 253,597
Childcare	319,363	-	319,363	310,296
Children's Academy	522,167	5,000	527,167	815,382
Family resources	58,779	148,502	207,281	110,622
Pediatric services	34,736	-	34,736	19,103
Home based therapy services	21,277	-	21,277	2,447
Building	-	15,000	15,000	-
Investment income	256	-	256	339
Total support and revenue	1,282,328	168,502	1,450,830	1,511,786
NET ASSETS RELEASED FROM RESTRICTIONS	173,747	(173,747)	-	-
EXPENSES:				
Early intervention services	320,883	-	320,883	280,938
Childcare	320,122	-	320,122	354,858
Children's Academy	568,453	-	568,453	633,878
Family resources	228,901	-	228,901	159,980
Pediatric services	90,501	-	90,501	54,981
Home based therapy services	15,855	-	15,855	1,371
Fundraising and administrative	18,055	-	18,055	8,006
Total expenses	1,562,770	-	1,562,770	1,494,012
Changes in net assets	(106,695)	(5,245)	(111,940)	17,774
NET ASSETS, beginning of year	1,663,301	156,278	1,819,579	1,801,805
Net assets, end of year	$ 1,556,606	$ 151,033	$ 1,707,639	$ 1,819,579

See accompanying notes to financial statements.

CHILDREN UNLIMITED, INC.

STATEMENT OF CASH FLOWS

Year Ended June 30, 2015 With Comparative Totals for 2014

	2015	2014
CASH FLOWS FROM OPERATING ACTIVITIES:		
Changes in net assets	$ (111,940)	$ 17,774
Adjustments to reconcile changes in net assets to net cash used in operating activities:		
Depreciation	45,998	45,414
(Increase) decrease:		
Accounts receivable	9,838	(76,831)
Prepaid expenses	2,109	446
Increase (decrease):		
Accounts payable	15,838	(3,457)
Accrued payroll and related liabilities	(4,994)	4,266
Prepaid town warrants	(1,000)	-
Net cash used in operating activities	(44,151)	(12,388)
CASH FLOWS FROM INVESTING ACTIVITIES:		
Acquisition of fixed assets	(10,037)	(7,222)
Net cash used in investing activities	(10,037)	(7,222)
Increase (decrease) in cash	(54,188)	(19,610)
CASH, beginning of year	424,124	443,734
Cash, end of year	$ 369,936	$ 424,124

See accompanying notes to financial statements.

CHILDREN UNLIMITED, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2015, With Comparative Totals for 2014

NOTE A – NATURE OF ORGANIZATION

Children Unlimited, Inc. (the Organization), located in Conway, New Hampshire, is a nonprofit corporation formed in 1986. The Organization offers a distinctive developmental childcare program with a special emphasis on caring and nurturing children ages six weeks through eight years old. The Organization provides an inclusive childcare program that allows children with typical development and special needs to play and learn together. The Organization is supported primarily through tuition, contributions, and grants received from both public and private sources.

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The Organization reports 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.

Unrestricted Net Assets

The part of net assets of a not-for-profit organization that is neither permanently restricted nor temporarily restricted by donor-imposed stipulations.

Temporarily Restricted Net Assets

The part of the net assets resulting from contributions and other inflows of assets whose use by the organization is limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled and removed by actions of the organization pursuant to those stipulations.

Permanently Restricted Net Assets

The part of the net assets resulting from contributions and other inflows of assets whose use by an organization is limited by donor-imposed stipulations that neither expire by passage of time nor can be fulfilled or otherwise removed by actions of the organization. The Organization has no permanently restricted net assets.

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Contributions

Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor designations. When net assets are used for their intended purpose, they are released and reclassified as unrestricted net assets.

All non-cash contributions are recorded at the estimated fair market value at the date of the contribution. They are considered available for unrestricted use, unless specifically restricted by the donor or subject to other legal restrictions.

Fixed Assets

Fixed assets are stated at cost, or, if donated, at the estimated fair market value at the date of donation. Depreciation is recorded using the straight-line method at various rates calculated to allocate the cost of the respective items over their estimated useful lives. Depreciation of buildings and other fixed assets is provided using estimated useful lives of three to thirty-nine years.

Estimates

The preparation of financial statements in accordance 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 revenue and expenses during the reporting period. Actual results could differ from those estimates.

Cash Equivalents

For purposes of the statements of cash flows the Organization considers all savings, short-term investments and certificates of deposit to be cash equivalents.

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Income Taxes

The Organization is exempt from federal income taxes under section 501(c)(3) of the Internal Revenue Code. The Internal Revenue Service has classified the Organization as other than a private foundation.

Advertising

The Organization follows the policy of charging costs of advertising to expense as incurred. Total expenses paid during 2015 and 2014 were $887 and $167, respectively.

NOTE C – ACCOUNTS RECEIVABLE

Accounts receivable are comprised of amounts billed for services performed but not yet received by the Organization. The Organization periodically reviews all outstanding receivable amounts for collectability.

At June 30, 2015 and 2014, accounts receivable consisted of the following:

	2015	2014
Early intervention services	$ 24,716	$ 32,316
Children's Academy	68,643	89,654
Childcare	44,773	36,758
Family resources	33,059	22,764
Pediatric services	480	3,078
Home based therapy services	3,061	-
	174,732	184,570
Less allowance for doubtful accounts	(1,500)	(1,500)
Net accounts recievable	$ 173,232	$ 183,070

NOTE D – CASH MAINTAINED IN FINANCIAL INSTITUTIONS

As of June 30, 2015, the Organization maintained cash balances in two Federal Deposit Insurance Corporation (FDIC) member financial institutions. FDIC member financial institutions insure deposits to $250,000. At various times throughout the year, the Organization had cash in excess of FDIC insurance limits. At June 30, 2015, cash balances exceeded FDIC limits by $45,365.

NOTE E – LINE OF CREDIT

The Organization has available a $200,000 line of credit. The line is secured by the real estate There was no outstanding balance on this line at June 30, 2015 and 2014.

NOTE F – FAIR VALUE OF INSTRUMENTS

The Organization's financial instruments are cash and cash equivalents, accounts receivable and accounts payable. The recorded values of cash and cash equivalents, accounts receivable and accounts payable approximate their fair values based on their shot-term nature.

NOTE G – RECLASSIFICATIONS

Certain reclassifications have been made to prior year amounts to conform with current year presentation. There have been no changes to previously reported net assets.

NOTE H - SUBSEQUENT EVENTS

Management has evaluated subsequent events through September 28, 2015, the date on which the financial statements were available to be issued.

MARSHALL & LIBBY, LLC
CERTIFIED PUBLIC ACCOUNTANTS

PAUL R. MARSHALL, CPA, PFS
RANDOLPH F. LIBBY, CPA
THOMAS G. TATON, CPA

INDEPENDENT AUDITORS' REPORT ON SUPPLEMENTARY INFORMATION

Board of Directors
Children Unlimited, Inc.
Conway, NH

We have audited the financial statements of Children Unlimited, Inc. as of and for the year ended June 30, 2015, and have issued our report thereon dated September 28, 2015, which contained an unmodified opinion on those financial statements. Our audit was performed for the purpose of forming an opinion on the financial statements as a whole. The schedule of functional expenses is presented for the 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 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.

Marshall + Libby, LLC

Portland, Maine
September 28, 2015

CHILDREN UNLIMITED, INC.

SCHEDULE OF FUNCTIONAL REVENUES

Year Ended June 30, 2015, With Comparative Totals for 2014

	Early intervention services	Childcare	Children's Academy	Family resources	Pediatric services	Home based therapy services	Building	Investment income	2015 Total	2014 Total
Contributions	$ 300	$ 27,304	$ 41	$ 9,131	$ -	$ -	$ -	$ -	$ 36,776	$ 50,781
Grants	-	5,000	-	147,322	-	-	15,000	-	167,322	163,954
Annual appeal	-	6,335	-	50,685	-	-	-	-	57,020	11,188
Town warrants	31,500	-	-	-	-	-	-	-	31,500	29,100
Medicaid income	285,206	-	-	-	-	-	-	-	285,206	218,906
Prvt insurance/prvt pay	8,601	250,706	5,180	-	-	-	-	-	264,487	241,899
Therapies/evaluations	-	-	98,348	-	7,038	21,135	-	-	126,521	154,244
One-on-one aide	-	-	91,300	-	23,355	-	-	-	114,655	204,351
Tuition	-	-	332,012	-	-	-	-	-	332,012	402,755
Fundraising	-	17,624	-	-	-	-	-	-	17,624	14,831
Play therapy	-	11,152	-	-	-	-	-	-	11,152	14,238
In-kind services	143	143	286	143	143	142	-	-	1,000	1,000
Evaluation room rental	-	-	-	-	4,200	-	-	-	4,200	4,200
Interest	-	-	-	-	-	-	-	256	256	339
Miscellaneous	-	1,099	-	-	-	-	-	-	1,099	-
	$ 325,750	$ 319,363	$ 527,167	$ 207,281	$ 34,736	$ 21,277	$ 15,000	$ 256	$ 1,450,830	$ 1,511,786

See accountants report on suppiementary information.

CHILDREN UNLIMITED, INC.

SCHEDULE OF FUNCTIONAL EXPENSES

Year Ended June 30, 2015, With Comparative Totals for 2014

	Early intervention services	Childcare	Children's Academy	Family resources	Pediatric services	Home based therapy services	Fundraising and Administrative	2015 Total	2014 Total
Salaries	$ 219,992	$ 218,713	$ 462,019	$ 153,151	$ 59,713	$ 11,658	$ -	$ 1,125,246	$ 1,047,120
Payroll taxes	17,361	17,260	36,460	12,086	4,712	920	-	88,799	87,623
Employee benefits	17,543	5,294	13,176	12,004	1,999	-	-	50,016	74,101
Staff training	99	-	1,325	7,993	-	-	-	9,417	1,783
Consulting	24,609	15,642	1,422	2,448	15,134	550	3,629	63,434	65,303
Dues and subscriptions	568	13	13	938	-	-	-	1,532	1,923
Conferences	819	515	352	1,155	-	-	-	2,841	1,425
Advertising	-	325	280	283	-	-	-	888	167
Food	358	2,975	1,567	579	-	52	-	5,531	5,518
Supplies	-	2,947	3,389	880	-	-	3,104	10,320	9,887
Insurance	9,143	1,392	4,743	3,824	3,555	75	-	22,732	16,512
Maintenance	3,453	7,669	9,340	3,520	-	-	-	23,982	22,325
Postage	244	190	296	289	-	-	-	1,019	931
Program education	1,186	797	3,052	1,266	-	-	-	6,301	5,918
Family support	-	-	-	-	1,170	-	-	1,170	932
Telephone	836	1,923	1,359	1,944	-	-	-	6,062	4,689
Travel	14,693	268	4,258	15,848	3,787	2,570	-	41,424	35,156
Utilities	2,424	4,292	5,114	3,312	-	-	-	15,142	14,004
Bank fees	-	-	-	-	-	-	1,022	1,022	1,044
Depreciation	5,261	17,733	17,743	5,261	-	-	-	45,998	45,414
Bookkeeping	1,293	862	1,263	1,293	431	30	-	5,172	4,702
Legal and accounting	-	-	-	-	-	-	10,300	10,300	10,170
Office supplies	1,001	765	1,283	827	-	-	-	3,876	3,524
Ferland scholarships	-	19,431	-	-	-	-	-	19,431	25,010
Gibson-Woodbury scholarships	-	1,116	-	-	-	-	-	1,116	8,831
	$ 320,883	$ 320,122	$ 568,453	$ 228,901	$ 90,501	$ 15,855	$ 18,055	$ 1,562,770	$ 1,494,012

See accountants report on supplementary information.

CHILDREN INC.

Nurturing hearts and minds one at a time.

Board of Directors 2016

Officers:

*****President***
Donese Oliver

*****Treasurer***
Gerald Milliken Jr.

*****Secretary***
Marie Olson

Board Members:

Sue Battles

Dr. Kathryn Karlsson

Jan Kisluk

Bonnie Gould

Kate Ricci

Joanne Faille

Laurie Ferris

Jackie Howe

Emeritus:

Lisa Baumgartner

Revised 2/29/2016

CURRICULUM VITAE

Jacqueline Merrill Sparks, MS, OTR/L, ECFMHC, CEIM

Education

2011	Certified Educator of Infant Massage (International Association of Infant Massage)
1999	Certification: Infant Mental Health (Infant Mental Health Counselor)
1997-1999	Postgraduate Clinical Infant Mental Health Fellowship Appointment, Boston Institute for Psychotherapists, Boston, MA
1976-1979	Master of Science in Occupational Therapy with dual Pediatric Specialties: • Clinical Psycho-Social Therapy • Developmental Disabilities Boston University, Sargent College of Allied Health Sciences, Boston, MA: Magna Cum Laude MCHS/UAF Grant Recipient: Academic work: Boston University, Boston, MA Clinical affiliation: Eunice Kennedy Shriver Center, Waltham, MA
Thesis	An Instrument for Assessment of Mother-Infant Attachment Behaviors During Feeding
1966-1970	Bachelor of Science Degree in Occupational Therapy University of New Hampshire, Durham, NH

New Hampshire Infant Mental Health Credential

2014	Early Childhood and Family Mental Health Advanced, Reflective Counselor and Supervisor

Professional Memberships:

American Occupational Therapy Association
Registration number: #207647
(Member since 1971)

National Board for Certification in Occupational Therapy, Inc.
Certification number: #AA207647

The State of New Hampshire
Board of Registration in Medicine
Occupational Therapist License number: #0389

New Hampshire Association for Infant Mental Health
Charter Member; Advocate Member

Early Education and Intervention Network of NH
(Member since 1986)

International Association of Infant Massage (headquartered in Sweden)
US Chapter – Infant Massage USA
(Member since 2010)

Professional Experience:

1986-Present Co-founder and Executive Director of Children Unlimited, Inc., Conway, NH.
Pediatric Occupational Therapist
Sensory Integration/Sensory Processing Disorders Therapist

1999-Present Early Childhood and Family Mental Health Counselor
Parent-Child Relationship Therapist; Trauma-Informed Early Childhood Therapist

2011-Present Certified Educator of Infant Massage

1990-Present Professional Consultation

Areas of Expertise: Attachment/Attachment Disorders, Parent-Child Relationship Issues, Early Childhood Social/Emotional Development and Disorders, Trauma-Informed Early Childhood Services, Post-Traumatic Stress Disorders in Early Childhood, Behavior Management Strategies, Autism Spectrum Disorders (Early Identification and Intervention Strategies), Sensory-Motor Processing Disorders and Interventions, "Fussy Baby" Assessments and Consultations, Infant Massage Educator, Inclusion of children with educational disabilities into regular preschool, and child care programs, Identifying signs and symptoms of child abuse/neglect in young children.

10/71-6/76 Occupational Therapist at Children's Developmental Workshop (psychiatric day program for children 4-7 years old), Boston State Hospital, Dorchester Mental Health Center, Dorchester, MA.

Specialized Trainings:

2014	Trauma-Informed Early Childhood Services Trainer
2013	Fussy vs. Colicky Infants: Identification and Intervention Strategies
2013	Post-Traumatic Stress Disorders in Infants and Young Children and Its Effect on Development
2011-2013	Certification: Nonviolent Crisis Intervention (Crisis Prevention Institute); Autism Spectrum Disorders (Crisis Prevention Institute)
2007-2012	NH Responds Project: Response-to-Intervention system for emergent literacy and effective behavioral interventions
2011	Training: Signs & Symptoms of Post-Traumatic Stress Disorders in Infants and Young Children
2008	Master Class – Infant Cry & Sleep Problems: Why Parental Mental Health Matters
2008	Training: Executive Dysfunction - The Disorganized, Defiant, and Chaotic Child/Adolescent
2006	The Vulnerability of Attachment: How Early Emotional Development is Affected by Trauma or Disability (Michael Trout, Infant-Parent Institute, Champaign, IL)
2006	Administration and Scoring of the Autism Diagnostic Observation Schedule
2001	Certification: Early Intervention Associate
2006	Training: Natural Language Paradigm Therapy: Autism Spectrum Disorders (Bob Sisson, Ph.D.)
2005	Training: Advanced Practice/Attachment & Trauma (Dan Hughes, Ph. D.)
2005	Assessing/Treating Regulatory, Emotional and Sensory Deficits
2000-2001	Behavior Management Training Series
1997-1999	Postgraduate Clinical Fellowship in Infant Mental Health Therapy
1995-1996	Family Systems Theory/Family Therapy Course
1994	Child Sexual Abuse Response Team Training

1992 Crisis Intervention Team Training (Psychological and Traumatic Events)

Commendations:

2010 Early Learning New Hampshire Champion Award
2006 The Bob Morrell Award (Mount Washington Valley Economic Council): For Community Leadership and Commitment to Building Social Capital
2006 Conway Village Area Chamber of Commerce: Business Citizen of the Year
2006 Exemplary Leadership and Service Award (Children Unlimited, Inc.) for Outstanding Services for Foster Families; NH Division of Children, Youth & Families
1996 Nominated: Dr. Roger M. Fossum Award for Outstanding Service to Children; NH Attorney General's Child Abuse Prevention Team
1993 Award, Excellence in Early Intervention; E. I. Network of New Hampshire

Board Affiliations:

2013-Present Endowment For Health Charitable Foundation
2012-Present SPARK NH: Policy Committee
2010-2011 NH Early Childhood Advisory Committee: Steering Committee
2010-2011 NH Early Childhood and Family Mental Health Competencies Development Committee
2009-Present The Attorney General's Task Force on Child Abuse and Neglect
2007-2012 NH Responds (Effective Behavioral Interventions & Emergent Literacy to Promote Student Success) – SAU #9 Steering Committee
2007-2012 NH Autism Advisory Committee
2006-2010 North Country Autism Spectrum Disorders Network
2001-Present Infant Mental Health Regional Team (Founding Member)
2000-Present Kennett High School (KHS) Career and Technical Advisory Council
1998-Present Early Childhood Development Program Advisory Committee: KHS
1997-2001 Curriculum Committee (Infant Clinical Fellowship) Boston Institute for Psychotherapists
1989-2011 NH Interagency Coordinating Council (Early Intervention Advisory Committee – NH Governor Appointment)

Related Professional Experience:

1985-Present Guest Lecturer (Colleges/Universities); Community College Instructor; Professional Presenter and Consultant; Clinical Supervisor and Mentor; Early Childhood and Family Mental Health Reflective Consultant and Supervisor; Certified Infant Massage Instructor, Trauma-Informed Early Childhood Services Trainer

References:

References available upon request.

Elizabeth A. Testa, LICSW

OBJECTIVE

Highly-motivated Licensed Clinical Social Worker with fourteen years' experience working with various populations in both public and private clinical settings with desire to obtain a Director position in the Social Work field.

EDUCATION

Master of Social Work, Durham, NH 2005

HIGHLIGHTS

- Licensed Clinical Social Worker #1669
- Notary Public

AFFILIATIONS

- Member, National Association of Social Workers
- Member, Social Work Hospice and Palliative Care Network

PROFESSIONAL EXPERIENCE

Central NH VNA & Hospice
Interim Branch Director/Social Worker **June 2015-present**

- Supervise clinical managers and office staff
- Member of Senior Management Team
- Monitor and ensure program adherence to Medicare/Medicaid Conditions of Participation
- Monitors branch related data for improvement in work processes and outcomes including CQI
- Present agency funding requests to local towns in service area

Social Worker **November 2013-present**

- Complete psychosocial assessments for homecare and hospice patients to identify needs and provide support
- Make referrals for appropriate community resources to enable patients to remain in their home
- Assist families with long term planning options including Medicaid CFI program referrals and residential care options
- Act as agency liaison with community contacts
- Participate in weekly interdisciplinary group meetings with goal of improving patient care and staff efficiency
- Provide education and completion of Advance Care Directives and PDNR forms

Lakes Region General Hospital **April 2008-present**
Medical Social Worker

- Complete psychosocial assessments for patients to identify needs and supports
- Participate in daily interdisciplinary rounds following the BOOST (Better Outcomes by Optimizing Smooth Transitions) model, which identifies barriers to discharge planning in order to prevent unnecessary readmissions
- Facilitate patient care conferences to ensure smooth transitions to home, skilled nursing and long term care facilities
- Provide emotional support and short-term counseling to patient and families dealing with illness, trauma and grief
- Identify patients who need guardianship and assist families with guardianship paperwork and other court related documents
- Assist RN Care Managers with completion of MDS forms, PASSAR and MED applications

Seymour Osman Community Center, Dover, NH **September 2005-April 2008**
Quantum Opportunities Coordinator

- Coordinated a grant funded youth development program for randomly selected at-risk high school students
- Established and maintained relationships with parents, high school guidance department and law enforcement
- Reviewed academic performance and advised students on appropriate class choices based on needs
- Developed and maintained program operating budget
- Grant writer for potential federal and state funding sources

REFERENCES

Available upon request

Barbara Ross

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.

This is to certify that,

Tier 1

on 3/27/15
Date Completed

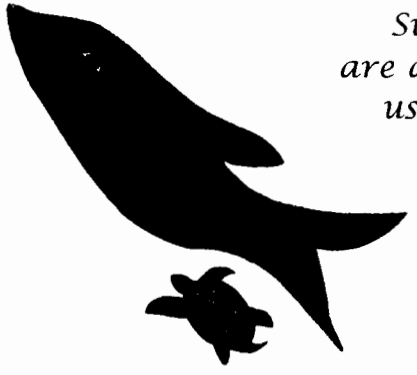
[redacted]

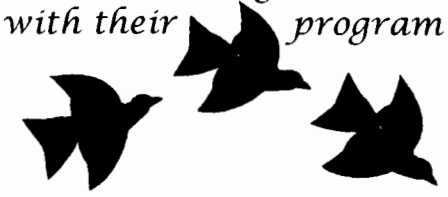
(Check One) ☐ Supervisor ☐ Parenting Facilitator/Coach

The above named individual successfully completed the Growing Great Kids™ Prenatal to 36 Months Tier 1 Certification Seminar, a 40-hour skill development program.

This certificate qualifies this individual to use the Growing Great Kids™ Prenatal to 36 Months Parenting and Child Development Curriculum and the Growing Great Families™ Curriculum with families.

Supervisors who have successfully completed this seminar are also certified to supervise Parenting Facilitators/Coaches using these materials with their program's participants.





gki
great kids, inc.

Mary Wilson
Growing Great Kids™ Trainer

Schelley Rondeau
Central New Hampshire VNA and Hospice

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/Maternal Child Health Nurse 1997-current
VNA-Hospice of Southern Carroll County and Vicinity, Inc. Wolfeboro, NH 03894
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 and community 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 of new referrals, staff scheduling, case management and supervison of staff nurses

Staff Nurse
Gorgas Army Community Hospital *1991-95*
Republic of Panama
Supervision and staff nurse on a Pediatric and Orthopedic ward

EDUCATION

BACHELOR OF SCIENCE IN NURSING 1982 -86
Vermont College Norwich, Vermont

Commander's Award for Public Service- June 1995

Superior Performance Award from Gorgas Army Community Hospital 1994

Certified as Lactation Counselor -current

Certified in Parents As Teachers program 2003-current

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Tier 1

This is to certify that,

on 3/27/15
Date Completed

(check one) ☐ Supervisor ☐ Parenting Facilitator/Coach

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gki
great kids, inc.

Mary Wilson
Growing Great Kids™ Trainer

Cathleen A. Livingston

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

References:

Furnished upon request

This is to certify that,

Tier 1

on 3/27/15
Date Completed

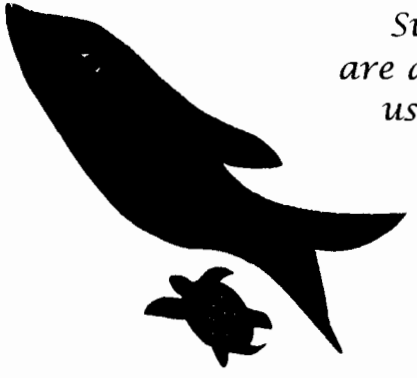
[redacted]

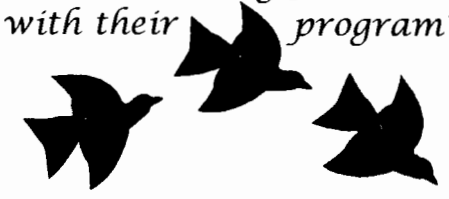
(Check One) ☐ Supervisor ☐ Parenting Facilitator/Coach

The above named individual successfully completed the Growing Great Kids™ Prenatal to 36 Months Tier 1 Certification Seminar, a 40-hour skill development program.

This certificate qualifies this individual to use the Growing Great Kids™ Prenatal to 36 Months Parenting and Child Development Curriculum and the Growing Great Families™ Curriculum with families.

Supervisors who have successfully completed this seminar are also certified to supervise Parenting Facilitators/Coaches using these materials with their [redacted] program's participants.





gki
great kids, inc.

Mary Wilson
Growing Great Kids™ Trainer

HELEN RAUTENBERG

OBJECTIVE

To provide educational and support services to families in a maternal-infant family support program.

WORK EXPERIENCE

Wolfeboro Area Children's Center 1998-Current

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-Current

- Child care 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

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This is to certify that,

Tier 1

on 3/27/15
Date Completed

Helen Rautenberg
(Check One) ☐ Supervisor ☐ Parenting Facilitator/Coach

The above named individual successfully completed the Growing Great Kids™ Prenatal to 36 Months Tier 1 Certification Seminar, a 40-hour skill development program.

This certificate qualifies this individual to use the Growing Great Kids™ Prenatal to 36 Months Parenting and Child Development Curriculum and the Growing Great Families™ Curriculum with families.

Supervisors who have successfully completed this seminar are also certified to supervise Parenting Facilitators/Coaches using these materials with their program's participants.

gki
great kids, inc.

Mary Wilson
Growing Great Kids™ Trainer

Program Staff List

New Hampshire Department of Health and Human Services

COMPLETE ONE PROGRAM STAFF LIST FOR EACH STATE FISCAL YEAR

Proposal Agency Name: Children Unlimited, Inc.
Program: CFSS/HVNH/CHFS
Budget Period: 07/01/2015-06/30/2016
Revision Amendment #2

A	B	C	D	E	E	F
Position Title	Current Individual in Position	Projected Hrly 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*
Administrative Salaries						
Program Coordinator	Barbara Ross	$22.00	20	$ 22,880		
Program Coordinator-RN	Schelley Rondeau	$52.00	12	$ 32,448		
Executive Director	Jackie Sparks	$40.00	10.5	$ 21,892		
Program Director	Elizabeth Testa	$28.50	2	$ 2,964		
Finance Administrator	Deborah Huskey	$20.00	2	$ 2,150		
Total Admin. Salaries				$ 82,334	$0	
Direct Service Salaries						
Home Visitor	Cathleen Livingston	$19.00	40	$ 32,760		
Home Visitor	Helen Rautenberg	$25.00	12	$ 15,600		
Total Direct Salaries				$ 48,360	$0	
Total Salaries by Program				$ 130,694	$0.00	

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.

G

N 5D

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 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.

05-095-042-421010-29680000-102-5000734-42106802 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. Sparks, 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
NOTARY PUBLIC
MY COMMISSION EXPIRES JUNE 25, 2020
NEW HAMPSHIRE

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 A. Yaqu
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: 07/01/2014-6/30/2015

	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 JLJ

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 McSparks
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**

05-095-042-421010-29660000-102-500734-42106603 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

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 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** 05-095-042-421010-29680000-102-5000734-40130215 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 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 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~~

Linda A. Wise

1.13.2 Name and Title of Notary or Justice of the Peace

LINDA A. WISE NOTARY PUBLIC NEW HAMPSHIRE MY COMMISSION EXPIRES JAN. 27, 2015

1.14 State Agency Signature Mary Ann Cooney	**1.15 Name and Title of State Agency Signatory** Mary Ann Cooney Associate Commissioner

JNS 5/13/14

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 Ahearn	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: 5/13/14

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: JMS
Date: 5/13/14

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:

Contractor Initials: JMS
Date: 5/13/19

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.

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;

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.

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 5/13/14

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	
Full Time	36-71	
Full Time	72-78	$85.00
Full Time	79-155	$67.98
Half Time	1-17	[redacted]
Half Time	18-35	
Half Time	36-71	
Half Time	72-78	$65.76
Half Time	79-155	$42.50
Part Time	1-17	[redacted]
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 SMS
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 JMS
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-DCYF-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 JMS
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-DCYF-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	$ 192,856.00	$ -	$ 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 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.

Contractor Initials JMS
Date 5/13/14

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: 5/13/14

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:

5/13/14
Date

Children Unlimited, Inc.
Name: Jackie Sparks Jackie Sparks
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:

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) 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	Children Unlimited, Inc.
The State	Name of the Contractor
Signature of Authorized Representative	Signature of Authorized Representative
Mary Ann Cooney	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

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 #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

Eric Anders 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
NOTARY PUBLIC
NEW HAMPSHIRE
MY COMMISSION EXPIRES AUG. 5, 2020

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. Yorke
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

	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	$ 90,833.00	$ -	$ 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

	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	$ 90,833.00	$ -	$ 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

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:

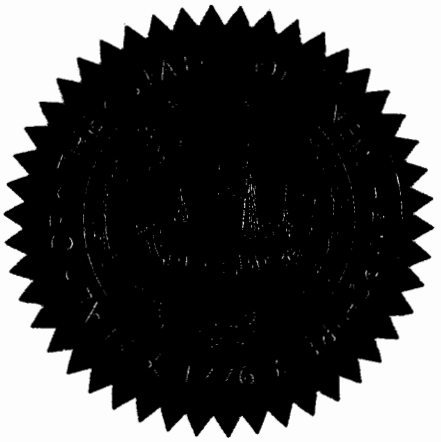
3/7/16
Date

Name: Betsy Andrews Parker
Title: CEO

State of New Hampshire
Department of State

CERTIFICATE

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



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

William M. Gardner
Secretary of State

NEW HAMPSHIRE

Corporation Division

Search
By Business Name
By Business ID
By Registered Agent
Annual Report
File Online
Guidelines
Name Availability
Name Appeal Process

Date: 5/3/2016

Filed Documents

(Annual Report History, View Images, etc.)

Business Name History

Name	Name Type
Community Action Partnership of Strafford County	Legal
STRAFFORD COUNTY COMMUNITY ACTION COMMITTEE	Prev Legal

Non-Profit Corporation - Domestic - Information

Business ID:	65583
Status:	Good Standing
Entity Creation Date:	5/25/1965
Principal Office Address:	642 Central Ave Dover NH 03820
Principal Mailing Address:	PO Box 160 Dover NH 03821-0160
Expiration Date:	Perpetual
Last Annual Report Filed Date:	1/12/2015
Last Annual Report Filed:	2015

Registered Agent

Agent Name:	
Office Address:	No Address
Mailing Address:	No Address

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.

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 21, 2015___:
(Date)

RESOLVED: That the _Betsey Andrews Parker, Chief Executive Officer_____
(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 forgoing resolutions have not been amended or revoked, and remain in full force and effect as of

the _7_ day of March_, 2016.
(Date Contract Signed)

4. __Betsey Andrews Parker___ is the duly elected _Chief Executive Officer_____
(Name of Contract Signatory) (Title of Contract Signatory)

of the Agency.

Jean L. Miccolo
(Signature of the Elected Officer)

STATE OF NEW HAMPSHIRE

County of Strafford__

The forgoing instrument was acknowledged before me this ____7_ day of March, 2016_,

By ___Jean Miccolo_____.
(Name of Elected Officer of the Agency)

KATHLEEN E. MORRISON
MY COMMISSION EXPIRES AUG. 5, 2020
NOTARY PUBLIC
NEW HAMPSHIRE

(NOTARY SEAL)

Commission Expires: 8/5/20

Kathleen E. Morrison
(Notary Public/Justice of the Peace)

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/8/2016

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

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

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

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC			ZHVA192135	12/31/2015	12/31/2016	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 3,000,000 $ 1,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS			AWVA15693	12/31/2015	12/31/2016	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Uninsured motorist combined	$ 1,000,000 $ $ $ $ 1,000,000
A	X UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 0			UHVA192136	12/31/2015	12/31/2016	EACH OCCURRENCE AGGREGATE	$ 2,000,000 $ 2,000,000
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		WC201400007962	12/31/2015	12/31/2016	X WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
A	Professional Liability			ZHVA192135	12/31/2015	12/31/2016	Each Occurrence Aggregate	1,000,000 3,000,000

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

Workers Compensation Coverage-Statutory State - NH The following officers are excluded from coverage under the Workers Compensation policy: Mark Rideout President, Carol Garlough VP, Jeni Mosca Treas.

CERTIFICATE HOLDER

State of New Hampshire
Department of Health and Human Services
Contract and Procurement Unit
129 Pleasant St, Brown Bldg
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

Mark Harvie/KDC

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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

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

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

Leone, McDonnell & Roberts
PROFESSIONAL ASSOCIATION
CERTIFIED PUBLIC ACCOUNTANTS

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

DECEMBER 31, 2014 AND 2013

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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, 2014 and 2013, and the related statements of cash flows, and notes to the financial statements for the years then ended, and the related statements of activities and functional expenses for the year ended December 31, 2014.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Opinion

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

Report on Summarized Comparative Information

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

Other Matters

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

Other Reporting Required by Government Auditing Standards

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

Leone, McDonnell & Roberts,
Professional Association

June 10, 2015
Wolfeboro, New Hampshire

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2014 AND 2013

ASSETS

	2014	2013
CURRENT ASSETS		
Cash and cash equivalents	$ 744,514	$ 614,293
Accounts receivable	770,066	656,934
Inventory	8,754	15,307
Prepaid expenses	11,586	79,283
Total current assets	1,534,920	1,365,817
NONCURRENT ASSETS		
Security deposits	19,201	19,261
Property, net of accumulated depreciation	435,446	667,667
Other noncurrent assets	12,500	10,000
Total noncurrent assets	467,147	696,928
TOTAL ASSETS	$ 2,002,067	$ 2,062,745

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Demand note payable	$ 80,735	$ 87,178
Accounts payable	126,063	67,785
Accrued payroll and related taxes	120,172	92,674
Accrued compensated absences	78,154	80,592
Refundable advances	491,134	542,894
Other current liabilities	137	55,918
Total liabilities	896,395	927,041
NET ASSETS		
Unrestricted		
Undesignated	669,373	1,065,270
Board designated	307,002	7,328
Total unrestricted	976,375	1,072,598
Temporarily restricted	129,297	63,106
Total net assets	1,105,672	1,135,704
TOTAL LIABILITIES AND NET ASSETS	$ 2,002,067	$ 2,062,745

See Notes to Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

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

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

See Notes to Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

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

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

See Notes to Financial Statements

ACTION PARTNERSHIP OF STRAFFORD COUNTY

ATEMENT OF FUNCTIONAL EXPENSES
R THE YEAR ENDED DECEMBER 31, 2014
/EAR SUMMARIZED COMPARATIVE INFORMATION

es	Community Services	Energy Assistance	Housing	Weatherization	Workforce Development	Total Program Services	Management And General	Fundraising	2014 Total	2013 Total
0,544	$ 275,525	$ 274,670	$ 58,232	$ 29,507	$ 151,126	$ 2,749,604	$ 557,672	$ 2,822	$ 3,310,098	$ 3,049,496
5,356	36,042	26,297	6,113	2,719	14,656	291,183	49,390	270	340,843	319,360
0,427	34,705	35,699	5,778	3,058	18,473	298,140	25,726	-	323,866	313,627
										-
1,991	93,274	2,558,709	89,438	60,684	18,320	2,872,416	1,201	-	2,873,617	3,106,672
6,636	199,096	-	-	1,264	-	426,996	-	12,835	439,831	486,220
6,508	35,989	2,287	386	379	1,876	187,425	8,935	-	196,360	97,110
-	-	-	-	-	-	-	190,950	-	190,950	113,592
2,700	11,577	4,121	3,565	7,201	6,394	155,558	13,341	17	168,916	218,713
9,063	21,617	8,777	136	222	61	89,876	67,233	-	157,109	67,095
3,415	8,606	23,138	1,364	2,958	26,354	145,835	3,602	-	149,437	121,191
0,372	9,146	12,177	16,485	2,657	3,311	124,148	5,132	-	129,280	123,650
3,664	33,867	3,634	667	1,132	542	63,506	41,478	-	104,984	109,485
2,052	12,645	16,460	509	544	9,944	92,154	8,966	-	101,120	120,121
7,106	16,344	737	70	3	3,027	77,287	20,865	-	98,152	109,169
5,859	12,761	857	13	6	13	69,509	24,138	-	93,647	87,739
6,177	16,205	-	3,733	21,144	2,074	69,333	-	-	69,333	78,719
1,261	8,595	6,571	69	62	319	26,877	4,136	-	31,013	35,293
9,643	303	866	-	24	1,729	12,565	4,432	-	16,997	29,952
-	-	-	2,530	-	-	2,530	986	-	3,516	927
-	1,445	-	-	-	-	1,445	1,807	-	3,252	4,211
2,088	3,413	261	(8)	-	-	5,754	1,621	7,700	15,075	9,292
74,862	$ 831,155	$ 2,975,261	$ 189,080	$ 133,564	$ 258,219	$ 7,762,141	$ 1,031,611	$ 23,644	$ 8,817,396	$ 8,601,634

See Notes to Financial Statements

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, 2014 and 2013 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, investments, accounts receivable, prepaid expenses, inventory, 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 $69,333 and $78,719 for the years ended December 31, 2014 and 2013, respectively.

Accrued Earned Time
The Agency has accrued a liability of $78,154 and $80,592 at December 31, 2014 and 2013, 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 (2011 through 2014), for the purposes of implementation, 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, 2014 and 2013 amounted to $12,641 and $15,498, 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 market value of the rental space has been recorded as an in-kind donation and as an in-kind expense in the accompanying financial statements. The estimated fair value of the donation was determined to be $199,684 and $209,139 for the years ended December 31, 2014 and 2013, 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 $82,809 and $106,027 for the years ended December 31, 2014 and 2013, 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 $132,268 and $25,070, respectively, for the year ended December 31, 2014. For the year ended December 31, 2013, the estimated fair value of these food commodities and goods was determined to be $170,871 and $12,207, respectively.

The Agency also received, in the form of an in-kind contribution, a portion of a bus that was placed in service during the year ended December 31, 2013. Under the terms of the agreement the Agency paid approximately $5,333 and received a bus with a value of approximately $53,834.

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 programs and supporting activities benefited.

Subsequent Events
Subsequent events have been evaluated through June 10, 2015, which is the date that the financial statements were available to be issued.

NOTE 2. PROPERTY

As of December 31, 2014 and 2013, property consisted of the following:

	2014	2013
Land, buildings and improvements	$ 416,435	$ 719,429
Furniture, equipment and machinery	507,304	482,186
Vehicles	302,466	296,266
Total	1,226,205	1,497,881
Less accumulated depreciation	790,759	830,214
Net property	$ 435,446	$ 667,667

The sale of 60 Charles Street, Farmington New Hampshire accounts for the reduction in the land, buildings and improvements during the year ended December 31, 2014.

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, 2014 and 2013. The Agency has no policy for charging interest on overdue accounts.

NOTE 4. PLEDGED ASSETS

As described in Note 5, all assets of the Agency are pledged as collateral under the Agency's demand note payable agreement.

NOTE 5. 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 on November 30, 2015. Interest is stated at the prime rate plus 1% which result in an interest rate of 4.25% at December 31, 2014 and 2013. The note is collateralized by all the assets of the Agency.

NOTE 6. LONG TERM DEBT

The Agency had a 7.50% mortgage payable to a financial institution in monthly installments for principal and interest of $1,209 through May 2013, when the note was paid in full. The note was collateralized by a first mortgage lien and assignment of leases and rents on certain real estate of the Agency.

NOTE 7. TEMPORARILY RESTRICTED NET ASSETS

At December 31, 2014 and 2013, the Agency had $129,297 and $63,106 in net assets temporarily restricted by donor-imposed use restrictions, respectively.

NOTE 8. 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, 2014 and 2013, the annual lease/rent expense for the leased facilities was $163,615 and $121,191, 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
2015	$ 150,533
2016	84,234
2017	11,780
2018	8,729
2019	2,021
Total	$ 257,297

NOTE 9. RETIREMENT PLAN

The Agency maintains a voluntary contributory 403(b) plan for its employees who meet certain requirements as defined in the plan. The Agency matches 25% of employee contributions to the plan, to a maximum of 5% of salaries. Retirement plan contributions for the years ended December 31, 2014 and 2013 totaled $15,988 and $29,952, respectively.

NOTE 10. FUNDRAISING EXPENSES

The fundraising expenses related to fundraising revenues were $23,644 and $8,070 for the years ended December 31, 2014 and 2013, 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. At December 31, 2014 and 2013, there were no uninsured cash balances.

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, 2014 and 2013.

SUPPLEMENTARY INFORMATION

(See Independent Auditors' Report)

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2014

NTOR/ /PROGRAM TITLE	FEDERAL CFDA NUMBER	PASS-THROUGH GRANTOR'S NAME	GRANT NUMBER CONTRACT NUMBER	PASS-THROUGH GRANTOR'S NUMBER	FEDERAL EXPENDITURE
	10.558	State of New Hampshire Department of Education		4300-ZZZ	$ 136,198
hildren	10.559	State of New Hampshire Department of Education		4300-ZZZ	62,826
n (Food Commodities)	10.569	Belknap-Merrimack Community Action Partnership			132,268
ire					$ 331,292
rban Development					
	14.157	New Hampshire Housing Authority			$ 23,400
ts / Entitlement Grants	14.218	City of Dover, New Hampshire		NA	26,549
ts / Entitlement Grants	14.218	City of Rochester, New Hampshire		NA	41,308
	14.235	State of New Hampshire Department of Health and Human Services		010-092-7176-102-0415	29,211
	14.235	Community Partners / Behavioral Health / Services		NA	22,781
and Urban Development					$ 143,249
	17.258	Southern New Hampshire Services, Inc.	2001-003	1018853	$ 83,180
nts	17.278	Southern New Hampshire Services, Inc.		1018853	80,845
					$ 164,025
ly Persons and Persons					
	20.513	State of New Hampshire Department of Transportation			$ 45,188
					$ 45,188
come Persons	81.042	State of New Hampshire Governor's Office of Energy & Community Services	EE00060	01-02-02-024010-7706-074-500587	$ 55,290
					$ 55,290
ning Centers	84.287	State of New Hampshire Department of Education			$ 149,192
n					$ 149,192
n Services					
	93.276				$ 120,860
	93.600			01CH1366	2,413,970
III, Part B- Grants for enters	93.044	State of New Hampshire Division of Elderly and Adult services		010-048-7872-512-0352	2,520
hood Home Visiting Program	93.505	State of New Hampshire Department of Health and Human Services, DPH,			162,451
	93.556	State of New Hampshire, DHHS, Division for Children, Youth and Families			17,737
nilies	93.558	State of New Hampshire, DHHS, Division for Children, Youth and Families			31,287
nilies	93.558	Southern New Hampshire Services, Inc.	13-DHHS-BWW-CSP-05	1024239	131,106
e	93.568	State of New Hampshire Governor's Office of Energy & Planning		01-02-02-024010-77050000-074-500587	2,875,079
	93.569	State of New Hampshire, DHHS, DFA		010-045-7148-093-0415	454,147
e Program	93.645	State of New Hampshire, DHHS, Division for Children, Youth and Families			702
	93.667	State of New Hampshire, DHHS, Division for Children, Youth and Families		05-95-40-404010-5850	66,531
Block Grant to the States	93.994	BPHCS, Maternal & Health Section		05-95-90-902010-5190	4,731
Human Services					$ 6,281,121
al Board Program	97.024	United Way National Board			$ 7,800
curity					$ 7,800
					$ 7,177,157

See Notes to Schedule of Expenditures of Federal Awards

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED DECEMBER 31, 2014

NOTE 1 BASIS OF PRESENTATION

The accompanying schedule of expenditures of Federal Awards (the Schedule) includes the federal grant activity of Community Action Partnership of Strafford County under programs of the federal government for the year ended December 31, 2014. The information in this Schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. 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, change 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 OMB Circular A-122, *Cost Principles for Non-Profit Organizations,* wherein certain types of expenditures are not allowable or are limited as to reimbursement. Pass-through entity identifying numbers are presented where available.

NOTE 3 FOOD DONATION

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

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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, 2014 and 2013, and the related statements of cash flows for the years then ended, and the related notes to the financial statements, and the related statements of activities and functional expenses for the year ended December 31, 2014 and have issued our report thereon dated June 10, 2015.

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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Community Action 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*.

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

June 10, 2015
Wolfeboro, New Hampshire

Leone, McDonnell & Roberts
Professional Association
CERTIFIED PUBLIC ACCOUNTANTS
WOLFEBORO • NORTH CONWAY
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STRATHAM

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133

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 (a New Hampshire nonprofit organization) compliance with the types of compliance requirements described in the *OMB Circular A-133 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, 2014. Community Action Partnership of Strafford County's major federal programs are identified in the summary of auditor's 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.

Auditor's 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 OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 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, 2014.

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 OMB Circular A-133, 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 OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Leone, McDonnell & Roberts,
Professional Association

June 10, 2015
Wolfeboro, New Hampshire

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2014

A. SUMMARY OF AUDITORS' RESULTS

1. The auditors' report expresses an unmodified opinion on the financial statements of Community Action Partnership of Strafford County.

2. No significant deficiencies 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 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 OMB Circular A-133.* 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 programs.

6. There were no audit findings which the auditor would be required to report under Section 510(a) of OMB Circular A-133.

7. The programs tested as major were: Department of Health and Human Services, Low Income Home Energy Assistance Program, CFDA 93.568, Temporary Assistance for Needy Families, CFDA 93.558, Department of Labor, WIA Adult Program, CFDA 17.258 and WIA Dislocated Worker Formula Grants, CFDA 17.278.

8. The threshold used for distinguishing Type A and B programs was $300,000.

9. Community Action Partnership of Strafford County was determined to be a low-risk auditee.

B. FINDINGS – FINANCIAL STATEMENTS AUDIT

None

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, 2013

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, 2013.

community Action PARTNERSHIP of Strafford County

2016 Board of Directors

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

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

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

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

Community Action Partnership of Strafford County
Board Meeting Minutes
October 21 ,2015
Wentworth Douglas Hospital Auditorium B
Dover, NH 03820

Attendance- Dave Terlemezian, Jeni Mosca, Joe Bailey, Dot Hooper, Becky Sherburne, Jean Miccolo, Jason Shute, Chris Lawrence, William Katan.

Staff- Betsey Andrews Parker, Melissa Adams, Rich Aubin, Doug Surina, Kathy Crompton, Suzanne Weete, Jamie Swan, Charna Aversa, Kathleen Morrison.

Dave brought the meeting to order 4:42 p.m., Dot made a motion to move 7G & 7H up on the consent agenda to section 4. Jeni Mosca 2nd, motion passed. Motion was made to accept the consent agenda, Jeni made the motion Dot 2nd, Dave pulled the ED report, Jason motion and Jean 2nd, motion passed.

2c. ED Report, Betsey reported on the "News you can use" things happening at CAP,

i. New hires, Lauren Berman moved to CAP as our new Housing & Stability Manager
Cheryl Robicheau moved to our Contract Manager
Rebecca Savery is now an employee of CAP and is the Receptionist at Admin.
Brandi Chagnon is leaving CAP for another position, her position is open
Zachary McDonald our new Time Energy Auditor
Head start still looking for two teachers
Family Services Manager, interviews are under way

ii. IT, site experts identified at each site.

iii. HR, On-boarding in progress for all staff, thanks to Rick and Rich.

iv. Mileage on ADP working well cutting down on checks.

v. NHHFA Conference , Betsey is on the panel to speak on housing October 28th

Dave asked if all in favor to accept the ED report, motion passed.

3. Finance Report – none. Doug spoke on the line of credit; indirect cost rate is accepted by the Feds, testing in February, Federal audit in June.

7G. Governance Screener, Melissa spoke on the 5 year grant making sure everything is in place, Head Start/Early Head Start health and safety screening for partnership grant. Betsey asked both Jamie and Charna to explain what they do for CAP. Jamie explained the she is the health and nutrition manager for HS/EHS and she oversees health, kitchen needs and mandates for nutrition plans for HS/ EHS, there is a check list that is done every month for nurse health, lead and iron testing. Jamie oversees the safety meeting and screening for all 5 sites everything gets downloaded to 365.

7H. Health and Safety screenings, Charna explained she is the early head start manager, she oversees the health and safety and does reporting every 30 days for each program on board, also has a check list that is done quarterly for reporting the childhood programs at each site. All partnering centers are currently licensed with the State of NH Child Care Licensing Unit. Carbon monoxide monitors are installed at each site in the area of the furnace/boiler and will be installed in every classroom.
Dave asked for a motion to certify, Jeni made a motion to certify the Governance Screener and the Health and Safety Screenings, Joe 2nd Motion passed

Community Action Partnership of Strafford County
Board Meeting Minutes
October 21 ,2015
Wentworth Douglas Hospital Auditorium B
Dover, NH 03820

4. Head Start Report

4a & b. Credit card statement and USDA together Jeni made a motion to accept the credit card statement & USDA Jason Shute 2nd. Betsey mentioned about coding sheet and that they are working on FCC waiting list. Motion passed

4c. Policy Council meet October 20, 2015, William Katan is now our new Policy chairperson and is present and welcomed aboard.

5. Committee Reports

a. Executive - Dave reported their monthly meeting talked about housing, Farmington Child Care. Election's Dave would like Chair, Carrie will stay Vice Chair, Jeni is stepping down and Colene will take Treasurer and leaving Secretary open for someone.

b. Development - Lip Sync, Suzanne reported that there was a lot of support in Rochester the Chamber gave their list of business's, so sponsors are in great shape. There is 15 teams need volunteers for event.

c. Governance – see 6 c & d

6. Old Business –

a. Board Giving we need 100% from board for a grant talked about pay pal.

b. Farmington Child Care – Betsey is met with town on October 18 lease is all set has to go except on snag the 20 year lease will have to go to town meeting so every 5 years they will renew lease and the CBCG grant (500,000.00) for the repairs is for 20 years. Jeni asked to clarify lease. Writing grant for the repairs need to building about $304.000.00. Septic failing and waiting for emergency money to come in.

c. Status of housing development project – housing low income project on county property, met with county commissioners, Jack Buckley and Odis Perry. The commissioners will review and get back. NHHFA has 30,000.00 if county donates land. Joe Motioned to go ahead with plan and Chris 2nd motion passed.

d. Status of St. Charles Church – need a backup plan if this fails, we will need to look for space.

7. New Business –

a. Budget 2016- indirect expenses negative $500,000 we just was approved for the indirect cost rate. So it will not be negative figure.

b. Authorization for Executive Director and/or Board Chair to enter into contracts on behalf of the agency effective October 21, 2015 to December 31, 2016. Joe motioned to have Dave and Betsey to enter into contract Jeni 2nd, motioned passed

c. Board Recruitment plan discussion – this plan will help board members to move on the board quickly, Chris had to wait 4 months. Chris motioned and Joe 2nd to accept plan, motioned passed

d. Election process for consumers to the board of directors- Representation from low income homes, Chris motioned to accept and Jason 2nd, motioned passed.

e. 2016 Holiday schedule approval with additional day the Friday after Thanksgiving – Jeni motioned to approve the schedule with the extra day including this year's Friday and Becky 2nd motioned passed.

f. Increase mileage reimbursement from .44 to .50 per mile effective 10/9/15, there has been no increase's in last 4 years. Jeni motioned to accept the mileage reimbursement to .50 per mile and Becky 2nd motioned passed.
g. see above in 3 after Finance Report
h. see above in 3 after Finance Report
Jeni motioned to adjourn and Joe 2nd at 6:30 p.m.

GORI, HALEN [redacted]

OBJECTIVE

To maintain a career as a management professional, while using my organizational skills and professional experience to focus on goal achievement, excellent communication and compliance. To utilize my talents, including over ten years' experience working to ensure operational efficiency while maintaining best practice delivery. I believe in adhering to deadlines and motivating a team to produce high quality deliverables. My experience includes analyzing data to improve future projects, identifying priorities, and multi-tasking under pressure. My passions include working with people, community involvement and philanthropy.

SKILLS PROFILE

- Coordination of schedules, goals and objectives, while providing constructive feedback on performance
- Strong relationship building skills, excellent written and verbal communication
- Outstanding team player with strong attention to detail and adhering to performance standards
- Experience cultivating partnerships to foster positive project feedback
- Able to work in a fast paced environment with different schedules and deadlines
- Assessing training needs and provision of resources to ensure a positive end result
- Compassionate leader with demonstrated conflict resolution experience
- Advanced computer skills and Microsoft Office Suite experience

EMPLOYMENT HISTORY

Home Visiting Manager, Community Action Partnership of Strafford County Aug 2014- present

Rochester, NH

- Prepare monthly, quarterly and annual reports for all home visiting programs, keeping to designated deadlines.
- Attend regular meetings/trainings for home visiting program managers and supervisors at the community, state and national level.
- Engage in regular supervision of all home visitors on a weekly basis.
- Track data to identify areas needing a quality improvement plan.
- Oversee the Family Resource Center designation, standards and availability to the public
- Supervise the Parent Education Coordinator and help facilitate planned events for CAP involved families as well as the public.
- Provide guidance and interpretation of the Healthy Families of America standards to ensure program compliance and future accreditation.

Legal Forwarding Representative, CCS Companies July 2013- present

Portsmouth, NH

- Correspond daily with insurance personnel and attorneys concerning detailed records and legal paperwork.
- Determine legal potential for new claim files based on state statutes, assets and collectability.
- Use computer databases, in-depth internet searches, and public documents to compile information for investigators.

Front Desk Specialist, ProEx Physical Therapy (temporary) Jan 2012- April 2012

Somersworth, NH

- Managed all calls for busy medial office while scheduling patients for multiple therapists.
- Verified patient insurance information for accuracy and obtained authorization for proper billing codes.
- Maintained detailed administrative and procedural processes to improve accuracy and efficiency.

Project Manager, Pediatrics, Wentworth-Douglass Hospital Oct 2007- Aug 2011

Dover, NH

- Boosted pediatric donations over 300% by creating much needed community programs while maintaining a consistent brand message to the community.
- Conceived CLIMB (Changing Lifestyles, Improving Mind & Body), first ever teen weight loss program in the Seacoast.
- Leveraged knowledge of customers, trends, and non-profits to successfully market programs and events.
- Wrote original content for the official hospital newsletter as well as community newsletters.
- Established effective working relationships with clients, government officials, and community leaders.
- Planned and publicized events, including negotiating contracts, and designing promotional materials.
- Managed a budget of $45K and provided status reports to executives for future budgeting and planning.
- Collaborated with cross-functional teams to draft project schedules and plans while enforcing deadlines.
- Monitored costs, timescales and resources used to achieve program sustainability.
- Created a comprehensive set of guidelines to measure program and policy effectiveness.

Resource Manager, (simultaneously held) Oct 2007-Aug 2011

Wentworth-Douglass Hospital

Dover, NH

- Drafted and reviewed reports, articles and background papers for highest quality of writing.
- Collaborated with local health departments and other community partners.
- Supervised volunteers and interns
- Assessed patient needs and referred them to other community resources.
- Trained in-house staff members in evaluation, data collection, analysis, and reporting strategies.
- Maintained operational standards concerning privacy and HIPAA regulations.

Early Supports & Services Intake Coordinator, Community Partners Sept 2003-Oct 2007

Dover, NH

- Implemented research based developmental interventions for birth-3 year olds and their families.
- Completed intake assessments and developmental evaluations to determine eligibility.
- Directly supervised Master's level Social Work interns.
- Communicated with public social and educational organizations to obtain and provide information.
- Maintained program compliance with State mandates and timelines.

EDUCATION

- Southern New Hampshire University, Master's in Marketing, expected graduation 2016
- Boston College, Master's Degree in Social Work
- University of New Hampshire, Bachelor's Degree in Psychology

ELENA V. ENGLE, MPA
[redacted]

EDUCATION

Master of Public Administration **December, 2006**
Troy University: Florida Region

Bachelor of Arts in Sociology **December, 2000**
University of Central Florida: Orlando, Florida

EMPLOYMENT

Community Action Partnership of Strafford County **September, 2014-Present**
Contracts & Data Quality Manager

- Develops and implements procedures for continuous monitoring of Head Start/Early Head Start, Healthy Families and Comprehensive Family Supports and Services programs to ensure compliance with Performance Standards, Program Operating Plan and Policies and Procedures.
- Responsible for the annual Head Start self-assessment process including corrective action planning and follow-up.
- Works with the Home Visiting Manager to ensure compliance with Healthy Families America Best Practice Standards in preparation for the accreditation process.
- Reviews data management systems to analyze data and respond to trends in the delivery of quality services.

City of Rochester - Rochester, NH **November, 2012 – August, 2014**
Community Development Specialist

- Develop investments for the Community Development Block Grant Program (CDBG) across public services, housing, economic development and facilities/infrastructure projects.
- Monitor and report on sub-grantee compliance with the U.S. Dept. of HUD regulations.
- Develop and manage the annual CDBG program budget.
- Write and manage other grants for the City, not related to CDBG.

The New York Foundling - New York, NY **February, 2008 - August, 2012**
Foster Care, Prevention, Healthy Families, medical/mental health clinics Day Care and people with disabilities

Policy Coordinator *(9/2011-6/2012)*

- Maintained and updated agency policies, procedures, forms and program manuals.
- Developed forms that captured data fields necessary to extract for trend reports.
- Created an electronic resource of agency, city and state child welfare policies, resources and forms.

Director of Continuous Quality Improvement *(2/2008-8/2011)*

- Developed process improvements with data reports and drill downs of the data with program staff.
- Conducted case reviews to determine training needs and improvements needed in service delivery
- Supervised the CQI Department; hiring, training, professional development, and personnel relations.
- Coordinated agency re-accreditation under the *Council on Accreditation* and *Praesidium, Inc.*

Orange County Government – Orlando, FL. **July, 2002 - January, 2008**
Division of Youth & Family Services: foster care, family counseling, home visiting, crisis assistance, at risk youth

Monitoring and Evaluation Coordinator *(2/2007-1/2008)*

- Evaluated program compliance with standards/regulations through file reviews and on-site reviews.
- Established internal controls to monitor compliance with intake, outreach, service delivery, training.

- Analyzed program outcomes and outputs using the Balanced Quality Scorecard Report.
- Coordinated the Division's re-accreditation with the *Council on Accreditation.*

Residential Youth Care Supervisor *(8/2006-2/2007)*

- Coordinated medical care for 84 foster care youth with local medical facilities and Medicaid.
- Provided oversight of the foster care medication clinic and psychotropic medications.
- Trained and monitored staff compliance with Medication Administration
- Supervised all medical transportation staff.

Senior Children's Services Counselor/Supervisor *(8/2005-7/2006)*

- Supervised and trained direct care staff and youth in an 84-bed residential foster care program.
- Provided crisis intervention to youth in care.
- Supervised family visitations with foster care youth and family members.
- Developed and managed the budget for two group homes.

Lead Case Manager *(7/2002-7/2005)*

- Completed screenings, needs assessments and service plans for a 20-30 youth caseload.
- Coordinated foster care services with Florida DCF, courts, schools, medical/mental health providers.
- Provided crisis intervention to youth in care.
- Completed file reviews of the Case Management Team for compliance with standards.

Safehouse of Seminole **November, 2000-November, 2001**
Victim/Child Advocate

- Answered hotline and screened women for entry to the shelter
- Completed assessments and safety plans with victims of domestic violence
- Facilitated women's and children's groups in the shelter
- Maintained daily shelter operations

COMPUTER SKILLS

PROMIS, ETO, SPSS, Oracle, MUNIS, Microsoft: Access, Word, Excel, PowerPoint

4/23
4' 08

STACIE MCCOY

[redacted] [redacted]

SUMMARY

Highly motivated and results-oriented Professional with over 15 years of combined non-profit early education program and management experience. Extensive written and verbal communication and problem solving skills. Ability to successfully coordinate and manage multiple projects, collaborate with internal and external team members to build healthy relationships, and successfully resolve conflicts and concerns for clients and team members.

PROFESSIONAL EXPERIENCE

SNHS Workplace Success Program - Portsmouth, NH **2013-current**

Classroom Coordinator and Community Job Specialist

- Facilitate comprehensive, revolving 8 week program designed to help NH TANF recipients overcome barriers and build the necessary skills and experience to move forward into successful employment
- Network, build, and maintain relationships with businesses to develop Work Experience Program host sites for participants to gain on-the-job training and experience, bridge work gaps, and gain references
- Oversee placement, evaluation, and extensions of all participants in Work Experience Program
- Deliver daily, weekly, and monthly reports, documentation, and verifications to internal and external departments
- Collaborate with DHHS, WIA and other internal and external organizations to support participant and program needs

Kaplan Higher Education (KHEC) – Portsmouth, NH and Chicago, IL locations **2010–2012**

Assistant Executive Director – Hesser College Portsmouth Campus (2/12-6/12)

- Used initiative and independent judgment to assist in the administration and supervision of campus operations
- Supported Executive Director in managing campus actions and activities to meet and exceed budgeted metrics
- Monitored, managed, and reported daily retention and re-entry metrics
- Collaborated with campus faculty, department chairs, and deans to provide academic support and retention strategies for 400+ non-traditional students
- Provided first point of contact for researching and resolving student and faculty concerns
- Supervised registrar functions including transfer credit evaluation, student status changes, academic process assessment, and registration

Learning and Development Specialist – Home Office of Admissions & Career Services (4/2010-11/2011)

- Researched, developed, and updated product knowledge and department policy eLearning training, job aids, and assessments for KHEC's 85+ Admissions Departments
- Closely collaborated with Curriculum, Accreditation, and Legal and Regulatory Departments to ensure trainings were in alignment and compliant with company and legal policies
- Reviewed, edited, and developed department's internal and field-facing standard operating procedures
- Monitored and reported bi-weekly national enrollment numbers and future start projections for newly implemented programs to ensure all departments had current, accurate data

Rochester Child Care Center, Rochester NH **2007–2010**

Family Services Coordinator

- Provided daily case management and support for 150+ children and families eligible for NH Child Care Development Scholarship Fund
- Provided orientation to CCDSF application process, maintained and audited file integrity, and collected and managed accurate, confidential documentation required for determining and maintaining eligibility
- Interfaced with DHHS and NHEP to ensure client compliance and resolve eligibility and reimbursement issues
- Facilitated resource and referral support and case management to assist families in economic and emotional crisis
- Worked in conjunction with Executive Director, Program Directors, and other administrators to keep agency enrolled to capacity and meet agency mission statement

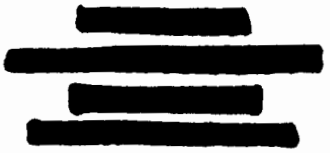
EDUCATION AND AWARDS

Plymouth State University, Plymouth, NH **1989**

- **BA English – Writing Option**

New Hampshire Excellence in Education Recognition Award **1994**

Maryann Cote



Summary

Compassionate social services professional and active listener dedicated to working with clients to resolve social-emotional issues, financial issues, and safety concerns to ensure the well being of all those in the home.

Highlights

- family assessment
- case management
- individual family service plan
- time management
- independent scheduling
- resource and referral

Accomplishments

*completed training in motivational interviewing and coaching skills
*attended a workshop to learn effective communication with individuals born into poverty

Experience

November 2014 **Community Action Partnership of Strafford County** Rochester, NH
Comprehensive Family Support Services Home Visitor
Completed independent home visits with referred families and determined what services would best fit their needs, assisted with community resources and accessing assistance programs, worked on child behavior goals and setting up consistent routines/expectations in the home, guided parents on methods to effectively deal with family stressors.

January 2009 to November 2014 **Community Action Partnership of Strafford County** Rochester, NH
Early Head Start Home Visitor
Completed developmental assessments and screenings on children ages 2 months - 42 months, made referrals as needed, worked on parenting education in all areas of need, effectively communicated with families to work together on common goals and celebrated achievements.

Education

1993 **UNH** Durham, NH, USA
Bachelor of Arts: Psychology

Deirdre Siede

[redacted]

Summary

Seasoned Home Visitor skilled in providing support, parent education and referral to at risk, low income families and children. Services provided include promotion of healthy attachment and development, developmental screenings for children, screenings and referrals for substance issues, depression and domestic violence.

Credentials

Certified Parents as Teachers 2011

First Aid and CPR Certified 2015

Summary of Qualifications

- Practiced in family assessments
- Parenting skills educator
- Ability to maintain accurate client records
- Able to manage client crises
- Able to participate in multidisciplinary team approach
- Able to work independently and as a member of a team
- Aware of legal and ethical standards
- Excellent relationship building skills
- Low income and homeless populations
- Child abuse prevention

Experience

Healthy Families Home Visitor, Community Action Partnership of Strafford County, Dover, NH — January 2012-Present

Healthy Beginnings Home Visitor, HUB Family Resource Center, Dover, NH — March 1999-Dec 2011

Family Support Worker, Child Health Services, Manchester, NH — July 1988-March 1999

Education

Bachelor of Arts, Sociology, Wells College, Aurora, NY — 1988

Community Service

Member, Somersworth Prevention Coalition, Somersworth, NH — 2010-Present

- Participate in monthly meetings, plan events with group and assist with application for Drug Free Communities Grant

Volunteer, Homeless Center for Strafford County — 2011-Present

- Provide shelter coverage on a weekly basis.

MARTHA FENTON

1999-Present **Home Visitor,** *Community Action Partnership of Strafford County*

· Healthy Families Home Visitor since 2012, Healthy Beginnings Home Visitor since 2000, Additional duties have included; Facilitator of Young Parents Group 5 years, Homeless Connection Group 2 years, Norris Cotton Cancer Center Smoke-Free Program 2 years, Baby Group 1 year, Parents of Teens Group 1 year and Coordinator of Transportation Van 1 year.

1983-1999 **Proprietor,** *Marty's Childcare Center*

· Self Employed Day Care Center, WDH Infant Care Certification and Infant CPR

EDUCATION

1972 **Associates Degree,** *Chandler College, Boston, Ma*

1970 **High School Diploma,** *Woburn High School, Woburn, Ma*

ADDITIONAL CERTIFICATES

Parents as Teachers National Center, St. Louis, MO: Age 0-3 Certified 2002, Recertified 2007 and Recertified 2011, Age 3-6 Certified 2008, Model Implementation Training 6/25/2014 & Born to Learn Follow Up Certified

Healthy Families America Primary (Core) Training, February 11-14, 2013

Birth to Three Institute, Washington, DC, June 11-14, 2012

State of New Hampshire Governor's Commission on Domestic Violence, Manchester, NH, May 20-21, 2010

TRAININGS

Institute for Healthcare Improvement, Webinar PDSA Cycles February-March 2015: 6 hours

New Hampshire Annual Healthy Homes Conferences: September 2014, October 2012: 11 hours

NH Maternal, Infant & Early Childhood Leadership for Effective Implementation, May 30, 2014: 22.5 hours

Massachusetts Early Intervention Consortium, May 8-9 2013: 16 hours

NH DHHS WIC Breastfeeding Training, Concord, NH, March 22, 2013: 5 hours

NH DHHS Maternal, Infant & Early Childhood, Creating Culture Quality, Concord, NH, March 3, 2013: 3 hours

Integrated Strategies Home Visiting Seminar, Great Kids, Inc., Plymouth, NH, May 21-24, 2012: 32 hours

Vicki Senter, RN, BSN, CLC [redacted]

[redacted]

Education:

- **Associate Degree in Accounting.** Nashua Community College, Nashua, NH.
- **Associate Degree in Nursing.** New Hampshire Technical Institute, Concord, NH.
- **Bachelor Degree in Nursing.** Franklin Pierce University, Portsmouth, NH.

Nursing Employment History:

Strafford County Community Action Partnerships, 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.
- **ETO Computer Software,** experienced.
- **First Responder Certified,** National Registry of Emergency Medical Technicians.

KEY ADMINISTRATIVE PERSONNEL

NH Department of Health and Human Services

Contractor Name: Community Action Partnership of Strafford County

Name of Program: Comprehensive Family Support

BUDGET PERIOD: SFY 16				
NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Halen Gori	HV Manager	$40,500	40.00%	$16,200.00
Elena Engle	Contracts/Data Quality Manager	$48,443	7.50%	$3,633.23
Stacie McCoy	Child & Family Services Director	$65,000	5.00%	$3,250.00
Maryann Cote	Home Visitor	$35,880	100.00%	$35,880.00
Marty Fenton	Home Visitor	$22,334	40.00%	$8,933.60
Deirdre Siede	Home Visitor	$27,050	33.00%	$8,926.50
Marie Slozak	Parent Education Coordinatoar	$16,640	25.00%	$4,160.00
position open	Communications Manager	$47,206	6.60%	$3,115.60
Vicki Senter	Nurse	$43,992	3.75%	$1,649.70
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)				$85,748.62

BUDGET PERIOD: SFY 17				
NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Halen Gori	HV Manager	$40,830	40.00%	$16,332.00
Elena Engle	Contracts/Data Quality Manager	$49,420	7.50%	$3,706.50
Stacie McCoy	Child & Family Services Director	$66,289	5.00%	$3,314.45
Maryann Cote	Home Visitor	$36,587	100.00%	$36,587.00
Marty Fenton	Home Visitor	$22,776	40.00%	$9,110.40
Deirdre Siede	Home Visitor	$27,596	33.00%	$9,106.68
Marie Slozak	Parent Education Coordinatoar	$16,973	25.00%	$4,243.25
position open	Communications Manager	$48,142	6.60%	$3,177.37
Vicki Senter	Nurse	$45,760	3.75%	$1,716.00
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)				$85,577.85

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

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

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**

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)		

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 (603) 516-8130	**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** $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		**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]

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	**1.15 Name and Title of State Agency Signatory** Mary Ann Cooley 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.

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;

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.

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:

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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;

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;

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;

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: 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.

Contractor Initials EMP
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 Initials EAP
Date 5/1/14

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 EAP
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.

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	$ 92,127.66	$ 3,545.36	$ 95,673.02	$ -		$ -	$92,127.66	$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	$ 500.00	$ 6,500.00	$ 7,000.00	$ 1,950.00	$ 2,072.55	$ 4,022.55
TOTAL	$ 162,477.02	$ 15,783.34	$ 178,260.36	$ 27,975.00	$ 7,700.00	$ 35,675.00	$ 134,502.02	$ 8,083.34	$ 142,585
Indirect As A Percent of Direct		9.7%							

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	$ 93,928.61	$ 3,616.27	$ 97,544.88	$ -	$ -	$ -	$93,928.61	$ 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	$ 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	$ 2,050.00	$ -	$ 2,050.00	$ 250.00	$ -	$ 250.00	$ 1,800.00	$ -	$ 1,800.00	
Postage	$ 385.00	$ -	$ 385.00	$ -	$ -	$ -	$ 385.00	$ -	$ 385.00	
Subscriptions	$ 800.00	$ -	$ 800.00	$ 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	$ 8,928.64	$ 11,378.64	$ 500.00	$ 6,825.00	$ 7,325.00	$ 1,950.00	$ 2,103.64	$ 4,053.64	
TOTAL	$ 163,367.19	$ 16,226.65	$ 179,593.84	$ 27,900.00	$ 8,025.00	$ 35,925.00	$ 135,467.19	$ 8,201.65	$ 143,669	
Indirect As A Percent of Direct		9.9%								

Contractor Initials EAP
Date 5/14/14

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: EAP
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 (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: 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

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 (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	Community Action Partnership Of Stratford County (CAPSC)
The State	Name of the Contractor
Signature of Authorized Representative	Signature of Authorized Representative
MaryAnn 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 #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. Yost
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

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	$ 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	**$ 173,420.00**	**$ 3,637.00**	**$ 177,057.00**	**$ 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			

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			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	$ 81,326.00	$ -	$ 81,326.00	$ 5,518.00	$ -	$ 5,518.00	$ 75,808.00	$ -	$ 75,808.00
2. Employee Benefits	$ 13,652.00	$ -	$ 13,652.00	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)	$ 61,248.00	$ 3,637.00	$ 64,885.00	$ 7,682.00	$ 2,356.00	$ 10,038.00	$ 53,566.00	$ 1,281.00	$ 54,847.00
13. Other - Administration Overhead	$ 1,250.00	$ -	$ 1,250.00	$ 1,250.00	$ -	$ 1,250.00	$ -	$ -	$ -
	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	**$ 173,491.00**	**$ 3,637.00**	**$ 177,128.00**	**$ 28,465.00**	**$ 2,356.00**	**$ 30,821.00**	**$ 145,026.00**	**$ 1,281.00**	**$ 146,307.00**
Indirect as a percentage of direct		2.1%				17.4%			

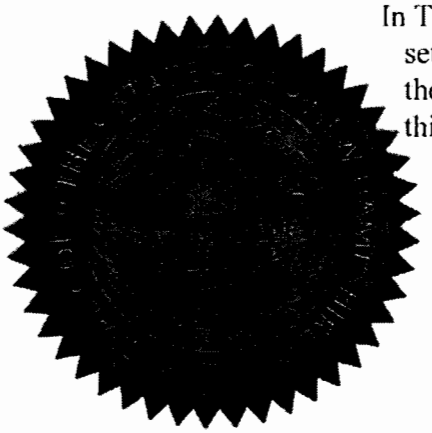
Contractor Initials LMR

Date 3/4/16

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 FAMILIES FIRST OF THE GREATER SEACOAST is a New Hampshire nonprofit corporation formed August 28, 1986. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 1st day of April A.D. 2015

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE

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

1. I am a duly elected Officer of Families First of the Greater Seacoast.
(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 2/29/2016:
(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 forgoing resolutions have not been amended or revoked, and remain in full force and effect as of the 4th day of March, 2016.
(Date Contract Signed)

4. Helen B. Taft is the duly elected Executive Director
(Name of Contract Signatory) (Title of Contract Signatory)

of the Agency.

Linda Sanborn
(Signature of the Elected Officer)

STATE OF New Hampshire

County of Rockingham

The forgoing instrument was acknowledged before me this 4th day of March, 2016,

By Linda Sanborn.
(Name of Elected Officer of the Agency)

Karen Foley
(Notary Public/Justice of the Peace)

(NOTARY SEAL)

Commission Expires: KAREN H. FOLEY
Notary Public - New Hampshire
My Commission Expires June 4, 2019

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 1/8/2016

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

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

PRODUCER	CONTACT NAME: Edward Jackson
Tobey & Merrill Insurance 20 High Street Hampton NH 03842-2214	PHONE (A/C, No, Ext): (603) 926-7655 FAX (A/C, No): (603) 926-2135 E-MAIL ADDRESS: edward@tobeymerrill.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Peerless Indemnity	18333
INSURER B : Peerless Insurance Company	24198
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED	
Families First of the Greater Seacoast 100 Campus Dr Ste 12 Suite 12 Portsmouth NH 03801	

COVERAGES **CERTIFICATE NUMBER:** CL161804090 **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:			BOP8358757	12/29/2015	12/29/2016	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Employee Benefits	$ 2,000,000 $ 50,000 $ 5,000 $ 2,000,000 $ 4,000,000 $ 4,000,000 $
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
B	X UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED [X] RETENTION $ 10,000			CU8353458	12/29/2015	12/29/2016	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $ 1,000,000 $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WC5055429	12/29/2015	12/29/2016	PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000

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

CERTIFICATE HOLDER

DHHS/DCYF
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

Dean Merrill CIC/JLM

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ADDITIONAL COVERAGES

Ref #	Description	Coverage Code	Form No.	Edition Date
	Increased employer's liability	INEL		

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
					$233.00

Ref #	Description	Coverage Code	Form No.	Edition Date
	Expense constant	EXCNT		

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
					$185.00

Ref #	Description	Coverage Code	Form No.	Edition Date
	Premium discount	PDIS		

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
					-$882.00

Ref #	Description	Coverage Code	Form No.	Edition Date
	Schedule Mod Factor 1	SCH01		

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

Ref #	Description	Coverage Code	Form No.	Edition Date
	Adjst. to reconcile-exp mod. premium	AREM		

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
					$8,781.00

Ref #	Description	Coverage Code	Form No.	Edition Date
	Additional Prem to Equal Inc Limits	AILMP		

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

Ref #	Description	Coverage Code	Form No.	Edition Date

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

Ref #	Description	Coverage Code	Form No.	Edition Date

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

Ref #	Description	Coverage Code	Form No.	Edition Date

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

Ref #	Description	Coverage Code	Form No.	Edition Date

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

Ref #	Description	Coverage Code	Form No.	Edition Date

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

OFADTLCV

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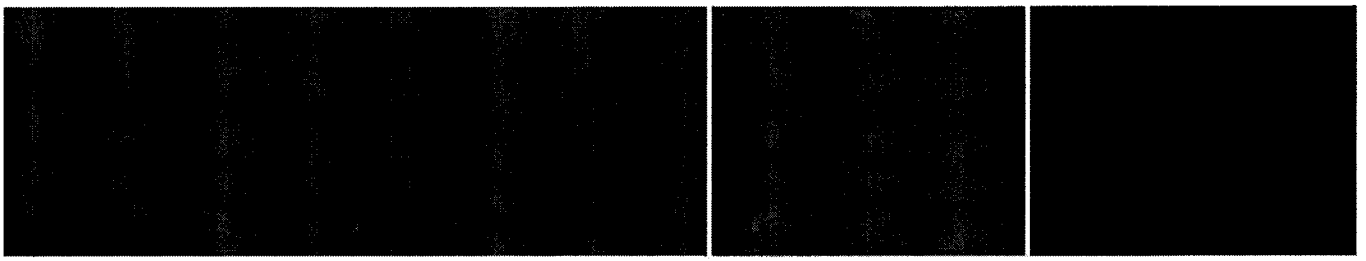
BerryDunn



FAMILIES FIRST OF THE GREATER SEACOAST

FINANCIAL STATEMENTS

June 30, 2015 and 2014

With Independent Auditor's Report

BerryDunn

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Families First of the Greater Seacoast

We have audited the accompanying financial statements of Families First of the Greater Seacoast, which comprise the balance sheet as of June 30, 2015, and the related statements of operations, changes in net assets, and cash flows for the year 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 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 Families First of the Greater Seacoast as of June 30, 2015, and the results of its operations, changes in its net assets and its cash flows for the year then ended, in accordance with U.S. generally accepted accounting principles.

Prior Period Financial Statements

The financial statements as of June 30, 2014, were audited by other auditors whose report dated December 9, 2014, expressed an unmodified opinion on those statements.

Berry Dunn McNeil & Parker, LLC

Concord, New Hampshire
November 11, 2015

FAMILIES FIRST OF THE GREATER SEACOAST

Balance Sheets

June 30, 2015 and 2014

ASSETS

	2015	2014
Current assets		
Cash and cash equivalents	$ 350,670	$ 400,643
Patient accounts receivable, less allowance for uncollectible accounts of $54,489 in 2015 and $51,984 in 2014	297,832	216,039
Grants receivable	72,622	117,416
Current portion of pledges receivable	275,467	237,990
Other current assets	26,601	33,811
Total current assets	1,023,192	1,005,899
Investments	99,769	-
Pledges receivable, less current portion	-	370,000
Assets limited as to use	1,680,036	1,537,795
Property and equipment, net	418,783	282,850
Total assets	$ 3,221,780	$ 3,196,544

LIABILITIES AND NET ASSETS

Current liabilities		
Line of credit	$ -	$ 243,849
Accounts payable and accrued expenses	52,580	117,151
Accrued payroll and related expenses	313,185	312,264
Patient deposits	47,922	40,973
Deferred revenue	60,200	11,780
Total liabilities	473,887	726,017
Net assets (deficit)		
Unrestricted	915,781	(7,062)
Temporarily restricted	631,425	1,276,902
Permanently restricted	1,200,687	1,200,687
Total net assets	2,747,893	2,470,527
Total liabilities and net assets	$ 3,221,780	$ 3,196,544

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

FAMILIES FIRST OF THE GREATER SEACOAST

Statements of Operations

Years Ended June 30, 2015 and 2014

	2015	2014
Operating revenue		
Patient service revenue	$ 2,152,348	$ 1,623,471
Provision for bad debt	(37,705)	(37,860)
Net patient service revenue	2,114,643	1,585,611
Grants and contracts	1,333,024	992,590
Contributions	1,347,775	1,162,853
Other operating revenue	120,613	103,252
Net assets released from restrictions for operations	1,159,515	1,182,527
Total operating revenue	6,075,570	5,026,833
Operating expenses		
Salaries and benefits	4,121,046	3,806,745
Other operating expenses	1,211,689	1,333,805
Depreciation	80,984	72,007
Interest expense	6,666	4,410
Total operating expenses	5,420,385	5,216,967
Operating income (loss)	655,185	(190,134)
Non-operating revenues and gains (losses)		
Investment income	2,452	899
Gain on sale of capital asset	34,844	-
Recognized change in fair value of investments	(3,756)	4,545
Total non-operating revenues and gains (losses)	33,540	5,444
Excess (deficiency) of revenues over expenses	688,725	(184,690)
Net assets released for capital acquisition	234,118	-
Increase (decrease) in unrestricted net assets	$ 922,843	$ (184,690)

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

FAMILIES FIRST OF THE GREATER SEACOAST

Statements of Changes in Net Assets

Years Ended June 30, 2015 and 2014

	2015	2014
Unrestricted net assets		
Excess (deficiency) of revenues over expenses	$ 688,725	$ (184,690)
Net assets released for capital acquisition	234,118	-
Increase (decrease) in unrestricted net assets	922,843	(184,690)
Temporarily restricted net assets		
Contributions	750,695	1,672,696
Investment income	23,575	26,923
Recognized change in fair value of investments	(26,114)	176,734
Net assets released from restrictions for operations	(1,159,515)	(1,182,527)
Net assets released for capital acquisition	(234,118)	-
(Decrease) increase in temporarily restricted net assets	(645,477)	693,826
Permanently restricted net assets		
Contributions	-	500
Increase in permanently restricted net assets	-	500
Change in net assets	277,366	509,636
Net assets, beginning of year	2,470,527	1,960,891
Net assets, end of year	$ 2,747,893	$ 2,470,527

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

FAMILIES FIRST OF THE GREATER SEACOAST

Statements of Cash Flows

Years Ended June 30, 2015 and 2014

	2015	2014
Cash flows from operating activities		
Change in net assets	$ 277,366	$ 509,636
Adjustments to reconcile change in net assets to net cash used by operating activities		
Provision for bad debt	37,705	37,860
Depreciation	80,984	72,007
Gain on sale of capital asset	(34,844)	-
Restricted contributions for long-term purposes	(750,695)	(339,980)
Recognized change in fair value of investments	29,870	(181,279)
(Increase) decrease in the following assets		
Patient accounts receivable	(119,498)	(121,264)
Grants receivable	44,794	(50,116)
Pledges receivable	332,523	(271,242)
Other current assets	7,210	6,865
Increase (decrease) in the following liabilities		
Accounts payable and accrued expenses	(64,571)	15,530
Accrued payroll and related expenses	921	40,268
Patient deposits	6,949	40,973
Deferred revenue	48,420	(12,696)
Net cash used by operating activities	(102,866)	(253,438)
Cash flows from investing activities		
Capital acquisitions	(217,073)	(106,865)
Proceeds from sale of capital asset	35,000	-
Purchase of investments	(363,435)	(1,666,853)
Proceeds from the sale of investments	91,555	1,769,228
Net cash used by investing activities	(453,953)	(4,490)
Cash flows from financing activities		
Proceeds from borrowings on line of credit	-	243,849
Payments on line of credit	(243,849)	-
Restricted contributions for long-term purposes	750,695	339,980
Net cash provided by financing activities	506,846	583,829
Net (decrease) increase in cash and cash equivalents	(49,973)	325,901
Cash and cash equivalents, beginning of year	400,643	74,742
Cash and cash equivalents, end of year	$ 350,670	$ 400,643
Supplemental disclosures of cash flow information:		
Cash paid for interest	$ 6,666	$ 4,410

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

1. Summary of Significant Accounting Policies

Organization

Families First of the Greater Seacoast (Organization) is a non-stock, not-for-profit corporation organized in New Hampshire. The Organization is a Federally Qualified Health Center (FQHC) which provides comprehensive medical and family support services, including primary care, dental, well child care, substance abuse counseling, parenting education, and home visitation programs to residents of the Seacoast (New Hampshire and Maine).

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 accounting principles generally accepted in the United States of America (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 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 and exclude amounts whose use is limited by Board designation.

Patient Accounts Receivable

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. 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. The Organization has not changed its methodology for estimating the allowance for uncollectible accounts.

A reconciliation of the allowance for uncollectible accounts at June 30 is as follows:

	2015	2014
Balance, beginning of year	$ 51,984	$ 52,289
Provision	37,705	37,860
Write-offs	(35,200)	(38,165)
Balance, end of year	$ 54,489	$ 51,984

Investments

The Organization reports investments at fair value, and has elected to report all gains and losses in the excess (deficiency) of revenues over expenses to simplify the presentation of these amounts in the statement of operations. Investments include donor endowment funds and board designated assets. 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, which are held within several investment accounts, based on the purposes for those investment accounts and their earnings.

Investment income and the recognized change in fair value are included in the excess (deficiency) of revenues 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. 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.

Assets Limited As To Use

Assets limited as to use include assets designated by the Board of Directors for future use and donor-restricted contributions to be held in perpetuity.

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 excess of revenues 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.

Temporarily and Permanently Restricted Net Assets

Temporarily restricted net assets include contributions and grants for which donor-imposed restrictions have not been met. Assets are released from restrictions as expenditures are made in line with restrictions called for under the terms of the donor.

Permanently restricted net assets have been restricted by donors to be maintained by the Organization in perpetuity, the income of which is primarily available for operations..

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 charity care 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.

Donated Goods and Services

Various program help and support for the daily operations of the Organization's programs were provided by the general public of the communities served by the Organization. Donated supplies and services are recorded at their estimated fair values on the date of receipt. Donated supplies and services amounted to $147,044 and $265,395 for the years ended June 30, 2015 and 2014, respectively.

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." Donor-restricted contributions whose restrictions are met in the same year as received are reflected as unrestricted contributions in the accompanying financial statements.

Promises to Give

Unconditional promises to give that are expected to be collected in future years are recorded at the present value of their estimated future cash flows. Given the short term nature of the pledges, they are not discounted and no reserve for uncollectible pledges has been established. Conditional promises to give are not included as support until the conditions are substantially met.

Functional Expenses

The Organization provides various services to residents within its geographic location. Expenses related to providing these services are as follows:

	2015	2014
Program services	$ 4,706,160	$ 4,511,400
Administrative and general	574,957	527,250
Fundraising	139,268	178,317
Total	$ 5,420,385	$ 5,216,967

Excess (Deficiency) of Revenues Over Expenses

The statements of operations reflect the excess (deficiency) of revenues over expenses. Changes in unrestricted net assets which are excluded from the excess (deficiency) of revenues 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).

Reclassification

Certain amounts in the 2014 financial statements have been reclassified to conform to the current year's presentation.

Subsequent Events

For purposes of the preparation of these financial statements, management has considered transactions or events occurring through November 11, 2015, 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.

2. Investments

Investments, stated at fair value, are as follows:

	2015	2014
Money market funds	$ 18,248	$ 152,451
Mutual funds	1,623,371	1,385,344
Total investments	$ 1,641,619	$ 1,537,795

	2015	2014
Long-term investments	$ 99,769	$ -
Assets limited as to use	1,541,850	1,537,795
Total investments	$ 1,641,619	$ 1,537,795

Fair Value of Financial Instruments

Financial Accounting Standards Board Accounting Standards Codification (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 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 fair value measurement for all of the Organization's investments is based on Level 1 inputs at June 30, 2015 and 2014.

Investment income and gains (losses) for cash equivalents and investments consist of the following:

	2015	2014
Unrestricted net assets		
Investment income	$ 2,452	$ 899
Recognized change in fair value of investments	(3,756)	4,545
Restricted net assets		
Investment income	23,575	26,923
Recognized change in fair value of investments	(26,114)	176,734
Total	$ (3,843)	$ 209,101

3. Assets Limited as to Use

Assets limited as to use consisted of the following:

	2015	2014
Designated by the governing board:		
For future use	$ 212,115	$ 780
Donor restricted endowment:		
Temporarily restricted earnings	267,234	336,328
Permanently restricted principal	1,200,687	1,200,687
Total	$ 1,680,036	$ 1,537,795

	2015	2014
Cash and cash equivalents	$ 138,186	$ -
Investments	1,541,850	1,537,795
Total	$ 1,680,036	$ 1,537,795

4. Pledges Receivable

Pledges receivable consisted of:

	2015	2014
Scheduled amounts due in:		
Less than one year	$ 275,467	$ 237,990
Thereafter	-	370,000
Total	$ 275,467	$ 607,990

Pledges receivable have not been discounted as the amount is not material to the financial statements as a whole. The Organization believes all pledges are fully collectible.

5. Property and Equipment

Property and equipment consisted of the following:

	2015	2014
Leasehold improvements	$ 179,031	$ 179,031
Furniture, fixtures, and equipment	799,559	766,505
Total cost	978,590	945,536
Less accumulated depreciation	(559,807)	(662,686)
Property and equipment, net	$ 418,783	$ 282,850

6. Line of Credit

The Organization has a $250,000 line of credit with a local bank through May 1, 2016. The line of credit is collateralized by accounts receivable. The interest rate at June 30, 2015 was 3.25%. There was no outstanding balance at June 30, 2015. There was an outstanding balance of $243,849 at June 30, 2014.

7. Temporarily and Permanently Restricted Net Assets

Temporarily and permanently restricted net assets consisted of the following:

	2015	2014
Temporarily restricted:		
Unrestricted pledges receivable	$ 275,467	$ 607,990
Program services	88,724	98,466
Mobile clinic	-	234,118
Endowment earnings	267,234	336,328
Total temporarily restricted	$ 631,425	$ 1,276,902
Permanently restricted: Endowment	$ 1,200,687	$ 1,200,687

8. Endowments

Interpretation of Relevant Law

There were no board designated endowments. The Organization's endowments primarily consist of an investment portfolio managed by the Investment Sub-Committee. As required by U.S. GAAP, net assets associated with endowment funds are classified and reported based on the existence or absence of donor-imposed restrictions.

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 of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Organization 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, if any, is classified as temporarily restricted net assets until those amounts are appropriated for expenditure 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 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 Organization
(7) The investment policies of the Organization

Spending Policy

The Organization has a policy of appropriating for expenditure an amount equal to 5% of the endowment fund's average fair market value over the prior 20 quarters.

Funds with Deficiencies

From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor requires the Organization to retain as a fund of perpetual duration. There were no such deficiencies as of June 30, 2015 and 2014.

Return Objectives and Risk Parameters

The Organization has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Endowment assets include those assets of donor-restricted funds that the Organization must hold in perpetuity. Under this policy, as approved by the Board of Directors, the endowment assets are invested in a manner that is intended to produce results that exceed or meet designated benchmarks while incurring a reasonable and prudent level of investment risk.

Strategies Employed for Achieving Objectives

To satisfy its long-term rate-of-return objectives, the Organization 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 Organization targets a diversified asset allocation that places a balanced emphasis on equity-based and income-based investments to achieve its long-term return objectives within prudent risk constraints.

Endowment Net Asset Composition by Type of Fund

The endowment net asset composition by type of fund is as follows:

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
2015				
Donor-restricted endowment funds	$ -	$ 267,234	$ 1,200,687	$ 1,467,921
2014				
Donor-restricted endowment funds	$ -	$ 336,328	$ 1,200,687	$ 1,537,015

The Organization had the following endowment related activities for the years ended June 30, 2015 and 2014, respectively.

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Endowment net assets, June 30, 2014	$ -	$ 336,328	$ 1,200,687	$ 1,537,015
Investment return:				
Investment income	-	23,575	-	23,575
Change in fair value of investments	-	(26,114)	-	(26,114)
Appropriation of endowment assets for expenditures	-	(66,555)	-	(66,555)
Endowment net assets, June 30, 2015	$ -	$ 267,234	$ 1,200,687	$ 1,467,921

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Endowment net assets, June 30, 2013	$ -	$ 192,343	$ 1,200,187	$ 1,392,530
Investment return:				
Investment income	-	26,923	-	26,923
Change in fair value of investments	-	176,734	-	176,734
Contributions	-	-	500	500
Appropriation of endowment assets for expenditures	-	(59,672)	-	(59,672)
Endowment net assets, June 30, 2014	$ -	$ 336,328	$ 1,200,687	$ 1,537,015

9. Patient Service Revenue

Patient service revenue follows:

	2015	2014
Medicare	$ 215,538	$ 200,204
Medicaid	1,307,387	927,295
Third party payers and private pay	629,423	495,972
Total patient service revenue	$ 2,152,348	$ 1,623,471

The Organization has agreements with the Centers for Medicare and Medicaid Services (Medicare) and New Hampshire and Maine Medicaid. 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

As an FQHC, the Organization is reimbursed for the care of qualified patients at specified interim contractual rates during the year. Differences between the Medicare interim contractual rate and the cost of care as defined by the Principles of Reimbursement governing the program are determined and settled on a retrospective basis. 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, 2013.

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 charity care 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 free care. The estimated cost of providing services to patients under the Organization charity care policy amounted to $1,661,000 and $1,971,000 for the years ended June 30, 2015 and 2014, respectively.

The Organization is able to provide these services with a component of funds received through local community support and federal and state grants.

10. Retirement Plan

The Organization has a defined contribution plan under Internal Revenue Code Section 401(k) that cover substantially all employees. Employer discretionary contributions are funded at a percentage of eligible employees' salaries. The Organization did not incur expenses under the plan for the years ended June 30, 2015 and 2014.

11. Concentration of Risk

The Organization has cash deposits in major financial institutions in excess of federal depository insurance limits. The financial institutions have a strong credit rating 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. The mix of medical patient service revenue receivables from patients and third-party payers was as follows as of June 30:

	2015	2014
Medicare	11 %	12 %
Medicaid	42 %	38 %
Other	47 %	50 %
	100 %	100 %

12. Commitments and Contingencies

Medical 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 the year ended June 30, 2015, there were no known malpractice claims outstanding which in the opinion of management, will be settled for amounts in excess of both FTCA and additional medical malpractice 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.

Leases

The Organization leases office space and certain other office equipment under noncancelable operating leases. Future minimum lease payments under these leases are:

2016	$ 61,513
2017	11,479
2018	11,479
2019	11,479
2020	7,848
Total	$ 103,798

Leases that do not meet the criteria for capitalization are classified as operating leases with related rental charged to operations as incurred.

Rental expense amounted to $133,381 and $123,868 for the years ended June 30, 2015 and 2014, respectively. Rent expense includes a charge per square foot for utilities and housekeeping services.

Families First

FY2016 Board of Directors

	First	Name	Board Position
1	Linda	Sanborn, CPA	Chair
2	Tom	Newbold	Vice Chair
3	Kristen	Hanley	Secretary
4	Mike	Burke, CPA	Treasurer
5	Karin	Barndollar	
6	Barbara	Henry	
7	Jack	Jamison	
8	Jo	Jordon	
9	Josephine	Lamprey	
10	Patricia	Locuratolo, MD	
11	David	McNicholas	
12	John	Pelletier	
13	Kerri	Ruggiero	
14	Mary	Schleyer	
15	Kathy	Scheu	
16	Dan	Schwarz, Esq.	
17	Peter	Whitman	

Georgina T. Clark

Families First of the Greater Seacoast

Education: Bachelor of Arts in Sociology, Regis College, Weston, MA

Work History

7/12-present ***Family Services Director, Families First***
Oversee all aspects of the Family Center, including program development, reporting, staff supervision and evaluation. Supervise the Healthy Families America subcontract by ensuring adherence to standards and policies and attending team and state meetings whenever possible. Supervise the Comprehensive Family Supports and Services and Partners in Health contracts.

7/09-7/12 ***Home-based Programs Coordinator, Families First***
Oversaw Home Visiting New Hampshire and DCFY-funded home-based programs. Provided administrative supervision of staff and reporting requirements. Along with Parenting Programs Coordinator and Family Center Director, provided guidance and support for all Family Center functions.

3/02-7/12 ***Family Support Coordinator, Partners in Health at Families First, Portsmouth, NH***
Provided comprehensive, direct support to families who have children with chronic illnesses. Attended school meetings and medical appointments to support parents' advocacy skills. Facilitated Family Council comprised of parents of chronically-ill children. Collaborated with local and state agencies to obtain resources for families.

5/00-3/02 ***Project Director, Parent Information Center, Concord, NH***
Directed NH State Improvement Grant focused on building family/school partnerships. Provided technical assistance to parents and professionals on disability awareness and special education law.

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***
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.

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.

Accomplishments

Public Citizen of the Year 2012 awarded by NH Pediatric Society
Certified Volunteer Educational Advocate for children with disabilities
Governor-appointed member of the Wellness & Primary Care Council
Member of Portsmouth Resource Connection Team for at-risk youth

David C. Choate
[redacted]

PROFESSIONAL OBJECTIVE

A position in **Senior Financial Management** providing the opportunity to make a strong contribution to organizational goals though continued development of professional management and financial skills.

QUALIFICATIONS PROFILE

Experience/ Skills:

Chief Financial Officer: Assure the financial integrity of the agency.

Related skills and practices include:

- Preparing and monitoring required financial statements and reports
- Developing and revising comprehensive annual agency budgets
- Developing and updating the Administrative and Fiscal Internal Control Policies and Procedures Manual
- Supervising support staff which includes: payroll, accounts payable, accounts receivable, finance clerk, network administrator, receptionist and building maintenance
- Advising agency management and the Board of Directors in regards to fiscal planning, cost analysis auditing systems and financial reporting requirements
- Acting as the lead administrative staff for banking and investment functions, grant management and auditing functions; i.e. external and funding sources
- Reviewing and analyzing plant and equipment needs and negotiating the purchase of major equipment and financing

Computers:

- Windows-based PC's with various accounting software including Microsoft Great Plains Solomon
- Equation Solvers: Microsoft Office: Word, Excel and Outlook

Administration:

- Ensuring compliance with all applicable laws, standards, and reporting requirements of funding sources
- Preparing grant financial reports and documentations

Education:

Master Degree in Business Administration, 1989
Southern New Hampshire University – Manchester, New Hampshire

Bachelor of Science Degree in Business Administration-Accounting, 1974
Thomas College – Waterville, Maine

Accomplishments/Strengths:

- Extensive accounting, auditing and management consulting skills
- Excellent troubleshooting and analytical skills
- Well organized and proficient with details
- Excellent interpersonal and team skills

PROFESSIONAL EXPERIENCE

January 2008 to present

FAMILIES FIRST OF THE GREATER SEACOAST, Portsmouth, NH

Finance Director

July 2000 to June 2007

INDEPENDENCE ASSOCIATION, INC, Brunswick, Maine

Director of Finance & Administration

An agency that provides residential housing and day programs to adults and children with disabilities.

Accomplishments:

- Streamlined and updated audit procedures to assure successful audits
- Responsible for smooth computer conversion to Great Plains Solomon accounting software
- Maintained and increased profits from services

November 1995 to July 2000

METHODIST CONFERENCE HOME, INC, Rockland, Maine

Finance Manager

A senior housing agency with programs such as housing services, housing management, senior citizen meals and regional transportation.

Accomplishments:

- Involved in obtaining finance and operating funds to build an upscale senior housing facility
- Instituted financial administrative policies
- Obtained line of credit for operations.
- Computerized the accounting systems

May 1988 to November 1995

PROFESSIONAL MANAGEMENT ASSOCIATES, Portland, Maine

Partner and Management Consultant

A business offering a wide range of management and accounting services to professionals and small to medium-sized business, both non-profit and for profit.

Clientele:

- Small to mid-size business, i.e. food industry and pharmacies
- Health care providers; i.e. physicians, dentists, chiropractors, hospitals and veterinarians.

Accomplishments:

- Increased profits for companies through new financial management policies and procedures.

— Excellent references are available upon request —

HELEN B. TAFT
[redacted]

OBJECTIVE: A position as Administrator in the human services or health care fields.

PROFILE:

- Highly developed research and writing skills with emphasis on analysis and evaluation
- Excellent academic record
- Strong verbal communication and group discussion skills
- Experienced interpersonal skills
- Long-term commitment to community service

EDUCATION:

University of New Hampshire
Masters of Public Administration, 1989
Certificate of Paralegal Studies, 1982
Smith College
B.A. (Government) 1966

PROFESSIONAL EXPERIENCE:

FAMILIES FIRST OF THE GREATER SEACOAST, Portsmouth, NH
Executive Director Dec.1989 – Present
FOUNDATION FOR SEACOAST HEALTH, Portsmouth, N.H
Administrative Intern Jan. -June 1989
HARVEY AND MAHONEY LAW OFFICES, Manchester, NH
Paralegal 1982 -1988

VOLUNTEER LEADERSHIP EXPERIENCE:

CHILD AND FAMILY SERVICES OF NEW HAMPSHIRE 1972 –1992
President; First Vice-President; Board of Directors; Chair, Long ,Range Planning Committee; Chair, Advocacy Committee; President, Manchester Regional Executive Committee
UNITED WAY OF MANCHESTER 1985 -1988
Board of Directors; Chair, Campaign Phonothon; Venture Grant Committee
MANCHESTER LEAGUE OF WOMEN VOTERS 1973 -1978
President; Board of Directors
GREATER SEACOAST UNITED WAY 1997 -1999
Board of Directors

REFERENCES: Furnished upon request.

KEY ADMINISTRATIVE PERSONNEL

NH Department of Health and Human Services

Contractor Name: Families First of the Greater Seacoast

Name of Program: Comprehensive Support Services RFP #15-DHHS-OHS-DCYF-01

Helen B. Taft	Executive Director	$105,253	0.00%
David C. Choate	Finance Director	$69,580	0.00%
Georgina Clark	Family Center Director	$55,432	28.00%
		$0	0.00%
		$0	0.00%
		$0	0.00%
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)			

Helen B. Taft	Executive Director	$107,358	0.00%
David C. Choate	Finance Director	$70,972	0.00%
Georgina Clark	Family Center Director	$56,541	28.00%
		$0	0.00%
		$0	0.00%
		$0	0.00%
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)			

45

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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 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

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:
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			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	$ 81,066.00	$ -	$ 81,066.00	$ 8,580.00	$ -	$ 8,580.00	$ 72,486.00	$ -	$ 72,486.00
2. Employee Benefits	$ 10,080.00	$ -	$ 10,080.00	$ 1,690.00	$ -	$ 1,690.00	$ 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)	$ 60,090.00	$ 3,800.00	$ 63,890.00	$ 3,820.00	$ 3,800.00	$ 7,620.00	$ 56,270.00	$ -	$ 56,270.00
13. Other - 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	$ 26,653.00	$ 9,546.00	$ 36,199.00	$ 146,307.00	$ -	$ 146,307.00
Indirect as a percentage of direct		5.5%			20%				

Contractor Initials LKL
Date 4-13-15

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**

05-095-042-421010-29660000-102-500734-42106603 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

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

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 Cusko My Commission Expires March 7, 2017

1.13.2 Name and Title of Notary or Justice of the Peace

Nancy Cusko Notary

1.14 State Agency 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.

5/29/14

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: [illegible]
Date: 4/29/14

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: IVK
Date: 4/29/14

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 (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:

Contractor Initials: [illegible]
Date: 4/29/14

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.

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).

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;

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 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: [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 ____
Date 4/25/14

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 1 JK
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

HW
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 _____
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.

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)

4/21/2014

Budget Period: July 1, 2014 - June 30, 2015 (Revised April 21, 2014)

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	$ 81,068.00	$ -	$ 81,068.00	$ 8,580.00	$ -	$ 8,580.00	$ 72,486.00	$ -	$ 72,486.00
2. Employee Benefits	$ 15,970.00	$ -	$ 15,970.00	$ 1,690.00	$ -	$ 1,690.00	$ 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	$ 1,250.00	$ -	$ 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	$ -	$ 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	$ -	$ 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	$ 172,960.00	$ 9,546.00	$ 182,506.00	$ 26,653.00	$ 9,546.00	$ 36,199.00	$ 146,307.00	$ -	$ 146,307.00
Indirect as a percentage of direct		5.5%			20%				

Contractor's Initials LHS

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			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	$ 82,688.00	$ -	$ 82,688.00	$ 8,752.00	$ -	$ 8,752.00	$ 73,936.00	$ -	$ 73,936.00
2. Employee Benefits	$ 18,093.00	$ -	$ 18,093.00	$ 3,528.00	$ -	$ 3,528.00	$ 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 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	$ -	$ 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	$ -	$ 146,307.00
Indirect as a percentage of direct		5.6%			21%				

Contractor's Initials ILK

Date 4/29/14

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	$ 1,600.00	$ -	$ 1,600.00	$ -	$ -	$ -	$ 1,600.00	$
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		5.5%				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	$ 82,688.00	$ -	$ 82,688.00	$ 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: LPK
Date: 4/29/14

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: Families First of the Greater Seacoast

4/29/19
Date

Helen B. Taft
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

Helen B. Taft
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

Helen B. Taft
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

Helen B. Taft
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

Helen B Taft
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) 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	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
Assoc. Alc 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 #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-Card 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**	**$ 34,315.00**	**$ 18,004.00**	**$ 52,319.00**	**$ 146,307.00**	**$ -**	**$ 146,307.00**
Indirect As A Percent of Direct		10.0%							

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		
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**	**$ 34,315.00**	**$ 18,004.00**	**$ 52,319.00**	**$ 146,307.00**	**$ -**	**$ 146,307.00**
Indirect As A Percent of Direct		10.0%							

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:

3/18/14
Date

Margaret Monroe-Gaul, Exec Director
Name:
Title:

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 GOOD BEGINNINGS OF SULLIVAN COUNTY is a New Hampshire nonprofit corporation formed January 14, 2004. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.

In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 27th day of April, A.D. 2015

William M. Gardner
Secretary of State

NEW HAMPSHIRE

Corporation Division

Search
By Business Name
By Business ID
By Registered Agent
Annual Report
File Online
Guidelines
Name Availability
Name Appeal Process

Date: 5/3/2016

Filed Documents

(Annual Report History, View Images, etc.)

Business Name History

Name	Name Type
TLC Family Resource Center	Legal
GOOD BEGINNINGS OF SULLIVAN COUNTY	Prev Legal

Non-Profit Corporation - Domestic - Information

Business ID:	461338
Status:	Good Standing
Entity Creation Date:	1/14/2004
Principal Office Address:	109 Pleasant St Claremont NH 03743
Principal Mailing Address:	PO Box 1098 Claremont NH 03743
Expiration Date:	Perpetual
Last Annual Report Filed Date:	9/28/2015 2:01:26 PM
Last Annual Report Filed:	2015

Registered Agent

Agent Name:	
Office Address:	No Address
Mailing Address:	No Address

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.

CERTIFICATE OF VOTE

I, Char Delabar, 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 March 3, 2016
(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 forgoing resolutions have not been amended or revoked, and remain in full force and effect as of the 8 day of March, 2016.
(Date Contract Signed)

4. Margaret Howe-Cass is the duly elected Executive Director
(Name of Contract Signatory) (Title of Contract Signatory)

of the Agency.

Char Delabar
(Signature of the Elected Officer)

STATE OF NEW HAMPSHIRE

County of Sullivan

The forgoing instrument was acknowledged before me this 8th day of March, 2016,

By Char Delabar.
(Name of Elected Officer of the Agency)

(Notary Public/Justice of the Peace)

(NOTARY SEAL)

Commission Expires: JO-ANN KLEYENSTEUBER, Notary Public
My Commission Expires August 5, 2019

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/29/2016

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

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

PRODUCER	CONTACT NAME:	
Clark - Mortenson Insurance P.O. Box 606 Keene NH 03431	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
INSURED TLC2 TLC Family Resource Center P.O. Box 1098 Claremont NH 03743	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 1520755711 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	**GENERAL LIABILITY** [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [X] LOC			PHPK1335668	7/1/2015	7/1/2016	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Professional	$2,000,000 $100,000 $5,000 $2,000,000 $4,000,000 $4,000,000 $2,000,000
A	**AUTOMOBILE LIABILITY** [ ] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [X] HIRED AUTOS [X] NON-OWNED AUTOS			PHPK1335668	7/1/2015	7/1/2016	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$1,000,000 $ $ $
	[ ] **UMBRELLA LIAB** [ ] OCCUR [ ] **EXCESS LIAB** [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					[ ] WC STATU-TORY LIMITS [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $

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

CERTIFICATE HOLDER

NH Dept of Health and Human Services
129 Pleasant Street
Concord NH 03301-6504

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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ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 2/26/2016

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

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

PRODUCER	CONTACT NAME: Fairley Kenneally	
E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425	PHONE (A/C, No, Ext): (603) 293-2791	FAX (A/C, No): (603) 293-7188
	E-MAIL ADDRESS: fairley@esinsurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : FirstComp	27626
INSURED	INSURER B :	
TLC Family Resource Center PO BOX 1098 CLAREMONT NH 03743-1098	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 2015 **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)	$
	☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ☐ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	DED ☐ RETENTION $							$
A	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		WC0093557-07	7/1/2015	7/1/2016	☐ PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$ 100,000
							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 Dept of Health & Human Serv.
129 Pleasant Street
Brown Bldg
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

F Kenneally/FAIRLE Fairley Kenneally

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Board of Directors 2016
TLC Family Resource Center

Beth Hoyt-Flewelling

Clara Sheehy

Char Delabar

Linda Gould

Megan Blood

Karen Cooper

Thomas Cooper

Susan Elliot

Debra Mochi

William Sullivan

Carole Wood

Jennifer Shea

TLC FAMILY RESOURCE CENTER
Comprehensive Family Support Services
FY17 & FY18

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Melony Williams	Program Manager and Clinical Supervisor	51933	40%	20733
Holly Bee	Parent Educator/Home Visitor	31200	60%	18720
Sandra Gassett	Parent Educator/Home Visitor	44534	31%	13806
René Couitt	Intake Coordinator	43280	37%	16604
Karen Jameson	Registered Nurse	50310	33%	16670
Brenda Foley	Quality Improvement and Compliance Manager	31488	34%	10706
Maggie Monroe-Cassel	Executive Director	71000	0%	0
Jo-Ann Kleyensteuber	Finance Director	48266	0%	0
Kathy Pilchman	Parent Educator/Home Visitor	20800	75%	15600
Barbara Brill	Parent Educator/Home Visitor	14528	100%	14528

Holly D. Bee

Summary of Qualifications: Employment experience in the social work/human service field including counseling, case management, assessments, and extensive database knowledge.

Experience:

11/2/12-current — Good Beginnings of Sullivan County
Parent Educator

Maintained a caseload of program participants involved in Comprehensive Family Support, Parent Aid Program, and HFA(prenatal) program.

Provide parenting education through strengths based nationally recognized curriculum called Growing Great Kids/Growing Great Families.

Collaborate/Communicate with NH DCYF. Complete monthly assessments for Parent Aid Program participants.

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.

Maintain records, files and paperwork

Proficient in Word, Excel, Infinite Campus, Spec Doc

Distribution of meeting discussions and various duties assigned by department

7/6/06-8/1/10 — HCS/Home Health Care, Hospice and Community Service

Maternal Child Health Social Worker

Provide 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 perform appropriate 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

The Woodbourne Center/Treatment Foster Care Program

Aug 04-Jul 05 **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.

Sexual Assault/Spouse Abuse Resource Center, Inc.

Sept 03-Mar 04 **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

Academic Background:

Bachelor of Social Work Degree, 1997

University of Vermont
Burlington, VT.

Started MSW at the University Of Maryland School Of Social Work (completed 24 credit hours)
Baltimore, MD. (plan on completing at UVM)

High School Diploma, 1993
Hartford High School
White River Jct., VT.

Melony Lawlor Williams, MA, LCMHC

Summary

- Highly skilled licensed clinician with 9 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 Parent Educator/ Therapist
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 and co-facilitate Mother's Journal group monthly for agency clients and members of the community. Trained in Child Parent Psychotherapy by Dr. Joy Osofsky and Dr. Patricia Van Horn and facilitate CPP with four families at present, two families being seen for services in their homes. Participate in weekly CPP team supervision with a group of experienced and talented clinicians from the local mental health agency and Dartmouth Hitchcock Medical Center.

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. Additionally, I 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. (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.

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:

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.

RENE COUITT

EXPERIENCE

2007-Present 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.

CERTIFICATIONS

CPR, First Aid and SOLVE.

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

Kathleen A. Pilchman RNC

Licensure:	New Hampshire, current Registered nurse #043315-2

Education

1987-1989	University of Laverne Laverne, California Bachelor of Science in Health Care Management
1971-1974	Yale-New Haven School of Nursing New Haven, Connecticut Diploma program/registered nurse
1971	Bacon Academy High School Colchester, Connecticut Salutatorian, High school class

Certifications:

1989-present	NCC: National Certification Corporation for OB, GYN, and Neonatal Nursing Specialties
1982-present	Neonatal Resuscitation Program
1974-present	American Heart Association Basic Life Support provider

Work Experience:

2015-2016: Case Manager, Office of Care Management; Dartmouth Hitchcock Medical Center. Resources, Referrals, Utilization Review, and Discharge Planning In CHAD (Birthing, ICN, Pediatrics, and Pediatric ICU)

2007-2015: Clinical Resource Coordinator, Office of Care Management; Birthing Pavilion, Dartmouth Hitchcock Medical Center, Lebanon, New Hampshire: Coordinate needed resources for inpatient Obstetric patients from admission through discharge. Utilization Review and Discharge Planning. Cross-cover for ICN, Ped, PICU.

2001-2007 Clinical Research Nurse Coordinator, Office of Women's Health Research. Dartmouth Hitchcock Medical Center, Lebanon, New Hampshire: coordinate and conduct clinical research based on study protocols; responsible for recruitment of study subjects, direct contact with study subjects and study sponsor, data collection, and establishment and maintenance of study budgets.

2004-2007 Substitute school nurse for Hanover School District

1998-2001 Birthing Pavillion/Staff RN, Dartmouth Hitchcock Medical Center High risk tertiary care Obstetrics in an LDRP setting. Managed direct care of patients through labor and delivery, the postpartum and neonatal periods, circulated at cesarean sections, prepared plan of care for long-term hospitalizations of high risk antepartum patients.

1989-1997 Director of Women's Services, Lakewood Regional Medical Center, Lakewood, California. Responsible for hiring, orientation, ongoing skills Certification, cross-training, and evaluation of a perinatal nursing staff of 50 RN's, LVN's and scrub technicians in a 10 bed LDRP unit. Fiscal responsibilites for the unit budget, Instrumental in planning and implementing the opening of family centered single room maternity care. Responsible for providing staff education and overseeing childbirth education program.

1987-1988 Perinatal Clinical Coordinator, Lakewood Regional Medical Center, Lakewood, California. Coordinated inpatient and outpatient educational programs, staff cross-training and skills development, developed, implemented, and evaluated quality improvement program. Taught weekly childbirth education classes, Lamaze classes, and Sibling preparation classes.

1981-1986 Staff RN/Labor and Delivery And Newborn Nursery, Doctor's Hospital of Lakewood, Lakewood California. Direct patient contact with women during labor and delivery as well as newborns in the neonatal nursery. Planned care, assessed, implemented, and evaluated outcomes in the perinatal unit. Taught a variety of education classes to expectant parents.

1979-1981 Staff nurse, Neonatal Intensive Care, Fairbanks Memorial Hospital, Fairbanks, Alaska. Direct patient care with ill/severely premature neonates in Alaska's interior referral center.

1974-1979 Staff nurse, Obstetrics/High-risk Antepartum, Yale New Haven Medical Center, New Haven, Connecticut. Direct patient care, labor and delivery and high risk antepartum patients.

Professional Memberships:

1989-Present	Association of Women's Health, Obstetrics, and Neonatal Nursing (AWHONN)

Research Studies:

Under the direction of principal investigators, I have coordinated multiple clinical drug trials in the areas of osteoporosis, postmenopausal vaginal atrophy and vasomotor symptoms, infertility, oral and injectable birth control, uterine fibroid management, bladeless surgical trocar studies, and thyroid nodule biopsy study.

Research Education:

Clinical Research Site training-May 2002
IATA training-June 2002
Multiple Investigator's Meetings

Contemporary Issues in Clinical Research
Dartmouth Hitchcock Medical Center
Saturday April 9, 2005
May 7, 2007

References:

References are available upon request.

Mission Statement

TLC Family Resource Center

Our mission is to promote the optimal health and development of children and families in our region of New Hampshire.

GOOD BEGINNINGS OF SULLIVAN COUNTY, INC.

Financial Statements
June 30, 2015

FINANCIAL STATEMENTS

GOOD BEGINNINGS OF SULLIVAN COUNTY, INC.

June 30, 2015

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LAWRENCE E. REED, CPA, PC

Professional Corporation

CERTIFIED PUBLIC ACCOUNTANT

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Certified Public Accountants

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors of
Good Beginnings of Sullivan County, Inc.

We have reviewed the accompanying statement of financial position of Good Beginnings of Sullivan County, Inc. (a non-profit organization) as of June 30, 2015, and the related statements of activities, cash flows, and functional expenses for the year then ended. 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 is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

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

October 23, 2015
Vermont License No. 1039

STATEMENT OF FINANCIAL POSITION
GOOD BEGINNINGS OF SULLIVAN COUNTY, INC.
June 30, 2015
(With Comparative Totals for June 30, 2014)

	June 30, 2015			As of June 30, 2014
	Unrestricted	Temporarily Restricted	Total	Totals (Memorandum)
ASSETS				
Cash and cash equivalents	$ 9,714	$ 9,093	$ 18,807	$ 18,655
Cash, restricted	-	-	-	168
Due from unrestricted funds	-	-	-	1,884
Grants and accounts receivable	46,998	-	46,998	29,442
Equipment and furniture	51,678	-	51,678	63,738
Accumulated depreciation	(37,028)	-	(37,028)	(47,185)
TOTAL ASSETS	$ 71,362	$ 9,093	$ 80,455	$ 66,702
LIABILITIES AND NET ASSETS				
LIABILITIES				
Accounts payable	$ 2,172	$ -	$ 2,172	$ 3,881
Accrued expenses	28,188	-	28,188	26,638
Note payable to bank	13,051	-	13,051	-
Due to temporarily rest. funds	-	-	-	1,884
Fiscal agency funds	-	-	-	168
TOTAL LIABILITIES	43,411	-	43,411	32,571
NET ASSETS	27,951	9,093	37,044	34,131
TOTAL LIABILITIES AND NET ASSETS	$ 71,362	$ 9,093	$ 80,455	$ 66,702

See independent accountant's review report and accompanying notes.

STATEMENT OF FINANCIAL ACTIVITIES
GOOD BEGINNINGS OF SULLIVAN COUNTY, INC.
Year Ended June 30, 2015
(With Comparative Totals for the Year Ended June 30, 2014)

	Year Ended June 30, 2015			Year Ended June 30, 2014
	Unrestricted	Temporarily Restricted	Total	Totals (Memorandum)
SUPPORT AND REVENUE				
Governmental support	$ 387,658	$ -	$387,658	$ 331,513
Foundations and trusts	36,742	26,500	63,242	91,000
Program fees	72,861	-	72,861	75,730
Contributions	33,326	-	33,326	38,814
Donated inventory	19,616	-	19,616	20,775
Fundraising	13,663	-	13,663	10,651
Net assets released from restrictions	57,946	(57,946)	-	-
TOTAL SUPPORT AND REVENUE	621,812	(31,446)	590,366	568,483
EXPENSES				
Program services				
Comprehensive Family Support	182,921	-	182,921	171,678
Healthy Families	177,669	-	177,669	194,252
PREP	71,121	-	71,121	87,678
Parent Aide	55,884	-	55,884	47,301
Second Beginnings	25,426	-	25,426	37,317
	513,021	-	513,021	538,226
Management and general	74,432	-	74,432	62,147
TOTAL EXPENSES	587,453	-	587,453	600,373
CHANGE IN NET ASSETS	34,359	(31,446)	2,913	(31,890)
Net assets at Beginning of Year	(6,408)	40,539	34,131	66,021
NET ASSETS AT END OF YEAR	$ 27,951	$ 9,093	$ 37,044	$ 34,131

See independent accountant's review report and accompanying notes.

STATEMENT OF CASH FLOWS
GOOD BEGINNINGS OF SULLIVAN COUNTY, INC.
Year Ended June 30, 2015
(With Comparative Totals for the Year Ended June 30, 2014)

	Year Ended June 30, 2015			Year Ended June 30, 2014
	Unrestricted	Temporarily Restricted	Total	Totals (Memorandum)
OPERATING ACTIVITIES				
Change in net assets	$ 34,359	$ (31,446)	$ 2,913	$ (31,890)
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities				
Depreciation	1,903	-	1,903	1,409
(Increase) decrease in operating assets:				
Grants and accounts receivable	(37,556)	20,000	(17,556)	36,818
Increase (decrease) in operating liabilities:				
Accounts payable	(1,709)	-	(1,709)	1,149
Accrued expenses	1,550	-	1,550	(5,133)
Advances refundable	-	-	-	(4,232)
Fiscal sponsor funds	(168)	-	(168)	-
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	(1,621)	(11,446)	(13,067)	(1,879)
CASH FLOWS FROM INVESTING ACTIVITIES				
Leasehold improvements	-	-	-	(13,498)
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	-	-	-	(13,498)
FINANCING ACTIVITIES				
Temporarily restricted funds expended for unrestricted operations	(1,884)	1,884	-	-
Proceeds from bank LOC	113,051	-	113,051	36,000
Principle payments on bank LOC	(100,000)	-	(100,000)	(36,000)
NET CASH PROVIDED (USED) BY FINANCING ACTIVITIES	11,167	1,884	13,051	-
INCREASE (DECREASE) IN CASH	9,546	(9,562)	(16)	(15,377)
Beginning cash and cash equivalents	168	18,655	18,823	34,200
ENDING CASH AND CASH EQUIVALENTS	$ 9,714	$ 9,093	$ 18,807	$ 18,823
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION				
Interest paid			$ 1,561	$ 172

See independent accountant's review report and accompanying notes.

SCHEDULE OF FUNCTIONAL EXPENSES
GOOD BEGINNINGS OF SULLIVAN COUNTY, INC.
Year Ended June 30, 2015
(With Comparative Totals for the Year Ended June 30, 2014)

			Program Services						Year Ended June 30, 2014
	Total All Services	Mgt. & General	Total	Healthy Families	Family Support	PREP	Parent Aide	Second Beginnings	Totals (Memorandum)
Salaries and wages	$440,987	$ 60,264	$380,723	$134,666	$ 134,950	$ 49,734	$ 42,733	$ 18,640	$ 426,137
Occupancy	40,319	-	40,319	14,707	13,624	5,040	4,959	1,989	41,452
Payroll taxes	33,589	4,515	29,074	10,272	10,294	3,808	3,273	1,427	32,295
Supplies	14,319	3,120	11,199	4,114	2,703	1,908	448	2,026	19,160
Mileage reimb.	11,779	-	11,779	3,723	5,031	1,384	1,435	206	14,026
Employee benefits	9,853	1,306	8,547	3,212	2,804	1,021	1,087	423	25,157
Advertising	7,931	1,027	6,904	-	1,312	5,592	-	-	9,600
Professional fees	7,070	-	7,070	1,575	5,340	-	155	-	7,810
Telephone	5,405	-	5,405	1,966	1,834	673	666	266	5,158
Insurance	5,085	964	4,121	1,510	1,384	499	525	203	4,913
Printing	3,974	952	3,022	1,133	994	374	373	148	4,641
Training & dev.	2,841	-	2,841	77	1,936	828	-	-	7,341
Depreciation	1,903	261	1,642	581	582	215	184	80	1,409
Interest	1,561	1,561	-	-	-	-	-	-	172
Postage	837	462	375	133	133	45	46	18	1,102
TOTAL EXPENSES	$587,453	$ 74,432	$513,021	$177,669	$ 182,921	$ 71,121	$ 55,884	$ 25,426	$ 600,373

See independent accountant's review report and accompanying notes.

NOTE A -- ORGANIZATION

Good Beginnings of Sullivan County, 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, 2015, the Organization's revenue sources as a percentage of total revenue were federal, state and municipal grants 66%, and contributions and special event proceeds 22%.

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, 2015, 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.

NOTE B -- SIGNIFICANT ACCOUNTING POLICIES - Continued

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, 2015 advertising costs totaled $7,931.

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, 2015 totaled $1,903. Obsolete and fully depreciated telephone and computer equipment with a cost basis of $12,060 was removed from the statement of financial position as of June 30, 2015.

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, 2015 the Organization received direct and indirect contributions of services, facilities and materials related to its programs and fundraising efforts. The Organization operates two thrift stores which sells donated clothing and housing goods. Because of the difficulty of valuing the donated inventory when it is received, the inventory donation is recognized as income on the statement of activities when the inventory is sold. No other amounts for donated services have been recognized in the accompanying statement of activities because the criteria for recognition under FASB ASC 958-605 have not been satisfied.

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. Accordingly, certain costs have been allocated between program services and supporting services.

NOTE B -- SIGNIFICANT ACCOUNTING POLICIES - Continued

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, 2015, 2014 and 2013 are subject to examination by the IRS, generally for three years after they were filed. In accordance with FASB ASC 740-10, the Organization is under the opinion that there are no unsustainable positions that have been taken in regards to Federal or State income tax reporting requirements. Accordingly, management is not aware of any unrecognized tax benefits or liabilities that should be recognized in the accompanying statements.

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 $46,998 as of June 30, 2015 are composed of the following balances and are deemed by management to be fully collectible:

Accounts receivable	$ 5,074
County funding	17,500
State cost reimbursements	24,424
	$46,998

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 were found to not have been made in compliance with the proposal, the Organization might be required to return this portion of funds to the grantor. As of June 30, 2015, 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 2015. 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, 2015, the outstanding balance was $13,000.

NOTE G -- 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. Lease payments on this facility for the year ended June 30, 2015 totaled $22,800.This lease was extended for another year beginning July 1, 2015 at a monthly rent payment of $1,900, for a total lease commitment of $22,800. Additionally, the Organization leases a photocopier with a minimum monthly rent of $188 based on a maximum of 7,500 copies at 2.5 cents per copy plus an additional amount for copies in excess of 7.500. Lease expense for the year-ended June 30, 2015 totaled $1,851. On January 1, 2015 a new four year lease was signed with monthly rent of $136. Future minimum lease payments are as follows:

Fiscal 2016	$24,432
Fiscal 2017	1,632
Fiscal 2018	1,632
Total	$27,696

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, 2015 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 -- RESTRICTIONS ON ASSETS

Temporarily restricted net assets totaling $9,093 are available for the year ended June 30, 2015 from the Boyle Fund for the We Can program.

NOTE K – SUBSEQUENT EVENTS

Management considered subsequent events through October 16, 2015, the date the financial statements were available to be issued.

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	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	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

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 (603) 542-1848	**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 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

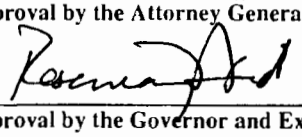
JoAnn Kleyensteuber

[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: _____
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: GT
Date: 5/16/19

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.

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: 5/16/19

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);

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;

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.

Contractor Initials: GS
Date: 5/16/14

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 _____
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 SG
Date 5/14/19

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 SK
Date 6/16/14

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 _____
Date 4/16/14

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 EG
Date 9/16/12

Exhibit B-1

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

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 (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 5/16/14

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: 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

Name: Ellie Isetts
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

5/16/14
Date

Name: Ellie Tibets
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

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 Tsetsi
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 Carey	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

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 #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

2/27/16
Date

Name: Megan A. Yount
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: VNA at HCS, Inc.

Budget Request for: 15-DHHS-OHS-DCYF-01
(Name of RFP)

Budget Period: 7/1/16 - 6/30/17

1. Total Salary/Wages	$ 95,663.00	$ -	$ 95,663.00	$ 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%			

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-DCYF-01
(Name of RFP)

Budget Period: 7/1/17 - 6/30/18

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	**$ 152,672.00**	**$ -**	**$ 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%			

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

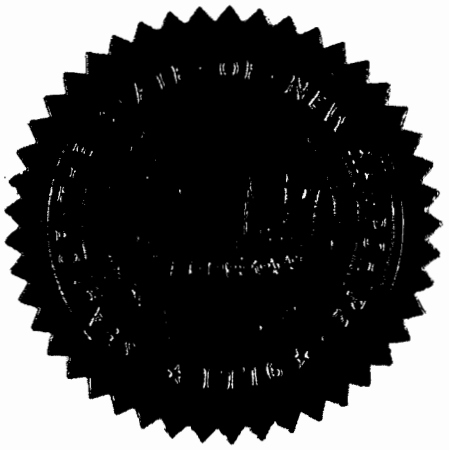
March 3, 2016
Date

Cathy J. Sorenson
Name: Cathy J. Sorenson
Title: President/CEO

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 VNA AT HCS, INC. is a New Hampshire nonprofit corporation formed November 18, 1981. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 27th day of March A.D. 2015

William M. Gardner
Secretary of State

NEW HAMPSHIRE

Corporation Division

Search
By Business Name
By Business ID
By Registered Agent
Annual Report
File Online
Guidelines
Name Availability
Name Appeal Process

Date: 5/3/2016

Filed Documents

(Annual Report History, View Images, etc.)

Business Name History

Name	Name Type
VNA AT HCS, INC.	Legal
SOUTHERN NEW HAMPSHIRE HOME CARE AND COMMUNITY SERVICE, INC.	Prev Legal
HOME HEALTH CARE AND COMMUNITY SERVICES, INC.	Prev Legal

Non-Profit Corporation - Domestic - Information

Business ID:	67798
Status:	Good Standing
Entity Creation Date:	11/18/1981
Principal Office Address:	Attn: CEO PO Box 564 Keene NH 03431
Principal Mailing Address:	PO Box 564 Keene NH 03431
Expiration Date:	Perpetual
Last Annual Report Filed Date:	11/9/2015 4:30:00 PM
Last Annual Report Filed:	2015

Registered Agent

Agent Name:	
Office Address:	No Address
Mailing Address:	No Address

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.

CERTIFICATE OF VOTE

I, Betsy Cotter, Chair, Board of Directors, 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. (VNA at HCS, 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 March 3, 2016:
(Date)

RESOLVED: That the President/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 forgoing resolutions have not been amended or revoked, and remain in full force and effect as of

the 3rd day of March, 2016.
(Date Contract Signed)

4. Cathy Sorenson is the duly elected President/CEO
(Name of Contract Signatory) (Title of Contract Signatory)

of the Agency.

Betsy Cotter
(Signature of the Elected Officer)

STATE OF NEW HAMPSHIRE

County of Cheshire

The forgoing instrument was acknowledged before me this 4th day of March, 2016,

By Cathy J. Sorenson.
(Name of Elected Officer of the Agency)

Karen M. Campbell
(Notary Public/Justice of the Peace)

(NOTARY SEAL)

KAREN M. CAMPBELL, Notary Public
My Commission Expires June 4, 2019

Commission Expires: _____

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/2/2016

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

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

PRODUCER	CONTACT NAME: Nancy Wallace, AINS
Kennebunk Savings Insurance 50 Portland Road PO Box 770 Kennebunk ME 04043	PHONE (A/C, No, Ext): (207) 985-2941 FAX (A/C, No): (207) 985-3122 E-MAIL ADDRESS: nancy.wallace@kennebunksavings.com
	INSURER(S) AFFORDING COVERAGE / NAIC #
	INSURER A: Philadelphia Indemnity
INSURED	INSURER B: Atlantic Charter Insurance Company
Home Healthcare Hospice & Community Svcs., VNA at HCS Inc. 312 Marlboro St PO Box 564 Keene NH 03431	INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** Master 2016/2017 **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 x CLAIMS-MADE X OCCUR x Employee Benefits Claims made GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT x LOC OTHER:	X		PHPK1437277	1/4/2016	1/4/2017	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Employee Benefits	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 3,000,000 $ 3,000,000 $ 3,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS X SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS $500 ded comp $1000 coll	X		PHPK1437288	1/4/2016	1/4/2017	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Underinsured motorist	$ 1,000,000 $ $ $ $ 1,000,000
A	X UMBRELLA LIAB x OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000	X		PHUB526197	1/4/2016	1/4/2017	EACH OCCURRENCE AGGREGATE	$ 4,000,000 $ 4,000,000 $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WCA00539804	7/1/2015	7/1/2016	x PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
A	Professional			PHPK1437277	1/4/2016	1/4/2017	Limit of Liability	$1,000,000
	Crime			PHPK1437277	1/4/2016	1/4/2017	$5,000 Ded.	$500,000

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

The Package Policy includes a blanket automatic Additional Insured endorsement that provides Additional Insured status to the Certificate Holder, only when there is a written contract between the Named Insured and the Certificate Holder that requires such status, and only with regard to work performed on behalf of the named insured.

CERTIFICATE HOLDER

reisman@dhhs.state.nh.us

State of New Hampshire Department
of Health and Human Services
Ruth Eisman
129 Pleasant St.
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

Danny Edgecomb/NW

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BerryDunn

[redacted]

VNA AT HCS, INC.

FINANCIAL STATEMENTS

June 30, 2015 and 2014

With Independent Auditor's Report

[redacted]

BerryDunn

INDEPENDENT AUDITOR'S REPORT

Board of Directors
VNA at HCS, Inc.

We have audited the accompanying financial statements of VNA at HCS, Inc., which comprise the balance sheet as of June 30, 2015, and the related statements of operations, changes in net assets, and cash flows for the year 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 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 VNA at HCS, Inc. as of June 30, 2015, and the results of its operations, changes in its net assets and its cash flows for the year then ended, in accordance with U.S. generally accepted accounting principles.

Prior Period Financial Statements

The financial statements as of June 30, 2014 were audited by Brad Borbidge, P.A., who merged with Berry Dunn McNeil & Parker, LLC as of January 1, 2015, and whose report dated September 22, 2014, expressed an unmodified opinion on those statements.

Berry Dunn McNeil & Parker, LLC

Manchester, New Hampshire
November 5, 2015

VNA AT HCS, INC.

Balance Sheets

June 30, 2015 and 2014

ASSETS

	2015	2014
Current assets		
Cash and cash equivalents	**$ 557,502**	$ 661,607
Patient accounts receivable, less allowance for uncollectible accounts of $332,144 and $357,315 in 2015 and 2014, respectively	**2,719,167**	2,939,096
Other receivables	**481,598**	415,210
Prepaid expenses	**27,061**	23,127
Due from affiliates	**4,355,625**	4,918,954
Total current assets	**8,140,953**	8,957,994
Assets limited as to use	**25,489**	45,114
Property and equipment, net	**256,438**	355,312
Total assets	**$ 8,422,880**	$ 9,358,420

LIABILITIES AND NET ASSETS

Current liabilities		
Accounts payable and accrued expenses	**$ 189,172**	$ 201,660
Accrued payroll and related expenses	**764,341**	727,805
Deferred revenue	**588,360**	547,217
Total current liabilities	**1,541,873**	1,476,682
Net assets		
Unrestricted	**6,855,518**	7,836,624
Temporarily restricted	**6,866**	26,456
Permanently restricted	**18,623**	18,658
Total net assets	**6,881,007**	7,881,738
Total liabilities and net assets	**$ 8,422,880**	$ 9,358,420

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

VNA AT HCS, INC.

Statements of Operations

Years Ended June 30, 2015 and 2014

	2015	2014
Operating revenue		
Patient service revenue	**$14,672,512**	$15,377,206
Provision for bad debt	**(564,481)**	(287,740)
Net patient service revenue	**14,108,031**	15,089,466
Other operating revenue	**3,027,860**	2,986,827
Total operating revenue	**17,135,891**	18,076,293
Operating expenses		
Salaries and related expenses	**12,012,754**	12,064,302
Other operating expenses	**2,893,618**	3,131,049
Depreciation	**381,193**	330,038
Management fees	**3,054,725**	3,045,680
Total operating expenses	**18,342,290**	18,571,069
Operating loss	**(1,206,399)**	(494,776)
Other revenue and gains		
Contributions and fundraising income	**204,399**	293,438
Net assets released for operations	**20,125**	71,437
Investment income, net	**769**	1,356
Total other revenue and gains	**225,293**	366,231
Deficit of revenues over expenses	**(981,106)**	(128,545)
Net assets released for capital acquisition	**-**	165,816
(Decrease) increase in unrestricted net assets	**$ (981,106)**	$ 37,271

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

VNA AT HCS, INC.

Statements of Changes in Net Assets

Years Ended June 30, 2015 and 2014

	2015	2014
Unrestricted net assets		
(Deficit) excess of revenue over expenses	$ (981,106)	$ (128,545)
Net assets released for capital acquisition	-	165,816
Change in unrestricted net assets	(981,106)	37,271
Temporarily restricted net assets		
Contributions	500	165,816
Reclassification from permanently restricted net assets	35	-
Investment income	-	225
Net assets released for operations	(20,125)	(71,437)
Net assets released for capital acquisition	-	(165,816)
Change in temporarily restricted net assets	(19,590)	(71,212)
Permanently restricted net assets		
Reclassification to temporarily restricted net assets	(35)	-
Change in permanently restricted net assets	(35)	-
Change in net assets	(1,000,731)	(33,941)
Net assets, beginning of year	7,881,738	7,915,679
Net assets, end of year	$ 6,881,007	$ 7,881,738

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

VNA AT HCS, INC.

Statements of Cash Flows

Years Ended June 30, 2015 and 2014

	2015	2014
Cash flows from operating activities		
Change in net assets	**$ (1,000,731)**	$ (33,941)
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities		
Depreciation	**381,193**	330,038
Bad debt expense	**564,481**	287,740
(Increase) decrease in the following assets		
Temporary investments	**-**	38,487
Patient accounts receivable	**(344,552)**	(1,184,336)
Other receivables	**(66,388)**	182,462
Prepaid expenses	**(3,934)**	1,255
Due from affiliate	**563,329**	(182)
Increase (decrease) in the following liabilities		
Accounts payable and accrued expenses	**(12,488)**	56,920
Accrued payroll and related expenses	**36,536**	794
Deferred revenue	**41,143**	(139,837)
Net cash provided (used) by operating activities	**158,589**	(460,600)
Cash flows from investing activities		
Decrease in assets limited as to use	**19,625**	71,212
Capital expenditures	**(282,319)**	(435,620)
Net cash used by investing activities	**(262,694)**	(364,408)
Net decrease in cash and cash equivalents	**(104,105)**	(825,008)
Cash and cash equivalents, beginning of year	**661,607**	1,486,615
Cash and cash equivalents, end of year	**$ 557,502**	$ 661,607

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

1. Summary of Significant Accounting Policies

Organization

VNA at HCS, Inc. (the Association), is a non-stock, non-profit corporation in New Hampshire whose primary purpose is to provide home health care and hospice services to residents residing in the City of Keene and surrounding communities. The sole member of the Association is Home Healthcare, Hospice and Community Services, Inc.

Home Healthcare, Hospice and Community Services, Inc. is a non-stock, non-profit corporation in New Hampshire whose primary purposes are to act as a holding company and provide management services to VNA at HCS, Inc.

Basis of Presentation

Net assets and revenues, expenses, gains, and losses are classified as follows based on the existence or absence of donor-imposed restrictions in accordance with the provisions of Financial Accounting Standards Board Accounting Standards Codification Topic 958, *Not-for-Profit Entities*:

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

Temporarily restricted net assets - Net assets subject to donor-imposed stipulations that may or will be met by actions of the Association and/or the passage of time. 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-lived assets must be maintained, the Association reports expirations of donor restrictions when the asset is placed in service.

Permanently restricted net assets - Net assets subject to donor imposed stipulations that they be maintained permanently by the Association. Generally, the donors of these assets permit the Association to use all or part of the income earned on related investments for general or specific purposes.

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 financial statements.

Use of Estimates

The preparation of financial statements in conformity with U.S. 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. 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.

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 its past history and identifies trends for all funding sources in the aggregate. In addition, balances in excess of 365 days are fully reserved. Management regularly reviews data about revenue in evaluating the sufficiency of the allowance for doubtful 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:

	2015	2014
Balance, beginning of year	$ **357,315**	$ 320,768
Provision	**564,481**	287,740
Write-offs	**(589,652)**	(251,193)
Balance, end of year	$ **332,144**	$ 357,315

The increase in the current year provision is primarily due to Medicare billing inquiries, a home health industry wide issue.

Assets Limited as to Use

Assets limited as to use includes designated assets set aside by the Board of Directors and donor restricted contributions.

Property and Equipment

Property and equipment are carried at cost less accumulated depreciation. 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.

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.

Standard charges for services to all patients are recorded as revenue when services are rendered at the net realizable amounts from patients, third-party payers and others, 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 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 financial statements.

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.

(Deficit) Excess Revenue Over Expenses

The statements of operations reflect the (deficit) excess of revenue over expenses. Changes in unrestricted net assets which are excluded from the (deficit) excess of revenue over expenses, consistent with industry practice, are 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).

2. Property and Equipment

Property and equipment is as follows:

	2015	2014
Furniture, fixtures, and equipment	$ 1,602,366	$ 1,527,057
Less accumulated depreciation	1,345,928	1,171,745
Total property and equipment, net	$ 256,438	$ 355,312

3. Temporarily and Permanently Restricted Net Assets

Temporarily and permanently restricted net assets are as follows:

	2015	2014
Temporarily restricted		
Meal sites	$ 2,777	$ 3,137
Respite	4,089	6,629
Shea charitable gifts	-	16,690
Total	$ 6,866	$ 26,456
Permanently restricted		
Hospice	$ 10,000	$ 10,000
Operations	8,623	8,658
Total	$ 18,623	$ 18,658

In 2015 the Association reviewed historical data relating to permanently restricted net assets and reclassified certain gifts to temporarily restricted net assets based upon interpretation of the initial donor intent.

4. Patient Service Revenue

Patient service revenue is as follows:

	2015	2014
Medicare	$ 9,881,992	$10,452,131
Medicaid	1,111,787	1,221,733
Other third-party payers	1,859,583	1,862,515
Municipalities - fee for service	184,362	149,068
Private pay	1,634,788	1,691,759
Total	$14,672,512	$15,377,206

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 $2,879,336 and $2,704,549 for the years June 30, 2015 and 2014, respectively.

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.

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.

5. Functional Expenses

The Association provides various services to residents within its geographic location. Expenses related to providing these services are as follows:

	2015	2014
Program services	**$15,287,565**	$15,525,389
Administrative and general	**3,054,725**	3,045,680
Total	**$18,342,290**	$18,571,069

6. Malpractice Insurance

The Association insures its malpractice risks on a claims-made basis. There were no known malpractice claims outstanding at June 30, 2015 and 2014, nor are there any unasserted claims or incidents which require loss accrual. The Association intends to renew coverage on a claims-made basis and anticipates that such coverage will be available.

7. Retirement Plan

The Association sponsors a defined contribution plan. The retirement contributions by the Association amounted to $119,444 and $112,136 for 2015 and 2014, respectively.

8. Related Party Transactions

The Association purchased management services from Home Healthcare, Hospice & Community Services, Inc. amounting to $3,054,725 and $3,045,680 and $219,444 and $73,043 in contract services for the years ended 2015 and 2014, respectively. The amounts due from Home Healthcare, Hospice & Community Services, Inc. for these services was $ 4,355,625 in 2015 and 4,918,954 in 2014.

9. Concentration of Risk

The Association grants credit without collateral to its patients, most of who are local residents and are insured under third-party payer agreements. At June 30, 2015, Medicare and Medicaid represented 51% and 10% of gross accounts receivable, respectively. No other individual payor source exceeded 10% of the gross receivable balance.

10. Reclassifications

Certain prior year amounts have been reclassified to conform to the current year presentation.

11. Subsequent Events

For financial reporting purposes, subsequent events have been evaluated by management through November 5, 2015, which is the date the financial statements were available to be issued.

HCS/VNA at HCS, Inc.
2015-2016 Board of Directors

Chair: Betsy Cotter
18 Phil Lane
Keene, NH 03431
209-5060
bet-c1@hotmail.com
Terms: 2011-2014, 2014-2017

Vice-Chair: JoJi Robertson
Work (Preferred):
Cheshire Oil Co.
PO Box 586
Keene, NH 03431
352-0001
jojir@cheshireoil.com

Home: 65 Queens Rd.
Keene, NH 03431
381-9909
Term: 2012-2015, 2015-2018

Treasurer: David Therrien
Work (Preferred):
The Melanson Company
353 West St., PO Box 523
Keene, NH 03431
352-4232 x239; Cell: 313-9812
dtherrien@MELANSON.com

Home: 51 Chartier Lane
Alstead, NH 03602
835-2828
Term: 2014-2017

Secretary: Allen Mendelson
*Work (Preferred):*Edward Jones
151 West St.
Keene, NH 03431
357-7023
Allen.mendelson@edwardjones.com

Home: 94 Hurricane Rd.
Keene, NH 03431
352-5318
Term: 2013-2016

Susan Abert, Esq.
Work (Preferred):
Norton & Abert, P.C.
41 School St.
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sra@nortonabertlaw.com

Home: PO Box 220
Sullivan, NH 03445
abert.susan@gmail.com
Term: 2015-2018

Mike Chelstowski
111 Bradford Rd.
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357-4574; Cell: 903-3771
mchelstowski@ne.rr.com
Term: 2014-2017

Jane Larmon
201 Chesterfield Rd.
Keene, NH 03431
352-7703
jlarmon@ne.rr.com
Term: 2012-2015, 2015-2018

John Maclean
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Jam4mac@mail.com
Term: 2015-2018

John McIntosh
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Work: IPG Employee Benefits
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357-2707
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Term: 2013-2016

Charles Montgomery, MD
Howland Farm, 114 Ramsay Hill Rd.
Walpole, NH 03608
756-3965
ramsayhill@myfairpoint.net
Terms: 2008-2011, 2011-2014, 2014-2017

Ann Nunn
Work (Preferred): Good Shepherd Rehabilitation & Nursing Center
20 Plantation Dr.
Jaffrey, NH 03452
532-8762 x312; Cell: 762-2235
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Home: 456 Route 119 West
Fitzwilliam, NH 03447
Terms: 2014-2015, 2015-2018

Maureen O'Brien
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585-7775
Mobs63@hotmail.com
Term: 2011-2014, 2014-2017

Leslie Pitts, MD, FAAFP
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590 Court St.
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354-5400
Lpitts@cheshire-med.com

Home: 15 Acre Brook Rd.
Keene, NH 03431
Term: 2015-2018

Brian Reilly, MD
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352-3095
reillybj@ne.rr.com
Term: 2012-2015, 2015-2018

Katherine J. Snow, Director at Large
54 West Surry Rd.
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Terms: 2008-2011, 2011-2014, 2014-2017

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Keene, NH 03431

Updated 03.01.16

Staff List Form

New Hampshire Department of Health and Human Services
Division of Public Health Services

COMPLETE ONE STAFF LIST FORM FOR EACH BUDGET PERIOD

Bidder/Program Name: VNA at HCS Inc/Healthy Starts - CFSS

Name of Service: Comprehensive Family Support Services

Budget Period: July 1, 2016 - June 30, 2017

A	B	C	D	E	E	F
Position Title	Current Individual in Position	Projected Hrly Rate as of 1st Day of Budget Period	Hours per Week	Annual Funded by This Contract for Budget Period	Amount from Other Sources for Budget Period	Site*
Example:						
Prenatal Coordinator	Sandra Smith	$21.00	40	$43,680	$43,680	
Administrative Salaries						
Program Director	Mary Davis	$52.09	30	$0	$84,386	Keene
MCH Coordinator	Penny Vaine	$25.26	38	$0	$50,719	Keene
Total Admin. Salaries				$0	$135,105	
Direct Service Salaries						
Home Visitor	Rebecca Landry	$14.20	24	$7,772	$10,358	Keene
Home Visitor	Staci Branon	$19.69	30	$25,872	$5,531	Keene
Home Visitor	Rachel Kowalsky	$21.25	30	$27,583	$6,017	Keene
Home Visitor	Maryanne Strong	$23.20	30	$30,076	$6,464	Keene
Registerd Nurses	shared from clinical program	$30.39	37.5	$4,360	$66,581	Keene
Total Direct Salaries				$95,663	$94,951	
Total Salaries by Program				$95,663	$230,056	

*Please list which site(s) each staff member works at, if bidder has multiple sites. Not applicable to WIC.

Staff List Form

New Hampshire Department of Health and Human Services
Division of Public Health Services

COMPLETE ONE STAFF LIST FORM FOR EACH BUDGET PERIOD

Bidder/Program Name: VNA at HCS Inc/Healthy Starts - CFSS

Name of RFP: Comprehensive Family Support Services

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

A	B	C	D	E	E	F
Position Title	Contact Individual in Position	Proposed Hourly Rate as of 1st Day of Budget Period	Hours per Week	Amount Funded by This Contract for Budget Period	Amount from Other Sources for Budget Period	Site*
Example:						
Prenatal Coordinator	Sandra Smith	$21.00	40	$43,680	$43,680	
Administrative Salaries						
Program Director	Mary Davis	$53.65	30	$0	$86,888	Keene
MCH Coordinator	Penny Vaine	$26.02	38	$0	$51,724	Keene
Total Admin. Salaries				$0	$138,612	
Direct Service Salaries						
Home Visitor	Rebecca Landry	$14.63	24	$8,013	$10,479	Keene
Home Visitor	Staci Branon	$20.28	30	$22,295	$9,715	Keene
Home Visitor	Rachel Kowalsky	$21.89	30	$28,660	$5,450	Keene
Home Visitor	Maryanne Strong	$23.90	30	$31,291	$5,969	Keene
Registerd Nurses	shared from clinical program	$31.30	37.5	$4,484	$59,334	Keene
Total Direct Salaries				$94,743	$90,947	
Total Salaries by Program				$94,743	$229,559	

*Please list which site(s) each staff member works at, if bidder has multiple sites. Not applicable to WIC.

Mary A. Davis, RN

Education:

Saint Joseph's College, North Windham, ME
Lawrence memorial Hospital School of Nursing, Medford, MA

Experience:

3/2012 – Present: **Home Healthcare, Hospice & Community Services, Keene, NH**
VNA Program Director
Principal Responsibilities: Manages the daily operations of the VNA, including all clinical services and the Maternal Child Health Program. Recruits and assists in the training of program staff; evaluates the program and staff performance. Assists in the interpretation of agency services to the general public and to the referral agencies. Manages the program budget and assists in its preparation and collaboration with the CCOO. Ensures program compliance with legal, regulatory and accreditation requirements.

9/2002 – 3/2012: **Home Healthcare, Hospice & Community Services, Keene, NH**
Associate Director of VNA @ HCS
Principal Responsibilities: assists with the management supervision of the nursing and rehabilitation programs.

1/1997 – 9/2002: **Home Healthcare, Hospice & Community Services, Keene, NH**
Rehabilitation Coordinator
Principal Responsibilities: provides coordination and scheduling of therapy services provided throughout the area. This position is also responsible for regulatory compliance of the Therapy Department, to include OBQI and financial benchmarks.

10/1993 – 1/1997: **Home Healthcare, Hospice & Community Services, Keene, NH**
Staff RN
Principal Responsibilities: Provides and directs the provision of home nursing care, based on agency policy and procedures, through the competent use application of the nursing process.

12/1991 – 11/1992: **Spofford Hall, Spofford, NH**
Charge Nurse
Principal Responsibilities: Responsible for staff assignments, overseeing admissions, treatment and discharge of patients on the unit. Attended and conducted evening group therapy sessions, provided information to the day staff and head nurse at the end of shift. Communicated any changes on concerns in the patients' condition to physicians and/or psychiatrist. Responsible for managing any crisis that arose within the facility.

7/1991 – 12/1991: **Spofford Hall, Spofford, NH**
Staff Nurse and Relief Charge Nurse
Principal Responsibilities: The care of twelve to twenty patients with dual diagnosis. Initiated individualized care plans within twenty-four hours of admission to the unit, evaluated need for and the side effects of medication, monitored patients vital signs and laboratory test results, provided a safe environment for patients in treatment, assisted in discharge planning.

3/1991 – 7/1991: **Spofford Hall, Spofford, NH**
Per diem RN
Principal Responsibilities: Admitting and assessing patients, monitoring patients withdrawal, dispensing medication as ordered, planned and implemented individualized patient care plans, attended treatment team meetings.

9/1985 – 11/1990: **Day One, Inc., Bar Mills, ME**
Nurse Consultant
Principal Responsibilities: Provide nursing service on a part-time and on-call basis to the twelve residents of the Day One substance abuse facility; establish consultive relationships with area physicians; make referrals to health care institutions; provide nutrition counseling; establish health policies; offer classes or individual sessions on health related issues.

9/1984 – 11/1990: **Maine School District #6, Buxton, ME**
Substitute School Nurse
Principal Responsibilities: Provide nursing services to 1000 students within MSAD #6; respond to sick calls and accidents; administer hearing and vision tests; assist with physicals.

7/1983 – 1/1986: **Childbirth Education Association, Portland, ME**
Principal Responsibilities: Teach natural/prepared childbirth classes to expectant mothers and their coaches; instruct in the areas of nutrition, exercise, and prenatal care, provide pro bono classes for unwed teenagers in my home.

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**

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.

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.

Maryanne Strong, LICSW, MLADC

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

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

PRACTICA 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

October 2014 to Present 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

Home Healthcare
Hospice &
Community Services

Comfort, care and support
when home is where you want to be . . .

March 4, 2016

Contracts and Procurement
Attn: Caroline Trexler
129 Pleasant Street
Brown Building
Concord, NH 03301

RE: CFSS Contract

Dear Ms. Trexler:

Enclosed please find our Comprehensive Family Support Services Contract documentation.

If you have any questions, please contact me at 603-352-2253 x126 or email me at kcampbell@hcsservices.org.

Thank you.

Karen M. Campbell

Karen M. Campbell
Executive Assistant to
Cathy J. Sorenson, President/CEO
Paul L. Morgan, CFO

Enclosures

SDM

IV 80

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

Nicholas A. Toumpas
Commissioner

Mary Ann Cooney
Associate Commissioner

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**

05-095-042-421010-29660000-102-500734-42106603 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

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

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 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.

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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

Contractor Initials: CJO
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;

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.

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;

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.

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 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:

Contractor Initials: CP
Date: 5/1/14

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: 5/1/14

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.

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.

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: 15-DHHS-OHS-DCYF-01
(Name of RFP)

Budget Period: 7/1/14 - 6/30/15

1. Total Salary/Wages	$ 95,257.00	$ 17,033.00	$ 112,290.00	$ 13,184.00	$ 2,443.00	$ 15,627.00	$ 82,073.00	$ 14,590.00	$ 96,663.00
2. Employee Benefits	$ 34,793.00	$ 4,701.00	$ 39,494.00	$ 5,010.00	$ 674.00	$ 5,684.00	$ 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	$ 11,836.00	$ 221.00	$ 12,057.00	$ 2,000.00	$ 32.00	$ 2,032.00	$ 9,836.00	$ 189.00	$ 10,025.00
7. Occupancy	$ -	$ 656.00	$ 656.00	$ -	$ 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	$ -	$ 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	$ 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	$ 26,176.00	$ 170,806.00	$ 20,744.00	$ 3,755.00	$ 24,499.00	$ 123,886.00	$ 22,421.00	$ 146,307.00
Indirect As A Percent of Direct		18.1%							

Contractor's Initials cp

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 Home Healthcare, Hospice and Community Services

Budget Request for: 15-DHHS-OHS-DCYF-01
(Name of RFP)

Budget Period: 7/1/15 - 6/30/16

1. Total Salary/Wages	$ 95,257.00	$ 17,033.00	$ 112,290.00	$ 13,184.00	$ 2,443.00	$ 15,627.00	$ 82,073.00	$ 14,590.00	$ 96,663.00
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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	$ 11,836.00	$ 221.00	$ 12,057.00	$ 2,000.00	$ 32.00	$ 2,032.00	$ 9,836.00	$ 189.00	$ 10,025.00
7. Occupancy	$ -	$ 656.00	$ 656.00	$ -	$ 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	$ -	$ 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	$ 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**	**$ 26,176.00**	**$ 170,806.00**	**$ 20,744.00**	**$ 3,755.00**	**$ 24,499.00**	**$ 123,886.00**	**$ 22,421.00**	**$ 146,307.00**
Indirect As A Percent of Direct		18.1%							

Contractor's Initials CP

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: CP
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

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: 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:
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
5/28/14	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:
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 #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

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:
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

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	$ 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%							

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 share		
Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	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%							

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:

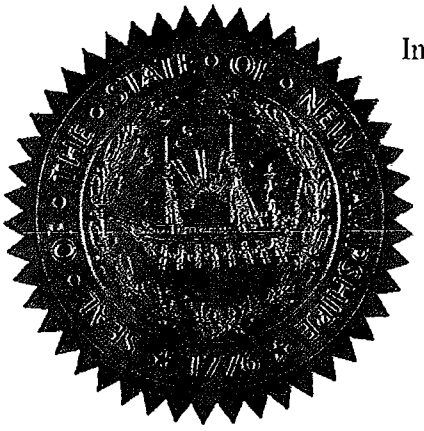
2/18/2016
Date

Name: Christine Santaniello
Title: Executive Director

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 formed July 29, 1975. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 14th day of April, A.D. 2015

William M. Gardner
Secretary of State

NEW HAMPSHIRE

Corporation Division

Search
By Business Name
By Business ID
By Registered Agent
Annual Report
File Online
Guidelines
Name Availability
Name Appeal Process

Date: 5/3/2016

Filed Documents

(Annual Report History, View Images, etc.)

Business Name History

Name	Name Type
Lakes Region Community Services Council	Legal
LAKES REGION-TWIN RIVERS HUMAN SERVICES CO-ORDINATING COUNCIL	Prev Legal

Non-Profit Corporation - Domestic - Information

Business ID:	64109
Status:	Good Standing
Entity Creation Date:	7/29/1975
Principal Office Address:	719 North Main Street Laconia NH 03246
Principal Mailing Address:	PO Box 509 Laconia NH 03247
Expiration Date:	Perpetual
Last Annual Report Filed Date:	1/27/2016 8:49:46 AM
Last Annual Report Filed:	2015

Registered Agent

Agent Name:	
Office Address:	No Address
Mailing Address:	No Address

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.

CERTIFICATE OF VOTE

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

1. I am a duly elected Officer of Lakes Region Community Services Council.
(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 February 17, 2016:
(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 forgoing resolutions have not been amended or revoked, and remain in full force and effect as of

the 18th day of February, 2016.
(Date Contract Signed)

4. Christine Santaniello is the duly elected Executive Director
(Name of Contract Signatory) (Title of Contract Signatory)

of the Agency.

Carrie Chase
(Signature of the Elected Officer)

STATE OF NEW HAMPSHIRE

County of Belknap

The forgoing instrument was acknowledged before me this 18th day of February, 2016,

By Carrie Chase.
(Name of Elected Officer of the Agency)

Rebecca Bryant
(Notary Public/**Justice of the Peace**)

REBECCA L. BRYANT JUSTICE OF THE PEACE NEW HAMPSHIRE

2/12/2019

REBECCA L. BRYANT
Justice of the Peace - New Hampshire
My Commission Expires February 12, 2019

LAKES65 OP ID: CO

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 02/15/2016

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

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

PRODUCER Melcher & Prescott-Laconia 426 Main Street Laconia, NH 03246	CONTACT NAME: Waneta Forbes PHONE (A/C, No, Ext): 603-524-4535 FAX (A/C, No): 603-528-4442 E-MAIL ADDRESS:
INSURED LR Community Services Council Rebecca L. Bryant P O Box 509 Laconia, NH 03246	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Citizen Insurance Company — 31534 INSURER B : Hanover Insurance Company — 22292 INSURER C : Granite State Work Comp Manuf INSURER D : INSURER E : INSURER F :

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 X Professional Liab GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC OTHER:			ZBV8974270	12/01/2015	12/01/2016	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Emp Ben.	$ 1,000,000 $ 100,000 $ 20,000 $ 1,000,000 $ 3,000,000 $ 3,000,000 $ 1,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS			ABV8928387	12/01/2015	12/01/2016	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 0			UHV8929075	12/01/2015	12/01/2016	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000 $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] N/A If yes, describe under DESCRIPTION OF OPERATIONS below			WC0120150000661	01/01/2016	01/01/2017	PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000

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

Statutory States: NH.

CERTIFICATE HOLDER

NHHHS12

NH Dept of Health & Human Serv
Office of Bus Operations
Bureau of Contracts &
Procurement, 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

H Thomas Vobar

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Financial Statements

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

FOR THE YEARS ENDED
JUNE 30, 2015 AND 2014
AND
INDEPENDENT AUDITORS' REPORT

Leone, McDonnell & Roberts
PROFESSIONAL ASSOCIATION

CERTIFIED PUBLIC ACCOUNTANTS

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

JUNE 30, 2015 AND 2014

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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, 2015 and 2014, 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, 2015.

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 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 Lakes Region Community Services Council, Inc. as of June 30, 2015 and 2014, and its cash flows for the years then ended, and the changes in its net assets for the year ended June 30, 2015 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, 2014 financial statements, and we expressed an unmodified opinion on those audited financial statements in our report dated September 24, 2014. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2014, 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 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 8, 2015

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2015 AND 2014

ASSETS

	2015	2014
CURRENT ASSETS		
Cash	$ 3,126,439	$ 2,408,009
Accounts receivable:		
Medicaid	1,028,417	1,202,267
Other, net of allowance for doubtful accounts of $50,000 at June 30, 2015 and 2014	304,408	274,923
Prepaid expenses	146,044	187,420
Total current assets	4,605,308	4,072,619
PROPERTY AND EQUIPMENT, NET	3,935,639	4,002,298
OTHER ASSETS		
Deposits	41,879	62,608
Total assets	$ 8,582,826	$ 8,137,525

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Current portion of long term debt	$ 48,605	$ 47,643
Accounts payable	883,073	832,313
Accrued salaries, wages, and related expenses	361,033	305,537
Accrued earned time	339,524	319,362
Refundable advances	91,698	67,701
Other accrued expenses	113,885	213,786
Total current liabilities	1,837,818	1,786,342
LONG TERM LIABILITIES		
Due to affiliates, net	139,855	173,978
Long term debt, less current portion shown above	303,733	352,338
Total long term liabilities	443,588	526,316
Total liabilities	2,281,406	2,312,658
NET ASSETS		
Unrestricted	4,798,990	4,272,274
Temporarily restricted	1,502,430	1,552,593
Total net assets	6,301,420	5,824,867
Total liabilities and net assets	$ 8,582,826	$ 8,137,525

See Notes to Financial Statements

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2015
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION

	Unrestricted	Temporarily Restricted	2015	2014
CHANGES IN NET ASSETS				
Revenues				
Program fees	$ 1,337,236	$ -	$ 1,337,236	$ 1,285,035
Medicaid	19,702,889	-	19,702,889	18,802,354
Client resources	97,739	-	97,739	90,604
Other third party payers	110,998	-	110,998	85,443
Public support	378,644	-	378,644	404,889
Private foundations	69,000	-	69,000	61,350
Production/service income	290,977	-	290,977	270,569
Investment	885	-	885	760
State of New Hampshire - DDS	1,014,322	-	1,014,322	1,012,140
Management fees	20,835	-	20,835	19,547
Other	781,520	-	781,520	811,038
Total revenues	23,805,045		23,805,045	22,843,729
Expenses				
Program services				
Service coordination	1,128,565	-	1,128,565	1,079,745
Day programs	4,411,040	-	4,411,040	4,316,865
Early intervention	600,547	-	600,547	632,665
Enhanced family care	3,426,642	-	3,426,642	3,320,421
Community options	243,383	-	243,383	259,666
Community residences	6,101,405	-	6,101,405	6,246,814
Transportation	63,590	-	63,590	100,733
Family support	3,302,510	-	3,302,510	3,065,004
Other DDS	85,035	-	85,035	26,010
Other programs	1,615,441	-	1,615,441	1,499,485
Supporting activities				
General management	2,286,853	50,163	2,337,016	2,119,361
Fundraising	13,318	-	13,318	12,606
Total expenses	23,278,329	50,163	23,328,492	22,679,375
CHANGE IN NET ASSETS	526,716	(50,163)	476,553	164,354
NET ASSETS, BEGINNING OF YEAR	4,272,274	1,552,593	5,824,867	5,660,513
NET ASSETS, END OF YEAR	$ 4,798,990	$ 1,502,430	$ 6,301,420	$ 5,824,867

See Notes to Financial Statements

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2015 AND 2014

	2015	2014
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	$ 476,553	$ 164,354
Adjustments to reconcile change in net assets		
to net cash from operating activities:		
Depreciation	228,851	207,944
(Increase) decrease in assets:		
Accounts receivable	144,365	560,585
Prepaid expenses	41,376	(30,874)
Deposits	20,729	(5,054)
Increase (decrease) in liabilities:		
Accounts payable	50,760	11,068
Accrued salaries, wages, and related expenses	55,496	(9,463)
Accrued earned time	20,162	13,190
Refundable advances	23,997	(8,950)
Other accrued expenses	(99,901)	107,557
NET CASH PROVIDED BY OPERATING ACTIVITIES	962,388	1,010,357
CASH FLOWS FROM INVESTING ACTIVITIES		
Additions to property and equipment	(162,192)	(114,327)
NET CASH USED IN INVESTING ACTIVITIES	(162,192)	(114,327)
CASH FLOWS FROM FINANCING ACTIVITIES		
Repayment of long term debt	(47,643)	(46,701)
Decrease in due to affiliates	(34,123)	(34,797)
NET CASH USED IN FINANCING ACTIVITIES	(81,766)	(81,498)
NET INCREASE IN CASH	718,430	814,532
CASH, BEGINNING OF YEAR	2,408,009	1,593,477
CASH, END OF YEAR	$ 3,126,439	$ 2,408,009
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION		
Cash paid during the year for interest	$ 7,558	$ 8,507

See Notes to Financial Statements

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2015
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION

	Service Coordination	Day Programs	Early Intervention	Enhanced Family Care	Community Options
PERSONNEL COSTS					
Salaries and wages	$ 695,625	$ 2,619,878	$ 405,058	$ 202,610	$ 157,630
Employee benefits	196,732	740,243	109,157	54,664	43,829
Payroll taxes	49,514	204,071	27,098	12,698	10,161
PROFESSIONAL FEES AND CONSULTATIONS					
Clerical contracted staff	-	-	-	-	-
Client treatment & therapies	39,497	-	-	3,042,444	-
Accounting/auditing	-	-	-	-	-
Legal	2,842	-	-	-	-
Subcontract services	27,017	-	-	46,761	-
Other professional fees	32,546	14,904	129	656	72
STAFF DEVELOPMENT AND TRAINING					
Journals and publications	-	-	-	-	-
Conference/conventions	931	754	1,312	-	-
Other staff development	1,000	10,841	-	-	-
OCCUPANCY COSTS					
Rent	10,143	86,408	-	-	-
Mortgage payments	-	-	-	-	-
Utilities	990	26,736	-	-	-
Repairs and maintenance	217	3,769	-	-	107
Other occupancy costs	40,024	24,703	30,456	16,357	2,726
CONSUMABLE SUPPLIES					
Office supplies and equipment under $1,000	677	7,562	1,341	512	39
Building/household	78	1,125	-	-	-
Client	680	5,128	-	23,372	-
Medical supplies	110	9	-	-	-
ASSISTANCE TO INDIVIDUALS	2,428	389	332	-	-
PRODUCT SALES	-	33,709	-	-	-
EQUIPMENT RENTAL	-	-	-	-	-
EQUIPMENT MAINTENANCE	-	412	3,428	1,557	-
DEPRECIATION	-	1,132	16	-	-
ADVERTISING	-	251	189	942	-
PRINTING	508	25	846	2,086	-
TELEPHONE	197	7,586	-	503	-
POSTAGE	65	170	-	-	-
TRANSPORTATION	24,012	440,527	18,826	17,650	28,819
INSURANCE	-	-	-	-	-
MEMBERSHIP DUES	250	397	400	-	-
CLIENT PAYMENTS	330	174,838	1,011	210	-
INTEREST	-	-	-	-	-
OTHER	2,152	5,473	948	3,620	-
TOTAL FUNCTIONAL EXPENSES	$ 1,128,565	$ 4,411,040	$ 600,547	$ 3,426,642	$ 243,383

See Notes to Financial Statements

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2015
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION

	Community Residences	Transportation	Family Support	Other DDS	General Management
PERSONNEL COSTS					
Salaries and wages	$ 2,873,372	$ 19,505	$ 1,172,812	$ -	$ 993,785
Employee benefits	794,830	5,390	327,830	-	294,493
Payroll taxes	203,159	1,314	83,755	-	71,827
PROFESSIONAL FEES AND CONSULTATIONS					
Clerical contracted staff	-	-	-	-	-
Client treatment & therapies	159,915	-	1,155,112	25,668	-
Accounting/auditing	-	-	-	-	92,888
Legal	-	-	-	-	34,428
Subcontract services	1,403,016	-	218,385	-	-
Other professional fees	2,655	-	13,902	53,677	132,883
STAFF DEVELOPMENT AND TRAINING					
Journals and publications	101	-	195	-	670
Conference/conventions	371	-	5,629	-	14,112
Other staff development	11,590	-	14,197	-	28,276
OCCUPANCY COSTS					
Rent	174,348	-	10,393	-	-
Mortgage payments	9,366	-	-	-	-
Utilities	119,224	-	990	-	56,475
Repairs and maintenance	28,525	-	17	-	91,079
Other occupancy costs	14,050	-	11,027	-	(173,622)
CONSUMABLE SUPPLIES					
Office supplies and equipment under $1,000	10,241	-	808	-	32,507
Building/household	19,977	-	129	-	742
Client	115,175	-	3,776	-	6,430
Medical supplies	1,920	-	9,702	-	-
ASSISTANCE TO INDIVIDUALS	-	-	33,841	-	250
PRODUCT SALES	-	-	-	-	-
EQUIPMENT RENTAL	-	-	-	-	34,361
EQUIPMENT MAINTENANCE	4,599	-	-	-	47,765
DEPRECIATION	16,366	-	-	-	211,337
ADVERTISING	-	-	2,683	-	11,396
PRINTING	-	-	465	-	7,572
TELEPHONE	6,254	-	-	-	80,409
POSTAGE	-	-	174	-	16,257
TRANSPORTATION	122,914	37,381	166,002	5,369	4,418
INSURANCE	-	-	-	-	100,743
MEMBERSHIP DUES	-	-	67,818	-	43,476
CLIENT PAYMENTS	8,157	-	89	-	17,101
INTEREST	-	-	-	-	7,558
OTHER	1,280	-	2,779	321	77,400
TOTAL FUNCTIONAL EXPENSES	$ 6,101,405	$ 63,590	$ 3,302,510	$ 85,035	$ 2,337,016

See Notes to Financial Statements

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2015
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION

	Fundraising	Total DDS Funded	Total Non-DDS Funded	2015 Totals	2014 Totals
PERSONNEL COSTS					
Salaries and wages	$ -	$ 9,140,275	$ 1,028,185	$ 10,168,460	$ 9,892,354
Employee benefits	-	2,567,168	285,734	2,852,902	2,696,368
Payroll taxes	-	663,597	76,258	739,855	736,715
PROFESSIONAL FEES AND CONSULTATIONS					
Clerical contracted staff	-	-	-	-	837
Client treatment & therapies	-	4,422,636	62,919	4,485,555	4,477,194
Accounting/auditing	-	92,888	-	92,888	87,861
Legal	-	37,270	275	37,545	33,451
Subcontract services	-	1,695,179	14,739	1,709,918	1,683,528
Other professional fees	50	251,474	7,345	258,819	191,305
STAFF DEVELOPMENT AND TRAINING					
Journals and publications	-	966	189	1,155	2,949
Conference/conventions	-	23,109	1,000	24,109	27,770
Other staff development	-	65,904	1,829	67,733	46,391
OCCUPANCY COSTS					
Rent	-	281,292	660	281,952	250,565
Mortgage payments	-	9,366	-	9,366	8,400
Utilities	-	204,415	-	204,415	167,112
Repairs and maintenance	-	123,714	150	123,864	126,145
Other occupancy costs	-	(34,279)	61,220	26,941	21,652
CONSUMABLE SUPPLIES					
Office supplies and equipment under $1,000	-	53,687	4,174	57,861	69,949
Building/household	-	22,051	-	22,051	22,761
Client	-	154,561	9,510	164,071	184,987
Medical supplies	-	11,741	-	11,741	19,735
ASSISTANCE TO INDIVIDUALS	-	37,240	10,937	48,177	51,724
PRODUCT SALES	-	33,709	-	33,709	26,901
EQUIPMENT RENTAL	-	34,361	-	34,361	35,459
EQUIPMENT MAINTENANCE	-	57,761	81	57,842	74,909
DEPRECIATION	-	228,851	-	228,851	207,944
ADVERTISING	-	15,461	2,047	17,508	7,452
PRINTING	-	11,502	5,252	16,754	19,556
TELEPHONE	-	94,949	60	95,009	80,561
POSTAGE	-	16,666	33	16,699	21,486
TRANSPORTATION	-	865,918	38,266	904,184	903,442
INSURANCE	-	100,743	-	100,743	84,496
MEMBERSHIP DUES	-	112,341	434	112,775	119,393
CLIENT PAYMENTS	-	201,736	483	202,219	200,263
INTEREST	-	7,558	-	7,558	8,507
OTHER	13,268	107,241	3,661	110,902	89,253
TOTAL FUNCTIONAL EXPENSES	$ 13,318	$ 21,713,051	$ 1,615,441	$ 23,328,492	$ 22,679,375

See Notes to Financial Statements

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2015 AND 2014

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, 2015 and 2014, the Council had unrestricted and temporarily restricted net assets.

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 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, short-term receivables and payables, short-term notes payable and customer deposits. The carrying value for all such instruments, considering the terms, approximates fair value at June 30, 2015 and 2014.

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, 2014, 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 2011.

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.

Subsequent Events
Subsequent events have been evaluated through October 8, 2015, the date the financial statements were available to be issued.

2. PROPERTY AND EQUIPMENT

As of June 30, 2015 and 2014, property and equipment consisted of the following:

	2015	2014
Buildings and improvements	$ 3,895,746	$ 3,883,984
Leasehold improvements	313,656	317,569
Furniture, fixtures and equipment	593,445	529,699
Vehicles	19,190	-
Land	152,200	152,200
Total	4,974,237	4,883,452
Less accumulated depreciation	1,038,598	881,154
Property and equipment, net	$ 3,935,639	$ 4,002,298

Depreciation expense for the years ended June 30, 2015 and 2014 amounted to $228,851 and $207,944, respectively.

3. DEMAND NOTE PAYABLE

The Council maintains a revolving line of credit with a bank. The revolving line of credit provided for maximum borrowings up to $3,000,000 and is renewable annually. Any borrowings of principal and accrued interest in excess of $1,500,000 at December 31, 2014 were required to be paid in full. Effective December 22, 2014 the Council renewed the revolving line of credit through December 31, 2015 with maximum borrowings remaining at $3,000,000. At October 8, 2015, the date the financial statements were available to be issued, there was no outstanding principal and accrued interest on the revolving line of credit. The revolving line of credit has a scheduled maturity date of December 31, 2015, and is collateralized by all of the business assets of the Council and guaranteed by related nonprofit organizations (see Note 9). At June 30, 2015 and 2014, the interest was stated at the bank's prime rate of 3.25%. There was no amount outstanding on this line of credit at June 30, 2015 and 2014.

4. LONG TERM DEBT

During April, 2012, the Council entered into a note payable agreement with the Community Development Finance Authority. The principal amount of the note is $500,000 and the interest rate is stated at 2.00%. Principal and interest payments of $4,601 are payable in equal monthly installments for a period of ten years. The loan is collateralized by various property of a related party (see Note 9). At June 30, 2015 and 2014, $352,338 and $399,981, respectively, was outstanding under the note payable.

The schedule of maturities of long term debt at June 30, 2015 is as follows:

Year Ending June 30	Amount
2016	$ 48,605
2017	49,586
2018	50,587
2019	51,608
2020	52,650
Thereafter	99,302
Total	$ 352,338

5. 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, 2015 and 2014 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.

6. RETIREMENT PLAN

The Council maintains a retirement plan for all eligible employees. During the years ended June 30, 2015 and 2014, 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. The employees can make voluntary contributions to the plan of up to approximately 15% of gross wages. All employees who work one thousand hours per year are eligible to participate after one year of employment and attaining the age of twenty one. The Council's contribution to the retirement plan for the years ended June 30, 2015 and 2014 was $61,946 and $49,520, respectively.

7. CONCENTRATION OF RISK

For the years ended June 30, 2015 and 2014, approximately 82% 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 Mental Health and Developmental Services as the provider of services for developmentally disabled individuals for that region. The Council was scheduled for re-designation during September 2011, however, the Council has received an extension through September 2015 from the State of New Hampshire.

Medicaid receivables comprise approximately 81% of the total accounts receivable balances at June 30, 2015 and 2014.

8. 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 $316,313 and $286,024 for the years ended June 30, 2015 and 2014, respectively.

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

Year Ending June 30	Amount
2016	$ 132,432
2017	123,841
2018	70,140
2019	66,255
Thereafter	13,500
Total	$ 406,168

Refer to Note 9 for information regarding a lease agreement with a related party.

9. 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 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:

Corporation Received From:	Amount 2015	2014	Purpose
Genera Corporation	$ 14,400	$ 14,400	Management, Accounting and Financial Services
Genera Corporation	14,988	14,988	Insurance Reimbursement

Paid To:	2015	2014	
Genera Corporation	$ 109,800	$ 109,800	Rental of Homes
Greater Laconia Transit Agency	-	63,274	Prepaid Expenses Related to Affiliated Organization (See Below)

Due (To)/From:	2015	2014
Genera Corporation	$(131,978)	$(172,401)
Greater Laconia Transit Agency	(7,877)	(1,577)
	$(139,855)	$(173,978)

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).

Long Term Debt
During the year ended June 30, 2012, Lakes Region Community Services Council, Inc., obtained financing from the Community Development Finance Authority (CDFA) related to improvements necessary to the renovation of their new facility. The note to the CDFA is collateralized by certain real property of Genera Corporation (see Note 4).

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. Total advances for the year ended June 30, 2014 were $63,274. There were no advances for the year ended June 30, 2015.

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 $35,430 and $56,291 for the years ended June 30, 2015 and 2014, respectively.

10. 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, 2015.

11. CLIENT FUNDS
The Council administers funds for certain consumers. No asset or liability has been recorded for this amount. As of June 30, 2015 and 2014, client funds held by the Council aggregated $263,332 and $265,330, respectively.

12. 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, 2015 and 2014. 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, 2014, cash balances in excess of FDIC coverage aggregated $6,198. There was no excess of FDIC coverage at June 30, 2015.

13. FINANCIAL INSTRUMENTS WITH OFF STATEMENT OF FINANCIAL POSITION RISK

The Council is a party to financial instruments with off Statement of Financial Position risk in the normal course of business. A portion of the Council's overnight deposit bank balances are swept into an uninsured repurchase agreement. Repurchase agreement balances were $3,239,985 and $2,629,726, as of June 30, 2015 and 2014, respectively. Management, however, does not feel exposed to significant credit risk due to the collateralized nature of these investments.

14. RECLASSIFICATION

Certain amounts and accounts from the prior year's financial statements were reclassified to enhance comparability with the current year's financial statements.

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

SCHEDULE OF FUNCTIONAL REVENUES
FOR THE YEAR ENDED JUNE 30, 2015
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION

	Service Coordination	Day Programs	Early Intervention	Enhanced Family Care	Community Options
Program fees	$ -	$ 4,126	$ 17,287	$ 815,596	$ 3,116
Medicaid	719,580	3,721,743	662,220	3,741,069	252,148
Client resources	-	2,444	-	37,017	6,374
Other third party payers	-	110,998	-	-	-
Public support	-	7,938	3,608	-	-
Private foundations	-	500	-	-	-
Production/service income	2,264	288,713	-	-	-
Investment	-	-	-	-	-
State of New Hampshire - DDS	-	-	-	-	-
Management fees	-	-	-	-	-
Other	1,215	4,750	215	-	-
TOTAL FUNCTIONAL REVENUES	$ 723,059	$ 4,141,212	$ 683,330	$ 4,593,682	$ 261,638

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

SCHEDULE OF FUNCTIONAL REVENUES
FOR THE YEAR ENDED JUNE 30, 2015
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION

	Community Residences	Transportation	Family Support	Other DDS	General Management
Program fees	$ 311,189	$ -	$ 6,999	$ 62,571	$ 22,908
Medicaid	6,321,383	-	4,107,993	-	(105,574)
Client resources	37,060	-	14,844	-	-
Other third party payers	-	-	-	-	-
Public support	-	-	-	-	21,283
Private foundations	-	-	-	-	-
Production/service income	-	-	-	-	-
Investment	-	-	-	-	885
State of New Hampshire -DDS	-	-	-	-	1,014,322
Management fees	-	-	-	-	14,400
Other	11,331	-	2,350	2,992	26,445
TOTAL FUNCTIONAL REVENUES	$ 6,680,963	$ -	$ 4,132,186	$ 65,563	$ 994,669

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

SCHEDULE OF FUNCTIONAL REVENUES
FOR THE YEAR ENDED JUNE 30, 2015
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION

	Fundraising	Total DDS Funded	Total Non-DDS Funded	2015 Totals	2014 Totals
Program fees	$ -	$ 1,243,792	$ 93,444	$ 1,337,236	$ 1,285,035
Medicaid	-	19,420,562	282,327	19,702,889	18,802,354
Client resources	-	97,739	-	97,739	90,604
Other third party payers	-	110,998	-	110,998	85,443
Public support	36,711	69,540	309,104	378,644	404,889
Private foundations	-	500	68,500	69,000	61,350
Production/service income	-	290,977	-	290,977	270,569
Investment	-	885	-	885	760
State of New Hampshire - DDS	-	1,014,322	-	1,014,322	1,012,140
Management fees	-	14,400	6,435	20,835	19,547
Other	(11,188)	38,110	743,410	781,520	811,038
TOTAL FUNCTIONAL REVENUES	$ 25,523	$ 22,301,825	$ 1,503,220	$ 23,805,045	$ 22,843,729

Lakes Region Community Services
Board of Directors 2015 - 2016

√*R. Stuart Wallace, President

[redacted]

√ Margaret Selig, Vice-President
Director of Laconia Adult Ed
Laconia High School

[redacted]

√*Carrie Chase, Secretary

[redacted]

√Randy Perkins, Treasurer
1315 NH Route 140

[redacted]

√*Gary Lemay, Past Board President

[redacted]

√*Susan Gunther, Member-at-Large

[redacted]

*Cynthia Mathews

[redacted]

Patricia Field

[redacted]

Dona Murray

[redacted]

Ellen Young

[redacted]

*Laura Main

[redacted]

*Matthew Canfield

[redacted]

Debra Laliberte

[redacted]

*Lynn Hilbrunner

[redacted]

√ Denotes Executive Committee Member
* Denotes a Board Member Consumer
(6/17/15)

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.

Christine Santaniello

[redacted]

PROFESSIONAL EXPERIENCE:

Executive Director
Lakes Region Community Services Council
May 1, 2006 to present

Chief Operating Officer of Community Based Not-for- Profit Corporation. Responsible for overall administration of agency whose responsibility is to provide for the health and well-being of the individuals and families served. Provide leadership, fiscal management, and sound decision making to ensure that all of the duties and responsibilities of the organization are carried out in accordance with state law, regulation, and rules. Report to and work closely with the Board of Directors.

Assistant Executive Director
Lakes Region Community Services Council
May 2004 to April 30, 2006

Additional responsibilities to those of Director of Family Support, including responsibility for the Shared Family Living and Specialized Supports Departments. Responsible for the Consumer Operations aspect of the organization. Work closely with the Executive Director and Director of Finance for management of the overall organization. Review of agency programs, formal and informal is a central focus of this position. Development of new LRCSC programs and supports are inherent with this role. Liaison with Board of Directors, Department of Health and Human Services, and community.

Director of Family Support
Lakes Region Community Services Council
January 2001 to May 2004

Responsible for the programmatic and fiscal management of programs supporting families. Supervision of professional staff and responsible for the Early Intervention, Step Ahead, and Family Support Programs. Work with the Family Support Advisory Council, responsible for community collaboration, grant writing, and other management functions.

Project Director
Community Support Network, Inc.
November 1999 to January 2001

Responsible for administration and implementation of Federal Grant received by the State of New Hampshire to develop supports to aging parents caring for adult children with disabilities living at home.

Director of Resource Coordination
Greater Laconia Community Services Inc., Laconia, NH
July 1997 to November 1999

Responsible for management of Case Management and Family Support Services Departments of affiliate agency of Lakes Region Community Services Council. Provide support to middle management who supervise professional staff

responsible for over 500 individuals and families. Fiscal development and community activities are also an integral component of job.

Director of Family Support Services
Lakes Region Community Services Council, Laconia, NH
August 1995 to July 1997

Responsible for management and development of a department that serves two hundred and fifty families. Provide direct support and supervision to professional staff. Active on agency and community committees. Financial responsibility, Family Advisory Council, grant writing, and program development.

Family Support Services Coordinator
Lakes Region Community Services Council, Laconia, NH
July 1992 to August 1995

Responsible for daily management of Family Support Services Department. Responsible for 19 staff including direct supervision of 9, monitoring of budgets, development of new programs, crisis intervention, and public relations. Developed Family Aide Program.

Family Support Advocate
Lakes Region Community Services Council, Laconia, NH
June 1989 to July 1992

Worked with families who have members with developmental disabilities. Served as a direct support for the families. Emphasis was to assist the families to make and carry through their own decisions while stressing they be less system-dependent through involvement with the community. Developed Intensive Family Support Model and Futures Planning Guide.

EDUCATION:

Kent School of Social Work, University of Louisville
Louisville, KY
Master of Science in Social Work, August 1991.

University of New Hampshire, Durham, NH
Bachelor of Arts in Social Work, May 1989

INTERESTS:

Treasurer, Community Support Network
Vice President, Lakes Region Partnership for Public Health
Board Member, Breakwater Condominium Association

REFERENCES WILL BE FURNISHED UPON REQUEST

Rebecca L. Bryant

Accounting & Management Experience

April 2007 – Present

Lakes Region Community Services Council
Director of Finance

Chief Financial Officer of Community Based Not-For-Profit Corporation. Oversee financial and personnel administration for private non-profit human services agency with a budget of $18 million and 300 employees. Prepare and monitor annual budgets. Negotiate funding requests with the New Hampshire Department of Health and Human Services. Prepare and manage contracts with funding sources and vendors. Administer the agency's compensation and benefits plans. Ensure compliance with applicable state and federal labor regulations. Oversee the installation and support of agency computer systems and networks. Report to and work closely with the Board of Directors and Executive Director.

Aug 2000 – April 2007

Wilcom, Inc., Laconia, NH
Controller, Acting General Manager

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.

Oct 1997 – Aug 2000 Freudenberg-NOK General Partnership, Bristol, NH

Hyperion Administrator	*Jul 2000 – Aug 2000*
Assistant Hyperion Administrator	*Jan 1999 – Jul 2000*
Assistant Treasury Manager	*Oct 1997 – Jan 1999*

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.

Certifications

- Justice of the Peace – State of New Hampshire
- Notary Public – State of New Hampshire

Continuing Education

- U.S. Notary Course in Notary Public Law
- ADP Reportsmith Class
- CompuMaster "Getting the Most from Microsoft Office"
- Skillpath Seminar "The Conference for Women"
- International Trade Resource Center
  - Export Documentation
  - Foreign Credit & Collection
  - AES Direct Training
- NH PTAP
  - Doing Business With the Government – Procurement Basics
  - Contract Basics
  - U.S. General Services Administration (GSA) – Training: How to Obtain a GSA Schedules Contract
- Project Management Training
- Auditing Staff Level I
- Business Process Kaizen
- Distinctions Customer Service Training

Education

May 1995 — KEENE STATE COLLEGE, Keene, New Hampshire
Bachelor of Science Degree in Business Management
Accounting Concentration

Community Service

- Den Leader, Cub Scout Pack 369, Moultonborough, NH
- Advancements Chair, Cub Scout Pack 369, Moultonborough, NH
- Chair, Recreation Advisory Board, Town of Moultonborough
- Sunday School Teacher, Moultonborough United Methodist Church
- Nursery Coordinator, Moultonborough United Methodist Church

References

Professional

Christopher Carrier
Product Manager
Equallogic, Inc.
[redacted]

Jenn Dorr, CPA
Audit Manager
Vachon, Clukay & Co., PC
[redacted]

John Helenek
Partner
Wilcom, Inc.
[redacted]

David Detscher
Vice President
Wilcom, Inc.
[redacted]

Personal

Donna Keuthe
Recreation Director
Town of Moultonborough
[redacted]

Crystal Finefrock
Director of Financial Aid
Plymouth State College
[redacted]

Christine Roman
15 Year Teacher
Winnisquam Regional School District
[redacted]

Rebecca Forrestall
Director of Special Education
John Stark Regional HS
[redacted]

KEY ADMINISTRATIVE PERSONNEL

NH Department of Health and Human Services

Contractor Name: Lakes Region Community Services Council

Name of Program: Comprehensive Family Support Services

BUDGET PERIOD: SFY 16				
NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Christine Santaniello,	Executive Director	$119,000	0.00%	$0.00
Rebecca Bryant,	Director of Finance	$84,050	0.00%	$0.00
		$0	0.00%	$0.00
		$0	0.00%	$0.00
		$0	0.00%	$0.00
		$0	0.00%	$0.00
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)				$0.00

BUDGET PERIOD: SFY 17				
NAME	JOB TITLE	SALARY	PERCENT PAID FROM THIS CONTRACT	AMOUNT PAID FROM THIS CONTRACT
Christine Santaniello,	Executive Director	$119,000	0.00%	$0.00
Rebecca Bryant,	Director of Finance	$84,050	0.00%	$0.00
		$0	0.00%	$0.00
		$0	0.00%	$0.00
		$0	0.00%	$0.00
		$0	0.00%	$0.00
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)				$0.00

CB
2/10/16

SDM

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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

Nicholas A. Toumpas
Commissioner

Mary Ann Cooney
Associate Commissioner

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	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	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

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		**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 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

Rebecca L. Bryant

1.13.2 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

1.14 State Agency Signature	**1.15 Name and Title of State Agency Signatory** MaryAnn Cooney 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.

4/28/14

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: CQ
Date: 4/28/14

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: CQ
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.

Contractor Initials: CL
Date: 4/28/14

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
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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;

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.

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: 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

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

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

	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)	
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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	$ 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	$ -	$ -	$
s	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
	$ 1,800.00	$ -	$ 1,800.00	$ -	$ 1,800.00	$ 1,800.00	$ -	$ -	$
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reements	$ 8,400.00	$ -	$ 8,400.00	$ 2,000.00	$ -	$ 2,000.00	$ 6,400.00	$ -	$
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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

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 Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	
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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	$ -	$ 1,750.00	$ 1,750.00	$ -	$ 1,750.00	$ 1,750.00	$ -	$ -	$
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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%							

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: CQ
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 Santaniello
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: 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

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 Santaniello
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
MaryAnn 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 Santamaria
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 A. Jacques Amount: 66,625
   Name: Shannon Kelly Amount: 66,625
   Name: Laurie Vachon Amount: 66,625

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

3/21/16
Date

The Family Resource Center at Gorham
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

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. Yost
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	$ 946.14	$ 10,907.50	$ 500.00	$ -	$ 500.00	$ 9,461.36	$ 946.14	$ 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	**$ 139,256.36**	**$ 13,300.64**	**$ 152,557.00**	**$ 6,250.00**	**$ -**	**$ 6,250.00**	**$ 133,006.36**	**$ 13,300.64**	**$ 146,307.00**
Indirect As A Percent of Direct		9.6%							

Budget One Budget Period

Contractor Initials NM
Date 3/21/16

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	**$ 157,506.36**	**$ 14,300.64**	**$ 171,807.00**	**$ 25,500.00**	**$ -**	**$ 26,275.00**	**$ 132,006.36**	**$ 14,300.64**	**$ 146,307.00**
Indirect As A Percent of Direct		9.1%							

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	$ -	$ 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	**$ 157,506.36**	**$ 14,300.64**	**$ 171,807.00**	**$ 25,500.00**	**$ -**	**$ 26,275.00**	**$ 132,006.36**	**$ 14,300.64**	**$ 146,307.00**
Indirect As A Percent of Direct		9.1%							

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 formed April 3, 1997. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.

In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 27th day of January A.D. 2016

William M. Gardner
Secretary of State

NEW HAMPSHIRE

Corporation Division

Search
By Business Name
By Business ID
By Registered Agent
Annual Report
File Online
Guidelines
Name Availability
Name Appeal Process

Date: 5/3/2016

Filed Documents

(Annual Report History, View Images, etc.)

Business Name History

Name	Name Type
THE FAMILY RESOURCE CENTER AT GORHAM	Legal

Non-Profit Corporation - Domestic - Information

Business ID:	270161
Status:	Good Standing
Entity Creation Date:	4/3/1997
Principal Office Address:	123 Main Street Gorham NH 03581
Principal Mailing Address:	123 Main St Gorham NH 03581
Expiration Date:	Perpetual
Last Annual Report Filed Date:	12/16/2015 10:32:33 AM
Last Annual Report Filed:	2015

Registered Agent

Agent Name:	
Office Address:	No Address
Mailing Address:	No Address

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.

CERTIFICATE OF VOTE

I, Patricia Stolte, 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 March 21, 2016:

RESOLVED: That the Board President, Nathan Morin

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 29th day of April, 2016.

4. Nathan Morin is the duly elected President, Board of Directors of the Agency.

Patricia Stolte

STATE OF NEW HAMPSHIRE

County of Coos

The forgoing instrument was acknowledged before me this 29th day of April, 2016.

By Patricia Stolte.

Lorne R Aldrich
(Notary Public)

Commission Expires: 12-8-17

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/25/2016

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

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

PRODUCER	CONTACT NAME: Fairley Kenneally	
E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425	PHONE (A/C, No, Ext): (603) 293-2791	FAX (A/C, No): (603) 293-7188
	E-MAIL ADDRESS: fairley@esinsurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Great American Ins Group	
INSURED Family Resource Center at Gorham 123 Main Street Gorham NH 03581	INSURER B: Travelers Property Casualty Co of	25674
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 2016 **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:			MAC3793560-10	5/10/2016	5/10/2017	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 [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [x] HIRED AUTOS [x] NON-OWNED AUTOS			MAC3793560-10	05/10/2016	05/10/2017	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	[X] UMBRELLA LIAB [x] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $			UMB113778401	5/10/2016	5/10/2017	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] N/A If yes, describe under DESCRIPTION OF OPERATIONS below			6JUB2E64693-3-16	1/1/2016	1/1/2017	[ ] 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
Contracts and Procurement Unit
Attn: Denise Sherburne
129 Pleasant Street Brown Bldg
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

F Kenneally/FAIRLE

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The Family Resource Center

123 Main Street
Gorham, NH 03581
603-466-5190 (T)
603-466-9022 (F)

Patti Stolte
Executive Director

Satellite Offices in Lancaster and Colebrook and Littleton, NH

www.frc123.org

THE FRC MISSION:

To build healthier families and stronger communities through positive relations, programs and collaborations in the North Country.

Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

FOR THE YEARS ENDED JUNE 30, 2015 AND 2014
AND
INDEPENDENT AUDITORS' REPORT

FAMILY RESOURCE CENTER AT GORHAM

FINANCIAL STATEMENTS

JUNE 30, 2015

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Leone, McDonnell & Roberts
PROFESSIONAL ASSOCIATION
CERTIFIED PUBLIC ACCOUNTANTS
WOLFEBORO • NORTH CONWAY
DOVER • PEMBROKE
STRATHAM

To the Board of Directors
Family Resource Center at Gorham
Gorham, New Hampshire

INDEPENDENT AUDITORS' REPORT

We have audited the accompanying financial statements of Family Resource Center at Gorham, (a nonprofit organization) which comprise the statements of financial position as of June 30, 2015 and 2014, and the related statements of cash flows, and notes to financial statements for the years then ended, and the related statement of activities and statement of functional expenses for the year ended June 30, 2015.

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. 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 Family Resource Center at Gorham as of June 30, 2015 and 2014, and its cash flows for the years then ended, and the changes in its net assets for the year ended June 30, 2015 in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information
We have previously audited the Family Resource Center at Gorham's 2014 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated November 5, 2014. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2014, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Leone, McDonnell & Roberts
Professional Association

October 16, 2015
North Conway, New Hampshire

FAMILY RESOURCE CENTER AT GORHAM

STATEMENTS OF FINANCIAL POSITION
AS OF JUNE 30, 2015 AND 2014

	2015	2014
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	$ 61,426	$ 139,460
Certificates of deposit	79,647	79,488
Investments	177,349	188,804
Grants receivable	187,526	70,386
Prepaid expenses	3,851	3,525
Total current assets	509,799	481,663
PROPERTY		
Leasehold improvements	72,362	72,362
Furniture and equipment	51,575	51,575
Total	123,937	123,937
Less: accumulated depreciation	(70,128)	(62,508)
Property, net	53,809	61,429
Total assets	$ 563,608	$ 543,092
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Demand note payable	$ 29,500	$ -
Accounts payable	11,427	7,272
Accrued expenses	10,412	8,604
Agency deposits	22,179	22,177
Refundable advances	41,887	70,122
Total current liabilities	115,405	108,175
NET ASSETS		
Unrestricted		
Designated for long-term building maintenance	12,219	9,210
Undesignated	239,647	215,842
Permanently restricted - endowment	196,337	209,865
Total net assets	448,203	434,917
Total liabilities and net assets	$ 563,608	$ 543,092

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2015
WITH COMPARATIVE TOTALS FOR 2014

	2015				
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total	2014 Total
REVENUE AND SUPPORT					
Grants	$ -	$ 1,098,729	$ -	$ 1,098,729	$ 1,000,114
Donations	42,771	-	-	42,771	25,270
Agency rents	33,167	-	-	33,167	32,104
Investment income	-	-	4,243	4,243	4,139
Interest income	182	-	-	182	369
Net unrealized investment gain	-	-	(5,255)	(5,255)	12,007
Net realized investment gain	-	-	7,296	7,296	9,859
Net assets released from restrictions	1,113,358	(1,098,729)	(14,629)	-	-
Total revenues, support and net assets released from restrictions	1,189,478	-	(8,345)	1,181,133	1,083,862
EXPENSES					
Program services	990,600	-	-	990,600	908,518
Management and general	172,064	-	5,183	177,247	155,144
Total expenses	1,162,664	-	5,183	1,167,847	1,063,662
INCREASE (DECREASE) IN NET ASSETS	26,814	-	(13,528)	13,286	20,200
NET ASSETS - BEGINNING OF YEAR	225,052	-	209,865	434,917	414,717
NET ASSETS - END OF YEAR	$ 251,866	$ -	$ 196,337	$ 448,203	$ 434,917

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2015 AND 2014

	2015	2014
CASH FLOWS FROM OPERATING ACTIVITIES		
Increase in net assets	$ 13,286	$ 20,200
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Unrealized gain on investments	5,255	(12,007)
Depreciation	7,620	7,620
(Increase) decrease in assets		
Grants receivable	(117,140)	57,871
Prepaid expenses	(326)	6,305
Increase (decrease) in liabilities		
Accounts payable	4,155	4,238
Accrued expenses	1,808	2,222
Agency deposits	2	2
Refundable advances	(28,235)	(28,204)
NET CASH (USED IN) PROVIDED BY OPERATING ACTIVITIES	(113,575)	58,247
CASH FLOWS FROM INVESTING ACTIVITIES		
Sale of investments and certificates of deposit	6,041	7,037
NET CASH PROVIDED BY INVESTING ACTIVITIES	6,041	7,037
CASH FLOWS FROM FINANCING ACTIVITIES		
Net borrowings on line of credit	29,500	-
NET CASH PROVIDED BY FINANCING ACTIVITIES	29,500	-
NET (DECREASE) INCREASE IN CASH AND EQUIVALENTS	(78,034)	65,284
CASH AND EQUIVALENTS - BEGINNING OF YEAR	139,460	74,176
CASH AND EQUIVALENTS - END OF YEAR	$ 61,426	$ 139,460
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:		
Cash paid for interest	$ 47	$ -

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2015
WITH COMPARATIVE TOTALS FOR 2014

	2015			
	Program Services	Management and General	Total	2014 Total
Personnel Costs				
Salaries and wages	$ 541,313	$ 122,826	$ 664,139	$ 596,491
Payroll taxes	35,102	12,194	47,296	44,168
Employee benefits	76,229	29,557	105,786	97,151
Contractors and consultants	92,454	1,435	93,889	67,830
Program activities	67,118	-	67,118	80,226
Program travel	43,450	1,103	44,553	43,411
Heat and utilities	24,631	-	24,631	22,981
Program materials	23,369	-	23,369	15,067
Food and supplies	9,041	1,880	10,921	10,907
Small equipment	10,365	-	10,365	2,659
Accounting fees	9,200	-	9,200	9,000
Telephone, internet, fax and cable	8,952	19	8,971	11,453
Liability insurance	8,374	-	8,374	7,694
Conferences and meetings	7,632	97	7,729	8,184
Depreciation	7,620	-	7,620	7,620
Rent	7,480	-	7,480	7,250
Training	5,908	-	5,908	5,479
Bank charges	-	5,345	5,345	4,382
Printing	4,629	69	4,698	5,233
Maintenance and inspections	3,824	-	3,824	7,244
Postage and shipping	2,005	302	2,307	1,653
Property insurance	1,333	-	1,333	1,200
Technology	-	1,321	1,321	3,977
Administrative	-	827	827	1,415
Interest expense	-	47	47	-
Other	571	225	796	987
Total	$ 990,600	$ 177,247	$ 1,167,847	$ 1,063,662

See Notes to Financial Statements

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 supports the academic, social and emotional developmental 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, 2015 and 2014, the Resource Center has 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 2011.

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 expires on May 19, 2018. The Resource Center in turn sublets space in the facility to other nonprofit and community agencies at an average rate of approximately $10 - $14 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, 2015 and 2014 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.

Subsequent Events
Subsequent events have been evaluated through October 16, 2015, which is the date that the financial statements were available to be issued.

Prior Year's Information
The financial statements include certain prior year summarized comparative information in total but not by function. 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 Resource Center's financial statements for the year ended June 30, 2014, from which the summarized information was derived.

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, 2015 and 2014, 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, 2015 and 2014.

Mutual Funds: Valued at the net asset value (NAV) of shares held by the Resource Center at year end.

The preceding method described 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 with a bank. The revolving line of credit 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, 2015 and 2014, the interest rate on the revolving line of credit was stated at the bank's prime rate of 3.10% and 3.20%, respectively. The balance outstanding at June 30, 2015 was $29,500. There was no balance outstanding as of June 30, 2014.

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, 2015 and 2014 were $22,179 and $22,177, respectively

4. REFUNDABLE ADVANCES

Refundable advances from program grants and contract advances at June 30, 2015 and 2014 totaled $41,887 and $70,122, 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, 2015 and 2014. The Resource Center has not experienced any losses in such accounts and believes it is not exposed to any significant risk with these accounts. At June 30, 2015 and 2014, there were no cash balances in excess of FDIC coverage.

6. 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 $12,219 and $9,210 at June 30, 2015 and 2014, respectively.

7. 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 $7,480 and $7,250 for the years ended June 30, 2015 and 2014, respectively.

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

Year Ending June 30	Amount
2016	$ 6,000
Total	$ 6,000

8. 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, 2015 and 2014 is presented as follows:

Year	Investment	Cost	Market Value	Excess (Deficiency) of Market Over Cost	Investment Income
2015	Bank of America	$152,575	$177,349	$24,774	$4,243
2014	Bank of America	$158,775	$188,804	$30,029	$4,139

9. 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.

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, 2015 and 2014 the endowment fund was entirely composed of permanently restricted net assets.

Fund activity for June 30, 2015 and 2014 was as follows:

	Balances as of June 30, 2014	Activity for the Year Ended June 30, 2015	Balances as of June 30, 2015
Permanent gifts	$175,809	$ -	$175,809
Investment earnings	29,773	4,243	34,016
Realized gain	17,655	7,296	24,951
Transfer to unrestricted	(26,961)	(14,629)	(41,590)
Investment expense	(16,440)	(5,183)	(21,623)
Unrealized gain (loss)	30,029	(5,255)	24,774
	$209,865	$(13,528)	$196,337

	Balances as of June 30, 2013	Activity for the Year Ended June 30, 2014	Balances as of June 30, 2014
Permanent gifts	$175,809	$ -	$175,809
Investment earnings	25,634	4,139	29,773
Realized gain	7,796	9,859	17,655
Transfer to unrestricted	(13,123)	(13,838)	(26,961)
Investment expense	(12,284)	(4,156)	(16,440)
Unrealized gain	18,022	12,007	30,029
	$201,854	$ 8,011	$209,865

The Family Resource Center

123 Main Street
Gorham, NH 03581
603-466-5190 (T)
603-466-9022 (F)

Satellite Offices in Lancaster, Colebrook and Littleton, NH

Patricia Stolte
Executive Director
www.frc123.org

2015/2016 BOARD OF DIRECTORS

Heidi Barker
UNH Cooperative Extension
Lancaster, NH

Katherine Baublis
Retired Educator
Berlin, NH

Nathan Morin
Tri-County CAP
Bethlehem, NH

Donna Piet
State of New Hampshire
Berlin, NH

Lucie Remillard
Electricity NH/City Councilor
Berlin, NH

Andrew Porter
Retired Business Owner
Gorham, NH

Betty Dube
North Country Educational Services
Finance Director
Gorham, NH

Jen Buteau

- Motivated, dependable, and committed employee
- Strong and proven training and interpersonal skills
- Ability to lead and motivate team members
- Expert advocacy, communication and case planning skills
- Successful leadership and managerial experiences
- Proficient computer skills including MS Word, Excel, PowerPoint and Outlook
- 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 budgets; analyze and incorporate ways to decrease expenses and increase revenue
- Sensitivity to and clinical experience with people struggling with addiction, mental health issues, poverty, diversity, cognitive impairments, or otherwise marginalized individuals
- In-depth knowledge and clinical use of Motivational Interviewing & Dialectical Behavior Therapy

Professional Experience

September 2015 – present **The Family Resource Center** **Director of Family Support Programs**

- Responsible for the overall management of multiple programs for children and families at non-profit agency covering northern New Hampshire

March 2013 – September 2015 **CASA of NH** **Training & Recruitment Coordinator**

- Spread increased awareness about CASA of NH and recruiting more quality volunteers to advocate for children who have been abused / neglected

May 2012 – March 2013 **Tri-County Cap, Berlin, NH** **Employment Specialist**

- Coordinated meaningful work experiences through creating and matching volunteer opportunities to individuals receiving welfare in an effort to increase their likelihood of acquiring gainful employment and 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

1998 – 2000 **Center of Hope, Conway, NH** **Support Facilitator II**

- Mentored direct care staff, handled crisis situations and trained, supervised and supported staff in a residential behavioral unit
- Created schedules, assisted in developing and implementing behavior change plans, was responsible for accounts payable and receivable, invoices and purchasing
- Interfaced with community agencies and individuals on behalf of clients

O Education

B.A., Psychology, Rivier College, Nashua, NH, 03060

Seminars:	Motivational Interviewing	Dialectical Behavior Therapy
	Supported Employment	Assertive Community Treatment
	Illness Management and Recovery	Treatment of Co-Occurring Disorders

O Community Involvement

2014 Co-recipient of the Gus Rooney Award	Therapeutic foster care provider
Blogger for Stay, Work, Play N.H.	Outreach volunteer for Believe in Books
Soccer coach for North Country Soccer League	Former Berlin Planning Board Member
Coach / coordinator for Young Athlete Program	Former Berlin City Councilor

Jen Buteau •275 Willard Street, Berlin, NH 03570 • 603.748.3676

PEGGY LEE BRICKLEY

PROFESSIONAL EXPERIENCE

Family Resource Center **2014-Present**
Administrative Assistant
Provide administrative services to the Family Support Program:
Prepare Medicaid billing and correspondences; Support Executive Director with grants and RFP needs; Prepare time sheets, pay stubs and weekly deposits

Mt. Madison Inn & Suites **2014-2015**
Front Desk/Guest Services
Make and confirm reservations; Greet guests as they arrive; Handle guest check-ins and check-outs appropriately; Take calls and provide information; Clean and maintain lobby and common areas; Balance cash at end of shift and generate accounting reports

Old Republic Title Insurance Company **2011-2012**
Title Examiner
Examine, analyze and evaluate records on titles of real estate properties; Assign title search orders to title searchers and monitor orders to insure turnaround requirements are met; Examine title documents filed in the public records and prepare final title report for real estate transactions

Bank of America **2010-2011**
Customer Assistance/Collections

Self Employed **2004-2010**
Title Searcher
Data preparation, filing documents necessary for property settlements. review of titles for liens, encumbrances and judgments, document all right of ways, easements and recorded surveys affecting property, recording of applicable mortgage and deed transfers and parcel plots

Delaware Title Services, LLC **2007-2008**
Title Searcher
First American Title Insurance Company **2001-2004**
Title Searcher
Gregory W. Williams, PA **1998-2001**
Title Searcher
Hudson, Jones, Jaywork, Williams & Liguori **1996-1998**
Title Seacher

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

Ashlie Poirier

Objective

A position in assisting families around challenges they face, such as parenting and child health

Related Experience

Family Resource Center **December 2015-Present**

- Visit individual families in their home to work on topics such as positive discipline or infant growth and development
- Maintain and arrange client appointments to meet the required guidelines of all contracts and grants
- Maintain a clean organized client record log with all required program paperwork

Office of Child and Family Services **May 2015-November 2015**

- Conduct a safety assessment to determine parental and family factors that influence the likelihood of child abuse and/or neglect taking place
- Make determinations about whether or not abuse and/or neglect have occurred or are likely to occur

Tri-County Technical Center- Intern **January 2015-May 2015**

- Support youth with issues around poverty, reproductive health, and other school related issues
- Engage with students in regards to teen dating violence awareness
- Conduct a framework to implement a teen dating violence awareness program

Office of Student Financial Aid **September 2009-May 2015**

- Advise and answer questions of students and parents in regards to financial aid
- Supervise and train student workers to ensure they provide accurate information in a professional manner
- Process appeals or special circumstances families have

Spruce Run-Womancare Alliance **September 2011-June 2013**

- Answer the 24-hour hotline to listen, offer support, safety plan, and work on other issues revolving around domestic violence
- Assist in overseeing the emergency shelter
- Offer support to shelter residents and engage in activities with their children
- Assist to train new volunteers, interns, and employees

Education

University of Maine **September 2013-May 2015**

Masters of Human Development

University of Maine **September 2009-May 2013**

Bachelors of Liberal Arts and Science-Psychology
Minor of Child Development and Family Relations

VALERIE CHRISTOPHER

SUMMARY OF QUALIFICATIONS

Over 15 years experience in the Office Management field.

WORK OF EXPERIENCE

December 2015 – present Home visitor Family Resource Center at Gorham
Support families to have positive, nurturing relationships.

2013 - 2014 Property Manager, AHEAD
Managed low income housing.

2009 - 2013 Case Manager/Service Coordinator, Northern Human Services.
Provide direct service, case management and family supports to a dually diagnosed population.

1996 - present Personnel/Office Manager - Albrite Signs
Oversee all aspects of daily operation, bookkeeping

1994 - 1996 Financial Assistance Social Worker, Dept of Transitional Assistance.
Intake and Assessment of individual and family financial situations.
Counseled and/or referred to appropriate agency for assistance.

1990-1994 Employment Counselor, Department of Employment and Training.
Stationed in Public Assistance Office as a pilot program to provide counseling and training to assist individuals and families to gain independence from the public assistance programs.

EDUCATION

- 1987 University of Massachusetts - Bachelors in Human Service Management.

REFERENCES

Provided upon request

Deborah A. Sheehan

E-Learning Specialist

Experience:

Family Resource Center — Gorham, NH
Family Support Worker — Jan 2016- Present

- Visit individual families in their home to work on topics such as: positive discipline or infant growth and development.
- Maintain and arrange client appointments to meet the required guidelines of all contracts and grants.
- Maintain a clean organized client record log with all required program paperwork.
- Maintain data base and documentation for government records.

Virtual Learning Academy Charter School (VLACS) — Exeter, NH
E-Learning English and Digital Photography Instructor — 2007-2015
Instructional Design/Curriculum Writer

- Instructional Designer of "Bully Prevention" and "Internet Safety" courses for online delivery.
- Authored online training: Language Arts, Communication, math, and writing classes for Southern New Hampshire University (Alice, UDUTU, Storyline 2).
- Designed- using Dick & Carey Model- CCSS competency based eLearning assessments in all classes.
- 21st Century Learning synchronous and asynchronous instruction to educate, and build professional relationships with over 140 students annually.
- Video conferencing and collaboration with parents, teachers, counselors, and administrators on a daily basis. (Skype, Adobe Connect, GoToMeeting, and Google Hangouts)
- Maintain accurate and complete student records as required by laws and administrative regulations using Student Information System database for over 200 students (Genius, Moodle)
- Use provided and self-developed rubrics to accurately grade student work within a 48 hour time period.
- Implement Web 2.0 tools: video sharing, social networking, and Web applications.

New Hampshire Community Technical College — Berlin, NH
NH-JAG Youth Specialist / Manager — 2006-07

- Maintain data base and documentation for government records.
- Management of staff at the Berlin, NH site.
- Lead instructor of all subjects in compliance with GED certificate.
- Trained emotional and behaviorally challenged students for entry level jobs.
- Counseled and provided ongoing support and guidance for every student.
- Soft skills instruction: social skills, customer service, and behavior management.

- Designed and implemented academic plans for individual students.

New Hampshire Department of Corrections — Berlin, NH
Adult Education Teacher — 2001-03

- Prepared incarcerated adult men for GED writing and reading tests.
- Planned and delivered individual reading and writing lessons and assessments.
- Identified education needs to improve student performance.
- Gathered and compiled statistics and data entry for government records.

Certification:

Police Academy Training Certificate
5-12 NH English Teacher Certification — Current

Education:

University of California Irvine
Instructional Design Certificate — Enrolled

Plymouth State College of Graduate Studies — 2006
Graduate Certificate-English Education

University of New Hampshire — 2000
Bachelors of Arts-English

White Pines College
Associates of Arts- Professional Photography — 1990

Gina Belanger

Experience

April 2015 – present Family Resource Center Gorham, NH

- North Country Outreach Coordinator for "Ask the Question"
- Identification of and outreach to providers in the region
- Deliver presentations to local/regional organization and groups
- Help identify agencies to receive military culture training
- Provider data, assessment and evaluations

September 2012 – ongoing Family Resource Center Gorham, NH

- Licensed Practical Nurse for Home Visiting Programs
- Administration and coordination of nursing home visits for Home Visiting NH and Healthy Families America
- Pre-natal and post-natal visits, nursing assessment, screening and identification for mother and infant
- Tracking, reporting and data analysis
- Supervision and audit for program nurses

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 for Berlin/Gorham plus Child and Family Health Support Programs for Berlin, Gorham and Colebrook NH
- Supervision of 3 home visitors
- Coordinator of services with collaborating partners and oversight of budgets and Medicaid billing

November 2000 – 2008 Family Resource Center Gorham, NH

- Community Coordinator implementing family strengthening programs
- Coordinator for youth leadership and training programs
- Participant in the Coos County Coalition activities and community awareness campaigns and events
- 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 1990-2001 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, daily nursing assessments, implantation of physician's orders, resident care

Education

- 1976-1977 Diploma Nursing Degree Berlin Vocational Technical College
- 1975 Graduated High School Gorham, NH

Volunteer

- Past president of Local Union #3421 AFSME Berlin NH
- Executive Board Member Coos County Coalition
- 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

- Completed the Dare to Be YOU Train the Trainer Series 2000
- Completed the Strengthening Families Program Train 2003
- Successfully implemented, planned and ran over 20 Dare To Be You Programs in the North Country
- Successfully implemented, planned and coordinated 15 Strengthening Family Program
- Participated and completed the North Country Leadership Program 2004
- 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 – 2015
- Executive Chair for the Androscoggin Valley Community Partners 2015 and ongoing

Activities:

Crafting in different mediums, painting, stained glass and knitting

Enthusiastic about camping, outdoor activities and spending time with my family and friends.

Kristen H.J. Kennett

Objective

To obtain a position within the Family Resource Center at Gorham as a family support worker.

Work Experience

08/2015- Present | Family Resource Center | Lancaster, NH

Family Support Worker

- 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.

10/2013- 10/2015 | Easter Seals | Lancaster, NH

Residential Instructor Shift Charge

- Teach social, recreational, emotional management, and independent living skills
- Provide direct supervision of 1:1 or group clients
- Develop or coordinate and participate in on-campus or in the community activities
- Trained in: Diabetic Care, Medication Passing, CPR/First Aid, Therapeutic Crisis Intervention
- Keeping a safe and healthy environment for all clients
- Currently a Residential Instructor and Shift Charge

09/2012- 10/2013 | Northway Bank | Berlin, NH

Customer Service Representative

- Responsible for being organized, confidential, and professional
- Responsible for superior customer service
- Responsible for processing transactions efficiently and accurately
- Use of a computer system with multiple programs on a daily basis

Education

Current- May 2016 | Plymouth State University | Plymouth, NH

- Currently completing Bachelors of Science in Social Work
- Estimated Graduation Date: May 2016
- Consistent Dean's List Recipient
- Cumulative GPA: 3.61

2010-2012 | White Mountains Community College | Berlin, NH

- Graduated in May of 2012 with dual Associates Degrees in Teacher Preparation and Special Education
- Cumulative GPA of 3.68
- Graduated as a Presidents List recipient

Certifications and Training:

- CPR/ First Aid certified
- Complex Trauma and Attachment, 3 hour training
- Mental Health First Aid USA, 8 hour training
- Standards of Quality for Family Strengthening & Support, 8 hour training

References

Available upon request

VITAE

Scott Meyer
Professor Emeritus of Social Work

EDUCATION:

1987	Ph.D.	Boston University	Sociology

Concentrations: Organizational Behavior, Medical Sociology, and Mental Health

1976	M.S.W.	Adelphi University	Social Work
1975	B.S.W.	Adelphi University	Social Work
1974	A.A.	Queensboro Community College	

WORK/TEACHING EXPERIENCE:

9/87 - Present: Plymouth State University, Plymouth, N.H. Faculty member in Social Work and Sociology. Taught courses in Introduction to Social Work, Introduction to Sociology, Social Research Methods, Mental Health and Society, Human Behavior in the Social Environment, Sociology of Healthcare, Social Work Administration, and Socio Economic Aspects of Health, and Human Services, Families, Schools and the Community as well as Serving as Director of Field Education teaching the Social Work Seminar and Practicum. Served as Interim Dept. Chair Spring 1994, Falls of 2000, 2007 and 2014. Served as Coordinator of Institutional Research 88-90.

11/84 - 6/87: Boston University School of Medicine, Division of Psychiatry, Boston, MA. Executive Director of Social Rehabilitation Services at the Dr. Solomon Carter Fuller Mental Health Center. Responsible for fiscal, administrative, policy and planning, supervisory and clinical functions of 12 MH/MR programs with a $1.5 million budget with 110 employees.

PROFESSIONAL ASSOCIATION MEMBERSHIP, LICENSURE AND PARTICIPATION:

Pi Gamma Mu - International Social Science Honor Society.
American Board of Examiners in Clinical Social Work - Board Certified Diplomate in **Clinical Social Work #011708.**
New Hampshire Certified Clinical Social Worker #226.
National Association of Social Workers.

Consultation Experience includes:
Belknap County CoRe Coalition, Meredith, NH
New Hampshire Employee Assistance Program, Concord, NH
Pemi Baker Home Health and Hospice, Plymouth, NH
Pemi-Bridge House, Plymouth, NH, Community Health and Hospice, Laconia, NH
RI Dept. of Mental Health, Retardation and Hospitals, Cranston, RI
Mass. Rehabilitation Commission, Boston, MA
Taylor Community, Laconia, NH
Androscoggin Valley Hospital, Berlin, NH
Smith College, Northampton, MA
Speare Memorial Hospital, Plymouth, NH
Hillsboro School System, Hillsboro, NH
Connery Psychological Services, Plymouth, NH
New Hampshire Division of Children, Youth And Families, Concord, NH
Belknap County Citizens Council on Children and Families, Laconia, NH
Hinsdale School District, Hinsdale, NH
Morgan Stanley, Manchester, NH
New Hampshire Housing Finance Authority, Bedford, NH
St. Joseph's Hospital, Nashua, NH
Brewster Academy, Wolfeboro, NH
New Hampshire Veteran's Home, Tilton, NH
UNH Cooperative Extension, Durham, NH
Goldenview Healthcare Center, Meredith, NH
Lakes Region Community Services Council, Laconia, NH

Types of training, consultation and program evaluation areas include:
Leadership Skills
Diversity in the Workforce
Effective Employee Supervision
Management Skills
Coping with Death and Loss in the Workplace
Enhancing Quality of Work Life/ Improving Employee Motivation
Stress Management
Communication Skills
Customer Service Skills
Coping with Difficult Clients and Colleagues
Time Management and Managing Multiple Priorities
Caregiver Stress

Community Service
Past President of the Plymouth Regional Clinic that provides free health care to qualifying individuals in Plymouth and surrounding towns.
Prior Board member and Treasurer of NH Chapter of the National Association of Social Workers.
Past Commissioner serving on the New Hampshire Commission on the Status of Men.

Briana M. Shannon

Qualifications:

- Seven years' experience working in a fast paced salon; interacting with people with diverse backgrounds.
- Highly organized and efficient in fast-paced environments; able to prioritize to accomplish objectives.
- Computer Skills include: Microsoft Word, Microsoft Office, Microsoft Excel, Microsoft Power point.

Experience:

2016-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

2007-2016 Mary's New You--- Licensed Cosmetologist

- Interviewing the customers about their beauty concerns and suggesting useful tips.
- Fully completing customer's service previously discussed to the best of my ability.
- Assist client in finding desired cosmetic and then using the HairMax to process the sale.
- Answer phones to assist customers with scheduling/rescheduling appointments.

2010-2011 Cabot Motor Inn--- Front Desk Receptionist

- Answer phones to schedule room reservations and/or cancellations.
- Collect and process payments made using the hotel computer system.
- Using an electronic key programmer, make room keys.
- Correctly file guest information by room number.
- Handling customer compliments/complaints in a professional polite manner.

Education:

June 2007 High School Diploma--- Groveton High School

References: Available upon Request

Cassandra Micucci

[redacted]

Objectives

To obtain employment in a human service field where my education, experience and organizational skills can be utilized to ensure the success of those involved in the program, while at the same time further develop my career and continue my education.

Experience

Family Resource Center Gorham, NH February 2015- Present

Family Support and Assessment Worker

- Home Visitor
- Assessing Families
- Working with outside family organizations to provide families with the proper support
- Maintaining a professional caregiver- home visitor relationship

Hillside Elementary School Berlin, NH October 2014- February 2015

Educational Assistant

- Work with students with special needs and learning disabilities
- Maintain a work related relationship with co-workers
- Maintained a professional and genial parent- teacher relationship
- Daily progress reports and Medicaid billing

Vaughn Thermal Corp Salisbury, MA July 2012- October 2014

Office Assistant & Receptionist

- Experience with all clerical task
- Oversee accounts payable
- Excellent customer service skills with a pleasant phone voice
- Utilize CRM and order tracking software to complete daily tasks

LifeShare Inc. Manchester, NH September 2011- February 2012

Life Coach

- Provided daily care and companionship to a sole, dedicated client
- Responsible for transportation to all medical appointments
- Contributed to UNH speech therapy sessions and continued lessons in a home environment
- Oversaw exposure to culture elements including theater, dance and music classes and performances
- Completed daily progress reports

Cassandra Micucci

[redacted]

Discovery Child Enrichment Portsmouth, NH August 2010- September 2011

Assistant Teacher

- Completed and executed daily lesson plans and activities for a section of 15- 20 children
- Instructed regular writing and motor skill development exercises on a regular basis
- Wrote daily progress reports for parents
- Provided real- time feedback to caregivers
- Maintained a professional and genial parent- teacher relationship

Academic Education

Southern New Hampshire University, Manchester, NH Sept. 2013- Present

Pursuing a B.A., Psychology, Forensic Concentration

Expected Graduation July 2015

Mount Washington College, Portsmouth, NH Sept. 2011- Jan. 2013

Associates Degree, Psychology

Winnacunnet High School, Hampton, NH Sept. 2003- June 2007

Diploma, General Studies

Seacoast School of Technology, Exeter, NH Sept. 2005- June 2007

Certificate in Early Childhood Education

Activities, Affiliations, & Skills

2007-2009 volunteer coaching youth softball

2004- 2009 volunteering with Seabrook Recreation Department

Experience in fundraising for various youth sports programs

Volunteered with the Odyssey House 2006-2007

Raised money for the Odyssey House 2007

Proficient with windows, Microsoft Office Suite, Adobe Photoshop, and primary HTML knowledge

References are available on requests

Annette Lucas

Administrative Assistant, Billing Specialist and Medical Assistant

WORK EXPERIENCE

Family Support Worker

Family Resource Center Gorham - Gorham, NH - January 2016 to Present

Responsibilities
Visit individual Families in their home to work on topics such as positive discipline or infant growth and development.

Maintain and arrange client appointments to meet the required guidelines of all contracts and grants.

Maintain a clean organized client record log with all required program paperwork.

Property Manager/Collections

Century 21 Winn Associates - Littleton, NH - August 2014 to May 2015

Responsibilities
List and advertise all rental properties available.
Show properties to potential tenants.
Verify references and complete Credit Checks.
Maintain compliance to all lease agreements.
Review current leases and make adjustments to rental fees.
Provide Move-In and Move-Out inspections and document findings.
Positive dialogue between Property Management and Tenants.
Oversee daily operations of Front Office
Collect, record and follow-up on Rental Fees due
Communication with prospective visitors, including Home Buyers & Sellers.
Office Procedures and Practices.

Administrative Assistant, Billing Specialist and Medical Assistant

Tri-County CAP, Inc - Whitefield, NH - June 2009 to February 2011

Staff Guardian
• Meet with ward and/or treatment team according to ward's needs and programs policy.
Advocate and assure that treatment is provided in the ward's best interest, in the least restrictive setting and with the utmost confidentiality.
• Provide informed consent as necessary to make appropriate decisions for appointed ward.
• Maintain records and documentation in a manner that reflects current status of ward.
• Complete guardianship reports and plans accurately in accordance with State of NH and program requirements.
• Demonstrate and implement a working knowledge of state standards and regulations.

Billing Specialist/Administrative Assistant

North Country Oral Surgery - Littleton, NH - May 2006 to June 2009

Patient Scheduling and Medical Records.

- Prepare and maintain medical records.
- Daily contact with medical insurance companies to verify and confirm benefits.
- Daily billing to multiple insurance companies including Medicaid.
- Daily recording and reconciliation of Account Receivables.

Dental Assistant

David Taylor, D.D.S - Littleton, NH - June 2005 to May 2006

Assist the Doctor in all aspects of dental procedures and patient care.

- Set-up dental kits and maintain all aspects of proper sanitation.
- Provide friendly and calm communication to assure patient comfort.

ADDITIONAL INFORMATION

Although my resume does not reflect my Food Service Experience, I have a total of 6 years experience in the industry. My experience has been at the School Food Service level. I began as a Dietary Aide and was promoted to Food Service Director shortly afterwards. I also have experience working in a nursing home facility presently and in the past. Along with this experience I have several years working as a cook in the Hospitality business. I would love to speak to you further regarding the Food Service Director position you are currently seeking. Thank you.

Family Resource Center at Gorham

Key Personnel Coos

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Jen Buteau	Director of Family Supports	$35,490	27.8%	$9,866.22
Peggy Brickley	Programs Administrator	$27,775	28%	$7,777
Ashlie Poirier	Family Support Specialist	$25,480	72%	$18,345.60
Valerie Christopher (per diem)	Family Support Specialist	$10,000	50%	$5,000
Debbie Sheehan (per diem)	Family Support Specialist	$5,000	100%	$5,000
Gina Belanger	Nurse	$24,000	25%	$6,000
Kristen Kennett	Family Support Specialist	$25,480	23.5%	$6,000
Dr. Scott Meyer	Clinical Director	$7,000	29%	$2,030
Briana Shannon	Family Support Specialist	$23,360	100%	$23,360
Kacey Micucci	Family Support Specialist	$27,300	23.74%	$6,481.02

Family Resource Center at Gorham

Key Personnel Grafton

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Jen Buteau	Director of Family Supports	$35,490	27.8%	$9,866.22
Peggy Brickley	Programs Administrator	$27,775	28%	$7,777
Open	Family Support Specialist	$25,683.78	100%	$25,683.78
Valerie Christopher (per diem)	Family Support Specialist	$10,000	50%	$5,000
Annette Lucas	Family Support Specialist	$27,300	85%	$23,205
Gina Belanger	Nurse	$24,000	28%	$6,720
Kristen Kennett	Family Support Specialist	$25,480	35%	$8,918
Dr. Scott Meyer	Clinical Director	$7,000	19%	$1,330

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.

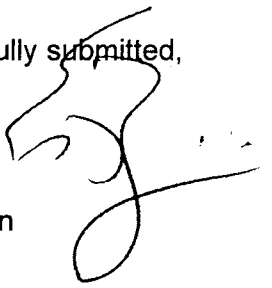
Should the Governor and Executive Council not approve this request, the vendor would not be able to meet their contractual needs which could reduce the availability, accessibility, and quality of Comprehensive Family Support Services in the Manchester, Concord and Southern District Office areas.

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 –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

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 Coorley
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

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

OFFICE OF THE ATTORNEY GENERAL

10/10/15
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: 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	$ 89,904.00	$ 9,750.00	$ 99,654.00	$ 3,750.00		$ 3,750.00	$ 86,154.00	$ 9,750.00	$ 95,904.00
2. Employee Benefits	$ 22,779.00	$ 4,012.00	$ 26,791.00	$ 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	**$ 139,795.00**	**$ 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 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

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:

5/20/15
Date

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

95.3% 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**

05-095-042-421010-29660000-102-500734-42106603 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

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 (603) 466-5190	**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 Katherine Bamblis		**1.12 Name and Title of Contractor Signatory** Katherine Bamblis 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

Marie E. Delisle

[Seal]

1.13.2 Name and Title of Notary or Justice of the Peace

Marie E. Delisle - 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.

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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 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.

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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 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:

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;

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:

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.

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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;

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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.

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.

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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.

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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.

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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 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

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																	
1. Total Salary/Wages	$	93,604.00	$	9,750.00	$	103,354.00	$	3,750.00			$	3,750.00	$	89,854.00	$	9,750.00	$	99,604.00
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

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: 2015-2016

Line Item	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 93,604.00	$ 9,750.00	$ 103,354.00	$ 3,750.00		$ 3,750.00	$ 89,854.00	$ 9,750.00	$ 99,604.00
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.

:hment Area)

Budget One Budget Period

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: LB
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

Katherine Lambert
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 Bakhtis
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

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 Bardelis
Name:
Title: Interim Chair

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

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) 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	Family Resource Center at Gorham
The State	Name of the Contractor
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

Name: Katherine Bardelli
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: 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 #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

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

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

5/13/16
Date

Name: Megan A. Lilly
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

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	$ 73,228.00	$ 6,943.90	$ 80,171.90	$ 3,800.00	$ -	$ 3,800.00	$ 69,428.00	$ 6,943.90	$ 76,371.90
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	**$ 139,255.36**	**$ 13,301.64**	**$ 152,557.00**	**$ 6,250.00**	**$ -**	**$ 6,250.00**	**$ 133,005.36**	**$ 13,301.64**	**$ 146,307.00**
Indirect As A Percent of Direct		9.6%							

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	$ 10,094.00	$ 98,594.00	$ 4,500.00		$ 4,500.00	$ 84,000.00	$ 10,094.00	$ 94,094.00
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	$ 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	**$ 156,966.36**	**$ 14,840.64**	**$ 171,807.00**	**$ 25,500.00**	**$ -**	**$ 25,500.00**	**$ 131,466.36**	**$ 14,840.64**	**$ 146,307.00**
Indirect As A Percent of Direct		9.5%							

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)

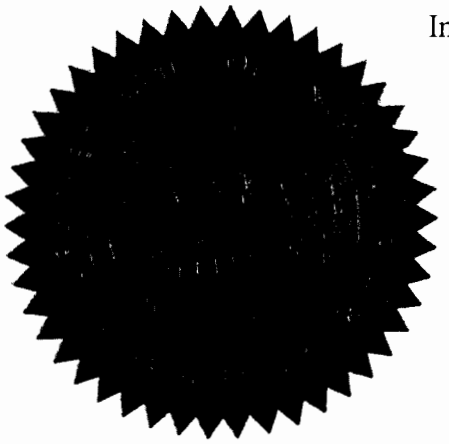
Budget Period: 2017-2018

	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	$ 88,500.00	$ 10,094.00	$ 98,594.00	$ 4,500.00		$ 4,500.00	$ 84,000.00	$ 10,094.00	$ 94,094.00
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	$ 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	**$ 156,966.36**	**$ 14,840.64**	**$ 171,807.00**	**$ 25,500.00**	**$ -**	**$ 25,500.00**	**$ 131,466.36**	**$ 14,840.64**	**$ 146,307.00**
Indirect As A Percent of Direct		9.5%							

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 formed April 3, 1997. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 27th day of January A.D. 2016

William M. Gardner
Secretary of State

NEW HAMPSHIRE

Corporation Division

Search
By Business Name
By Business ID
By Registered Agent
Annual Report
File Online
Guidelines
Name Availability
Name Appeal Process

Date: 5/3/2016

Filed Documents

(Annual Report History, View Images, etc.)

Business Name History

Name	Name Type
THE FAMILY RESOURCE CENTER AT GORHAM	Legal

Non-Profit Corporation - Domestic - Information

Business ID:	270161
Status:	Good Standing
Entity Creation Date:	4/3/1997
Principal Office Address:	123 Main Street Gorham NH 03581
Principal Mailing Address:	123 Main St Gorham NH 03581
Expiration Date:	Perpetual
Last Annual Report Filed Date:	12/16/2015 10:32:33 AM
Last Annual Report Filed:	2015

Registered Agent

Agent Name:	
Office Address:	No Address
Mailing Address:	No Address

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.

CERTIFICATE OF VOTE

I, Patricia Stolte, 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 March 21, 2016:

RESOLVED: That the Board President, Nathan Morin

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 29th day of April, 2016.

4. Nathan Morin is the duly elected President, Board of Directors of the Agency.

Patricia Stolte

STATE OF NEW HAMPSHIRE

County of Coos

The forgoing instrument was acknowledged before me this 29th day of April, 2016.

By Patricia Stolte.

Lorna R Aldrich
(Notary Public)

Commission Expires: 12-8-17

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/25/2016

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

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

PRODUCER	CONTACT NAME: Fairley Kenneally	
E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425	PHONE (A/C, No, Ext): (603) 293-2791	FAX (A/C, No): (603) 293-7188
	E-MAIL ADDRESS: fairley@esinsurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Great American Ins Group	
INSURED	INSURER B: Travelers Property Casualty Co of	25674
Family Resource Center at Gorham 123 Main Street Gorham NH 03581	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 2016 **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:			MAC3793560-10	5/10/2016	5/10/2017	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG AbMol Daycare,IncAnoPA	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 3,000,000 $ 3,000,000 $ 1,000,000
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS [x] HIRED AUTOS [x] NON-OWNED AUTOS			MAC3793560-10	05/10/2016	05/10/2017	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $ $
A	X UMBRELLA LIAB [x] OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $			UMB113778401	5/10/2016	5/10/2017	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $ 1,000,000 $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] N/A If yes, describe under DESCRIPTION OF OPERATIONS below			6JUB2E64693-3-16	1/1/2016	1/1/2017	PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 500,000 $ 500,000 $ 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
Contracts and Procurement Unit
Attn: Denise Sherburne
129 Pleasant Street Brown Bldg
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

F Kenneally/FAIRLE Fairley Kenneally

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The Family Resource Center

123 Main Street
Gorham, NH 03581
603-466-5190 (T)
603-466-9022 (F)

Patti Stolte
Executive Director

Satellite Offices in Lancaster and Colebrook and Littleton, NH

www.frc123.org

THE FRC MISSION:

To build healthier families and stronger communities through positive relations, programs and collaborations in the North Country.

Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

FOR THE YEARS ENDED JUNE 30, 2015 AND 2014
AND
INDEPENDENT AUDITORS' REPORT

FAMILY RESOURCE CENTER AT GORHAM

FINANCIAL STATEMENTS

JUNE 30, 2015

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Leone, McDonnell & Roberts
PROFESSIONAL ASSOCIATION
CERTIFIED PUBLIC ACCOUNTANTS
WOLFEBORO • NORTH CONWAY
DOVER • PEMBROKE
GRATHAM

To the Board of Directors
Family Resource Center at Gorham
Gorham, New Hampshire

INDEPENDENT AUDITORS' REPORT

We have audited the accompanying financial statements of Family Resource Center at Gorham, (a nonprofit organization) which comprise the statements of financial position as of June 30, 2015 and 2014, and the related statements of cash flows, and notes to financial statements for the years then ended, and the related statement of activities and statement of functional expenses for the year ended June 30, 2015.

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. 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 Family Resource Center at Gorham as of June 30, 2015 and 2014, and its cash flows for the years then ended, and the changes in its net assets for the year ended June 30, 2015 in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information
We have previously audited the Family Resource Center at Gorham's 2014 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated November 5, 2014. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2014, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Leone, McDonnell & Roberts
Professional Association

October 16, 2015
North Conway, New Hampshire

FAMILY RESOURCE CENTER AT GORHAM

STATEMENTS OF FINANCIAL POSITION
AS OF JUNE 30, 2015 AND 2014

	2015	2014
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	$ 61,426	$ 139,460
Certificates of deposit	79,647	79,488
Investments	177,349	188,804
Grants receivable	187,526	70,386
Prepaid expenses	3,851	3,525
Total current assets	509,799	481,663
PROPERTY		
Leasehold improvements	72,362	72,362
Furniture and equipment	51,575	51,575
Total	123,937	123,937
Less: accumulated depreciation	(70,128)	(62,508)
Property, net	53,809	61,429
Total assets	$ 563,608	$ 543,092
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Demand note payable	$ 29,500	$ -
Accounts payable	11,427	7,272
Accrued expenses	10,412	8,604
Agency deposits	22,179	22,177
Refundable advances	41,887	70,122
Total current liabilities	115,405	108,175
NET ASSETS		
Unrestricted		
Designated for long-term building maintenance	12,219	9,210
Undesignated	239,647	215,842
Permanently restricted - endowment	196,337	209,865
Total net assets	448,203	434,917
Total liabilities and net assets	$ 563,608	$ 543,092

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2015
WITH COMPARATIVE TOTALS FOR 2014

	2015				
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total	2014 Total
REVENUE AND SUPPORT					
Grants	$ -	$ 1,098,729	$ -	$ 1,098,729	$ 1,000,114
Donations	42,771	-	-	42,771	25,270
Agency rents	33,167	-	-	33,167	32,104
Investment income	-	-	4,243	4,243	4,139
Interest income	182	-	-	182	369
Net unrealized investment gain	-	-	(5,255)	(5,255)	12,007
Net realized investment gain	-	-	7,296	7,296	9,859
Net assets released from restrictions	1,113,358	(1,098,729)	(14,629)	-	-
Total revenues, support and net assets released from restrictions	1,189,478	-	(8,345)	1,181,133	1,083,862
EXPENSES					
Program services	990,600	-	-	990,600	908,518
Management and general	172,064	-	5,183	177,247	155,144
Total expenses	1,162,664	-	5,183	1,167,847	1,063,662
INCREASE (DECREASE) IN NET ASSETS	26,814	-	(13,528)	13,286	20,200
NET ASSETS - BEGINNING OF YEAR	225,052	-	209,865	434,917	414,717
NET ASSETS - END OF YEAR	$ 251,866	$ -	$ 196,337	$ 448,203	$ 434,917

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2015 AND 2014

	2015	2014
CASH FLOWS FROM OPERATING ACTIVITIES		
Increase in net assets	$ 13,286	$ 20,200
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Unrealized gain on investments	5,255	(12,007)
Depreciation	7,620	7,620
(Increase) decrease in assets		
Grants receivable	(117,140)	57,871
Prepaid expenses	(326)	6,305
Increase (decrease) in liabilities		
Accounts payable	4,155	4,238
Accrued expenses	1,808	2,222
Agency deposits	2	2
Refundable advances	(28,235)	(28,204)
NET CASH (USED IN) PROVIDED BY OPERATING ACTIVITIES	(113,575)	58,247
CASH FLOWS FROM INVESTING ACTIVITIES		
Sale of investments and certificates of deposit	6,041	7,037
NET CASH PROVIDED BY INVESTING ACTIVITIES	6,041	7,037
CASH FLOWS FROM FINANCING ACTIVITIES		
Net borrowings on line of credit	29,500	-
NET CASH PROVIDED BY FINANCING ACTIVITIES	29,500	-
NET (DECREASE) INCREASE IN CASH AND EQUIVALENTS	(78,034)	65,284
CASH AND EQUIVALENTS - BEGINNING OF YEAR	139,460	74,176
CASH AND EQUIVALENTS - END OF YEAR	$ 61,426	$ 139,460
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:		
Cash paid for interest	$ 47	$ -

See Notes to Financial Statements

FAMILY RESOURCE CENTER AT GORHAM

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2015
WITH COMPARATIVE TOTALS FOR 2014

	2015			
	Program Services	Management and General	Total	2014 Total
Personnel Costs				
Salaries and wages	$ 541,313	$ 122,826	$ 664,139	$ 596,491
Payroll taxes	35,102	12,194	47,296	44,168
Employee benefits	76,229	29,557	105,786	97,151
Contractors and consultants	92,454	1,435	93,889	67,830
Program activities	67,118	-	67,118	80,226
Program travel	43,450	1,103	44,553	43,411
Heat and utilities	24,631	-	24,631	22,981
Program materials	23,369	-	23,369	15,067
Food and supplies	9,041	1,880	10,921	10,907
Small equipment	10,365	-	10,365	2,659
Accounting fees	9,200	-	9,200	9,000
Telephone, internet, fax and cable	8,952	19	8,971	11,453
Liability insurance	8,374	-	8,374	7,694
Conferences and meetings	7,632	97	7,729	8,184
Depreciation	7,620	-	7,620	7,620
Rent	7,480	-	7,480	7,250
Training	5,908	-	5,908	5,479
Bank charges	-	5,345	5,345	4,382
Printing	4,629	69	4,698	5,233
Maintenance and inspections	3,824	-	3,824	7,244
Postage and shipping	2,005	302	2,307	1,653
Property insurance	1,333	-	1,333	1,200
Technology	-	1,321	1,321	3,977
Administrative	-	827	827	1,415
Interest expense	-	47	47	-
Other	571	225	796	987
Total	$ 990,600	$ 177,247	$ 1,167,847	$ 1,063,662

See Notes to Financial Statements

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 supports the academic, social and emotional developmental 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, 2015 and 2014, the Resource Center has 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 2011.

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 expires on May 19, 2018. The Resource Center in turn sublets space in the facility to other nonprofit and community agencies at an average rate of approximately $10 - $14 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, 2015 and 2014 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.

Subsequent Events
Subsequent events have been evaluated through October 16, 2015, which is the date that the financial statements were available to be issued.

Prior Year's Information
The financial statements include certain prior year summarized comparative information in total but not by function. 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 Resource Center's financial statements for the year ended June 30, 2014, from which the summarized information was derived.

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, 2015 and 2014, 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, 2015 and 2014.

Mutual Funds: Valued at the net asset value (NAV) of shares held by the Resource Center at year end.

The preceding method described 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 with a bank. The revolving line of credit 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, 2015 and 2014, the interest rate on the revolving line of credit was stated at the bank's prime rate of 3.10% and 3.20%, respectively. The balance outstanding at June 30, 2015 was $29,500. There was no balance outstanding as of June 30, 2014.

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, 2015 and 2014 were $22,179 and $22,177, respectively

4. REFUNDABLE ADVANCES

Refundable advances from program grants and contract advances at June 30, 2015 and 2014 totaled $41,887 and $70,122, 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, 2015 and 2014. The Resource Center has not experienced any losses in such accounts and believes it is not exposed to any significant risk with these accounts. At June 30, 2015 and 2014, there were no cash balances in excess of FDIC coverage.

6. **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 $12,219 and $9,210 at June 30, 2015 and 2014, respectively.

7. **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 $7,480 and $7,250 for the years ended June 30, 2015 and 2014, respectively.

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

Year Ending June 30	Amount
2016	$ 6,000
Total	$ 6,000

8. **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, 2015 and 2014 is presented as follows:

Year	Investment	Cost	Market Value	Excess (Deficiency) of Market Over Cost	Investment Income
2015	Bank of America	$152,575	$177,349	$24,774	$4,243
2014	Bank of America	$158,775	$188,804	$30,029	$4,139

9. 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.

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, 2015 and 2014 the endowment fund was entirely composed of permanently restricted net assets.

Fund activity for June 30, 2015 and 2014 was as follows:

	Balances as of June 30, 2014	Activity for the Year Ended June 30, 2015	Balances as of June 30, 2015
Permanent gifts	$175,809	$ -	$175,809
Investment earnings	29,773	4,243	34,016
Realized gain	17,655	7,296	24,951
Transfer to unrestricted	(26,961)	(14,629)	(41,590)
Investment expense	(16,440)	(5,183)	(21,623)
Unrealized gain (loss)	30,029	(5,255)	24,774
	$209,865	$(13,528)	$196,337

	Balances as of June 30, 2013	Activity for the Year Ended June 30, 2014	Balances as of June 30, 2014
Permanent gifts	$175,809	$ -	$175,809
Investment earnings	25,634	4,139	29,773
Realized gain	7,796	9,859	17,655
Transfer to unrestricted	(13,123)	(13,838)	(26,961)
Investment expense	(12,284)	(4,156)	(16,440)
Unrealized gain	18,022	12,007	30,029
	$201,854	$ 8,011	$209,865

The Family Resource Center

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Satellite Offices in Lancaster, Colebrook and Littleton, NH

Patricia Stolte
Executive Director
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Betty Dube
North Country Educational Services
Finance Director
Gorham, NH

Family Resource Center at Gorham

Key Personnel Coos

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Jen Buteau	Director of Family Supports	$35,490	27.8%	$9,866.22
Peggy Brickley	Programs Administrator	$27,775	28%	$7,777
Ashlie Poirier	Family Support Specialist	$25,480	72%	$18,345.60
Valerie Christopher (per diem)	Family Support Specialist	$10,000	50%	$5,000
Debbie Sheehan (per diem)	Family Support Specialist	$5,000	100%	$5,000
Gina Belanger	Nurse	$24,000	25%	$6,000
Kristen Kennett	Family Support Specialist	$25,480	23.5%	$6,000
Dr. Scott Meyer	Clinical Director	$7,000	29%	$2,030
Briana Shannon	Family Support Specialist	$23,360	100%	$23,360
Kacey Micucci	Family Support Specialist	$27,300	23.74%	$6,481.02

Family Resource Center at Gorham

Key Personnel Grafton

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Jen Buteau	Director of Family Supports	$35,490	27.8%	$9,866.22
Peggy Brickley	Programs Administrator	$27,775	28%	$7,777
Open	Family Support Specialist	$25,683.78	100%	$25,683.78
Valerie Christopher (per diem)	Family Support Specialist	$10,000	50%	$5,000
Annette Lucas	Family Support Specialist	$27,300	85%	$23,205
Gina Belanger	Nurse	$24,000	28%	$6,720
Kristen Kennett	Family Support Specialist	$25,480	35%	$8,918
Dr. Scott Meyer	Clinical Director	$7,000	19%	$1,330

Jen Buteau

- Motivated, dependable, and committed employee
- Strong and proven training and interpersonal skills
- Ability to lead and motivate team members
- Expert advocacy, communication and case planning skills
- Successful leadership and managerial experiences
- Proficient computer skills including MS Word, Excel, PowerPoint and Outlook
- 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 budgets; analyze and incorporate ways to decrease expenses and increase revenue
- Sensitivity to and clinical experience with people struggling with addiction, mental health issues, poverty, diversity, cognitive impairments, or otherwise marginalized individuals
- In-depth knowledge and clinical use of Motivational Interviewing & Dialectical Behavior Therapy

Professional Experience

September 2015 – present **The Family Resource Center** **Director of Family Support Programs**

- Responsible for the overall management of multiple programs for children and families at non-profit agency covering northern New Hampshire

March 2013 – September 2015 **CASA of NH** **Training & Recruitment Coordinator**

- Spread increased awareness about CASA of NH and recruiting more quality volunteers to advocate for children who have been abused / neglected

May 2012 – March 2013 **Tri-County Cap, Berlin, NH** **Employment Specialist**

- Coordinated meaningful work experiences through creating and matching volunteer opportunities to individuals receiving welfare in an effort to increase their likelihood of acquiring gainful employment and 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

1998 – 2000 **Center of Hope, Conway, NH** **Support Facilitator II**

- Mentored direct care staff, handled crisis situations and trained, supervised and supported staff in a residential behavioral unit
- Created schedules, assisted in developing and implementing behavior change plans, was responsible for accounts payable and receivable, invoices and purchasing
- Interfaced with community agencies and individuals on behalf of clients

O Education

B.A., Psychology, Rivier College, Nashua, NH, 03060

Seminars:	Motivational Interviewing	Dialectical Behavior Therapy
	Supported Employment	Assertive Community Treatment
	Illness Management and Recovery	Treatment of Co-Occurring Disorders

O Community Involvement

2014 Co-recipient of the Gus Rooney Award	Therapeutic foster care provider
Blogger for Stay, Work, Play N.H.	Outreach volunteer for Believe in Books
Soccer coach for North Country Soccer League	Former Berlin Planning Board Member
Coach / coordinator for Young Athlete Program	Former Berlin City Councilor

Jen Buteau •275 Willard Street, Berlin, NH 03570 • 603.748.3676

PEGGY LEE BRICKLEY

PROFESSIONAL EXPERIENCE

Family Resource Center **2014-Present**
Administrative Assistant
Provide administrative services to the Family Support Program; Prepare Medicaid billing and correspondences; Support Executive Director with grants and RFP needs; Prepare time sheets, pay stubs and weekly deposits

Mt. Madison Inn & Suites **2014-2015**
Front Desk/Guest Services
Make and confirm reservations; Greet guests as they arrive; Handle guest check-ins and check-outs appropriately; Take calls and provide information; Clean and maintain lobby and common areas; Balance cash at end of shift and generate accounting reports

Old Republic Title Insurance Company **2011-2012**
Title Examiner
Examine, analyze and evaluate records on titles of real estate properties; Assign title search orders to title searchers and monitor orders to insure turnaround requirements are met; Examine title documents filed in the public records and prepare final title report for real estate transactions

Bank of America **2010-2011**
Customer Assistance/Collections

Self Employed **2004-2010**
Title Searcher
Data preparation, filing documents necessary for property settlements. review of titles for liens, encumbrances and judgments, document all right of ways, easements and recorded surveys affecting property, recording of applicable mortgage and deed transfers and parcel plots

Delaware Title Services, LLC **2007-2008**
Title Searcher
First American Title Insurance Company **2001-2004**
Title Searcher
Gregory W. Williams, PA **1998-2001**
Title Searcher
Hudson, Jones, Jaywork, Williams & Liguori **1996-1998**
Title Seacher

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

Ashlie Poirier

Objective

A position in assisting families around challenges they face, such as parenting and child health

Related Experience

Family Resource Center **December 2015-Present**

- Visit individual families in their home to work on topics such as positive discipline or infant growth and development
- Maintain and arrange client appointments to meet the required guidelines of all contracts and grants
- Maintain a clean organized client record log with all required program paperwork

Office of Child and Family Services **May 2015-November 2015**

- Conduct a safety assessment to determine parental and family factors that influence the likelihood of child abuse and/or neglect taking place
- Make determinations about whether or not abuse and/or neglect have occurred or are likely to occur

Tri-County Technical Center- Intern **January 2015-May 2015**

- Support youth with issues around poverty, reproductive health, and other school related issues
- Engage with students in regards to teen dating violence awareness
- Conduct a framework to implement a teen dating violence awareness program

Office of Student Financial Aid **September 2009-May 2015**

- Advise and answer questions of students and parents in regards to financial aid
- Supervise and train student workers to ensure they provide accurate information in a professional manner
- Process appeals or special circumstances families have

Spruce Run-Womancare Alliance **September 2011-June 2013**

- Answer the 24-hour hotline to listen, offer support, safety plan, and work on other issues revolving around domestic violence
- Assist in overseeing the emergency shelter
- Offer support to shelter residents and engage in activities with their children
- Assist to train new volunteers, interns, and employees

Education

University of Maine **September 2013-May 2015**
Masters of Human Development

University of Maine **September 2009-May 2013**
Bachelors of Liberal Arts and Science-Psychology
Minor of Child Development and Family Relations

VALERIE CHRISTOPHER

SUMMARY OF QUALIFICATIONS

Over 15 years experience in the Office Management field.

WORK OF EXPERIENCE

December 2015 – present Home visitor Family Resource Center at Gorham
Support families to have positive, nurturing relationships.

2013 - 2014 Property Manager, AHEAD
Managed low income housing.

2009 - 2013 Case Manager/Service Coordinator, Northern Human Services.
Provide direct service, case management and family supports to a dually diagnosed population.

1996 - present Personnel/Office Manager - Albrite Signs
Oversee all aspects of daily operation, bookkeeping

1994 - 1996 Financial Assistance Social Worker, Dept of Transitional Assistance.
Intake and Assessment of individual and family financial situations.
Counseled and/or referred to appropriate agency for assistance.

1990-1994 Employment Counselor, Department of Employment and Training.
Stationed in Public Assistance Office as a pilot program to provide counseling and training to assist individuals and families to gain independence from the public assistance programs.

EDUCATION

- 1987 University of Massachusetts - Bachelors in Human Service Management.

REFERENCES

Provided upon request

Deborah A. Sheehan

E-Learning Specialist

Experience:

Family Resource Center — Gorham, NH
Family Support Worker — Jan 2016- Present

- Visit individual families in their home to work on topics such as: positive discipline or infant growth and development.
- Maintain and arrange client appointments to meet the required guidelines of all contracts and grants.
- Maintain a clean organized client record log with all required program paperwork.
- Maintain data base and documentation for government records.

Virtual Learning Academy Charter School (VLACS) — Exeter, NH
E-Learning English and Digital Photography Instructor — 2007-2015
Instructional Design/Curriculum Writer

- Instructional Designer of "Bully Prevention" and "Internet Safety" courses for online delivery.
- Authored online training: Language Arts, Communication, math, and writing classes for Southern New Hampshire University (Alice, UDUTU, Storyline 2).
- Designed- using Dick & Carey Model- CCSS competency based eLearning assessments in all classes.
- 21st Century Learning synchronous and asynchronous instruction to educate, and build professional relationships with over 140 students annually.
- Video conferencing and collaboration with parents, teachers, counselors, and administrators on a daily basis. (Skype, Adobe Connect, GoToMeeting, and Google Hangouts)
- Maintain accurate and complete student records as required by laws and administrative regulations using Student Information System database for over 200 students (Genius, Moodle)
- Use provided and self-developed rubrics to accurately grade student work within a 48 hour time period.
- Implement Web 2.0 tools: video sharing, social networking, and Web applications.

New Hampshire Community Technical College — Berlin, NH
NH-JAG Youth Specialist / Manager — 2006-07

- Maintain data base and documentation for government records.
- Management of staff at the Berlin, NH site.
- Lead instructor of all subjects in compliance with GED certificate.
- Trained emotional and behaviorally challenged students for entry level jobs.
- Counseled and provided ongoing support and guidance for every student.
- Soft skills instruction: social skills, customer service, and behavior management.

- Designed and implemented academic plans for individual students.

New Hampshire Department of Corrections — Berlin, NH
Adult Education Teacher — 2001-03

- Prepared incarcerated adult men for GED writing and reading tests.
- Planned and delivered individual reading and writing lessons and assessments.
- Identified education needs to improve student performance.
- Gathered and compiled statistics and data entry for government records.

Certification:

Police Academy Training Certificate
5-12 NH English Teacher Certification — Current

Education:

University of California Irvine
Instructional Design Certificate — Enrolled

Plymouth State College of Graduate Studies — 2006
Graduate Certificate-English Education

University of New Hampshire — 2000
Bachelors of Arts-English

White Pines College
Associates of Arts- Professional Photography — 1990

Gina Belanger

Experience

April 2015 – present Family Resource Center Gorham, NH

- North Country Outreach Coordinator for "Ask the Question"
- Identification of and outreach to providers in the region
- Deliver presentations to local/regional organization and groups
- Help identify agencies to receive military culture training
- Provider data, assessment and evaluations

September 2012 – ongoing Family Resource Center Gorham, NH

- Licensed Practical Nurse for Home Visiting Programs
- Administration and coordination of nursing home visits for Home Visiting NH and Healthy Families America
- Pre-natal and post-natal visits, nursing assessment, screening and identification for mother and infant
- Tracking, reporting and data analysis
- Supervision and audit for program nurses

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 for Berlin/Gorham plus Child and Family Health Support Programs for Berlin, Gorham and Colebrook NH
- Supervision of 3 home visitors
- Coordinator of services with collaborating partners and oversight of budgets and Medicaid billing

November 2000 – 2008 Family Resource Center Gorham, NH

- Community Coordinator implementing family strengthening programs
- Coordinator for youth leadership and training programs
- Participant in the Coos County Coalition activities and community awareness campaigns and events
- 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 1990-2001 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, daily nursing assessments, implantation of physician's orders, resident care

Education

- 1976-1977 Diploma Nursing Degree Berlin Vocational Technical College
- 1975 Graduated High School Gorham, NH

Volunteer

- Past president of Local Union #3421 AFSME Berlin NH
- Executive Board Member Coos County Coalition
- 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

- Completed the Dare to Be YOU Train the Trainer Series 2000
- Completed the Strengthening Families Program Train 2003
- Successfully implemented, planned and ran over 20 Dare To Be You Programs in the North Country
- Successfully implemented, planned and coordinated 15 Strengthening Family Program
- Participated and completed the North Country Leadership Program 2004
- 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 – 2015
- Executive Chair for the Androscoggin Valley Community Partners 2015 and ongoing

Activities:

Crafting in different mediums, painting, stained glass and knitting

Enthusiastic about camping, outdoor activities and spending time with my family and friends.

Kristen H.J. Kennett

Objective

To obtain a position within the Family Resource Center at Gorham as a family support worker.

Work Experience

08/2015- Present | Family Resource Center | Lancaster, NH

Family Support Worker

- 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.

10/2013- 10/2015 | Easter Seals | Lancaster, NH

Residential Instructor Shift Charge

- Teach social, recreational, emotional management, and independent living skills
- Provide direct supervision of 1:1 or group clients
- Develop or coordinate and participate in on-campus or in the community activities
- Trained in: Diabetic Care, Medication Passing, CPR/First Aid, Therapeutic Crisis Intervention
- Keeping a safe and healthy environment for all clients
- Currently a Residential Instructor and Shift Charge

09/2012- 10/2013 | Northway Bank | Berlin, NH

Customer Service Representative

- Responsible for being organized, confidential, and professional
- Responsible for superior customer service
- Responsible for processing transactions efficiently and accurately
- Use of a computer system with multiple programs on a daily basis

Education

Current- May 2016 | Plymouth State University | Plymouth, NH

- Currently completing Bachelors of Science in Social Work
- Estimated Graduation Date: May 2016
- Consistent Dean's List Recipient
- Cumulative GPA: 3.61

2010-2012 | White Mountains Community College | Berlin, NH

- Graduated in May of 2012 with dual Associates Degrees in Teacher Preparation and Special Education
- Cumulative GPA of 3.68
- Graduated as a Presidents List recipient

Certifications and Training:

- CPR/ First Aid certified
- Complex Trauma and Attachment, 3 hour training
- Mental Health First Aid USA, 8 hour training
- Standards of Quality for Family Strengthening & Support, 8 hour training

References

Available upon request

VITAE

Scott Meyer
Professor Emeritus of Social Work

EDUCATION:

1987	Ph.D.	Boston University	Sociology

Concentrations: Organizational Behavior, Medical Sociology, and Mental Health

1976	M.S.W.	Adelphi University	Social Work
1975	B.S.W.	Adelphi University	Social Work
1974	A.A.	Queensboro Community College	

WORK/TEACHING EXPERIENCE:

9/87 - Present: Plymouth State University, Plymouth, N.H. Faculty member in Social Work and Sociology. Taught courses in Introduction to Social Work, Introduction to Sociology, Social Research Methods, Mental Health and Society, Human Behavior in the Social Environment, Sociology of Healthcare, Social Work Administration, and Socio Economic Aspects of Health, and Human Services, Families, Schools and the Community as well as Serving as Director of Field Education teaching the Social Work Seminar and Practicum. Served as Interim Dept. Chair Spring 1994, Falls of 2000, 2007 and 2014. Served as Coordinator of Institutional Research 88-90.

11/84 - 6/87: Boston University School of Medicine, Division of Psychiatry, Boston. MA. Executive Director of Social Rehabilitation Services at the Dr. Solomon Carter Fuller Mental Health Center. Responsible for fiscal, administrative, policy and planning, supervisory and clinical functions of 12 MH/MR programs with a $1.5 million budget with 110 employees.

PROFESSIONAL ASSOCIATION MEMBERSHIP, LICENSURE AND PARTICIPATION:

Pi Gamma Mu - International Social Science Honor Society.
American Board of Examiners in Clinical Social Work - Board Certified Diplomate in **Clinical Social Work #011708.**
New Hampshire Certified Clinical Social Worker #226.
National Association of Social Workers.

Consultation Experience includes:
Belknap County CoRe Coalition, Meredith, NH
New Hampshire Employee Assistance Program, Concord, NH
Pemi Baker Home Health and Hospice, Plymouth, NH
Pemi-Bridge House, Plymouth, NH, Community Health and Hospice, Laconia, NH
RI Dept. of Mental Health, Retardation and Hospitals, Cranston, RI
Mass. Rehabilitation Commission, Boston, MA
Taylor Community, Laconia, NH
Androscoggin Valley Hospital, Berlin, NH
Smith College, Northampton, MA
Speare Memorial Hospital, Plymouth, NH
Hillsboro School System, Hillsboro, NH
Connery Psychological Services, Plymouth, NH
New Hampshire Division of Children, Youth And Families, Concord, NH
Belknap County Citizens Council on Children and Families, Laconia, NH
Hinsdale School District, Hinsdale, NH
Morgan Stanley, Manchester, NH
New Hampshire Housing Finance Authority, Bedford, NH
St. Joseph's Hospital, Nashua, NH
Brewster Academy, Wolfeboro, NH
New Hampshire Veteran's Home, Tilton, NH
UNH Cooperative Extension, Durham, NH
Goldenview Healthcare Center, Meredith, NH
Lakes Region Community Services Council, Laconia, NH

Types of training, consultation and program evaluation areas include:
Leadership Skills
Diversity in the Workforce
Effective Employee Supervision
Management Skills
Coping with Death and Loss in the Workplace
Enhancing Quality of Work Life/ Improving Employee Motivation
Stress Management
Communication Skills
Customer Service Skills
Coping with Difficult Clients and Colleagues
Time Management and Managing Multiple Priorities
Caregiver Stress

Community Service
Past President of the Plymouth Regional Clinic that provides free health care to qualifying individuals in Plymouth and surrounding towns.
Prior Board member and Treasurer of NH Chapter of the National Association of Social Workers.
Past Commissioner serving on the New Hampshire Commission on the Status of Men.

Briana M. Shannon

Qualifications:

- Seven years' experience working in a fast paced salon; interacting with people with diverse backgrounds.
- Highly organized and efficient in fast-paced environments; able to prioritize to accomplish objectives.
- Computer Skills include: Microsoft Word, Microsoft Office, Microsoft Excel, Microsoft Power point.

Experience:

2016-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

2007-2016 Mary's New You--- Licensed Cosmetologist

- Interviewing the customers about their beauty concerns and suggesting useful tips.
- Fully completing customer's service previously discussed to the best of my ability.
- Assist client in finding desired cosmetic and then using the HairMax to process the sale.
- Answer phones to assist customers with scheduling/rescheduling appointments.

2010-2011 Cabot Motor Inn--- Front Desk Receptionist

- Answer phones to schedule room reservations and/or cancellations.
- Collect and process payments made using the hotel computer system.
- Using an electronic key programmer, make room keys.
- Correctly file guest information by room number.
- Handling customer compliments/complaints in a professional polite manner.

Education:

June 2007 High School Diploma--- Groveton High School

References: Available upon Request

Cassandra Micucci
[redacted]

Objectives

To obtain employment in a human service field where my education, experience and organizational skills can be utilized to ensure the success of those involved in the program, while at the same time further develop my career and continue my education.

Experience

Family Resource Center Gorham, NH February 2015- Present

Family Support and Assessment Worker

- Home Visitor
- Assessing Families
- Working with outside family organizations to provide families with the proper support
- Maintaining a professional caregiver- home visitor relationship

Hillside Elementary School Berlin, NH October 2014- February 2015

Educational Assistant

- Work with students with special needs and learning disabilities
- Maintain a work related relationship with co-workers
- Maintained a professional and genial parent- teacher relationship
- Daily progress reports and Medicaid billing

Vaughn Thermal Corp Salisbury, MA July 2012- October 2014

Office Assistant & Receptionist

- Experience with all clerical task
- Oversee accounts payable
- Excellent customer service skills with a pleasant phone voice
- Utilize CRM and order tracking software to complete daily tasks

LifeShare Inc. Manchester, NH September 2011- February 2012

Life Coach

- Provided daily care and companionship to a sole, dedicated client
- Responsible for transportation to all medical appointments
- Contributed to UNH speech therapy sessions and continued lessons in a home environment
- Oversaw exposure to culture elements including theater, dance and music classes and performances
- Completed daily progress reports

Cassandra Micucci

[redacted]

Discovery Child Enrichment Portsmouth, NH August 2010- September 2011

Assistant Teacher

- Completed and executed daily lesson plans and activities for a section of 15- 20 children
- Instructed regular writing and motor skill development exercises on a regular basis
- Wrote daily progress reports for parents
- Provided real- time feedback to caregivers
- Maintained a professional and genial parent- teacher relationship

Academic Education

Southern New Hampshire University, Manchester, NH Sept. 2013- Present

Pursuing a B.A., Psychology, Forensic Concentration

Expected Graduation July 2015

Mount Washington College, Portsmouth, NH Sept. 2011- Jan. 2013

Associates Degree, Psychology

Winnacunnet High School, Hampton, NH Sept. 2003- June 2007

Diploma, General Studies

Seacoast School of Technology, Exeter, NH Sept. 2005- June 2007

Certificate in Early Childhood Education

Activities, Affiliations, & Skills

2007-2009 volunteer coaching youth softball

2004- 2009 volunteering with Seabrook Recreation Department

Experience in fundraising for various youth sports programs

Volunteered with the Odyssey House 2006-2007

Raised money for the Odyssey House 2007

Proficient with windows, Microsoft Office Suite, Adobe Photoshop, and primary HTML knowledge

References are available on requests

Annette Lucas

Administrative Assistant, Billing Specialist and Medical Assistant

[redacted]

WORK EXPERIENCE

Family Support Worker

Family Resource Center Gorham - Gorham, NH - January 2016 to Present

Responsibilities

Visit individual Families in their home to work on topics such as positive discipline or infant growth and development.

Maintain and arrange client appointments to meet the required guidelines of all contracts and grants.

Maintain a clean organized client record log with all required program paperwork.

Property Manager/Collections

Century 21 Winn Associates - Littleton, NH - August 2014 to May 2015

Responsibilities

List and advertise all rental properties available.
Show properties to potential tenants.
Verify references and complete Credit Checks.
Maintain compliance to all lease agreements.
Review current leases and make adjustments to rental fees.
Provide Move-In and Move-Out inspections and document findings.
Positive dialogue between Property Management and Tenants.
Oversee daily operations of Front Office
Collect, record and follow-up on Rental Fees due
Communication with prospective visitors, including Home Buyers & Sellers.
Office Procedures and Practices.

Administrative Assistant, Billing Specialist and Medical Assistant

Tri-County CAP, Inc - Whitefield, NH - June 2009 to February 2011

Staff Guardian

• Meet with ward and/or treatment team according to ward's needs and programs policy.
Advocate and assure that treatment is provided in the ward's best interest, in the least restrictive setting and with the utmost confidentiality.
• Provide informed consent as necessary to make appropriate decisions for appointed ward.
• Maintain records and documentation in a manner that reflects current status of ward.
• Complete guardianship reports and plans accurately in accordance with State of NH and program requirements.
• Demonstrate and implement a working knowledge of state standards and regulations.

Billing Specialist/Administrative Assistant

North Country Oral Surgery - Littleton, NH - May 2006 to June 2009

Patient Scheduling and Medical Records.

• Prepare and maintain medical records.
• Daily contact with medical insurance companies to verify and confirm benefits.
• Daily billing to multiple insurance companies including Medicaid.
• Daily recording and reconciliation of Account Receivables.

Dental Assistant

David Taylor, D.D.S - Littleton, NH - June 2005 to May 2006

Assist the Doctor in all aspects of dental procedures and patient care.
• Set-up dental kits and maintain all aspects of proper sanitation.
• Provide friendly and calm communication to assure patient comfort.

ADDITIONAL INFORMATION

Although my resume does not reflect my Food Service Experience, I have a total of 6 years experience in the industry. My experience has been at the School Food Service level. I began as a Dietary Aide and was promoted to Food Service Director shortly afterwards. I also have experience working in a nursing home facility presently and in the past. Along with this experience I have several years working as a cook in the Hospitality business. I would love to speak to you further regarding the Food Service Director position you are currently seeking. Thank you.

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.

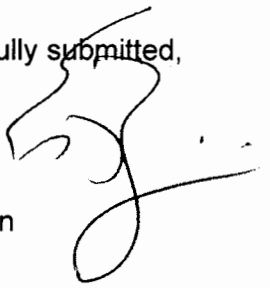
Should the Governor and Executive Council not approve this request, the vendor would not be able to meet their contractual needs which could reduce the availability, accessibility, and quality of Comprehensive Family Support Services in the Manchester, Concord and Southern District Office areas.

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 Mori / 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

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

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	$ 35,721.00	$ 9,500.00	$ 45,221.00	$ 3,800.00	$ -	$ 3,800.00	$ 31,921.00	$ 9,500.00	$ 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	**$ 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		9.8%							

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;

Contractor Initials NM
Date 5/20/15

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

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.

Contractor Initials NM
Date 5/20/15

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

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

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

Nicholas A. Toumpas
Commissioner

Mary Ann Cooney
Associate Commissioner

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	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	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 (603) 466-5190	**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 Katherine Bauble		**1.12 Name and Title of Contractor Signatory** Katherine Bauble 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

Maria E. Deliste

[Seal]

1.13.2 Name and Title of Notary or Justice of the Peace

Maria E. Deliste - Notary exp. 9-15-2018

1.14 State Agency Signature	**1.15 Name and Title of State Agency Signatory** MARY Ann Cooley 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:

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;

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;

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;

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:

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.

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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

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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.

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

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 KB
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.

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	$ 3,800.00	$ -	$ 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 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	$ 9,824.92	$ 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		9.8%							

Contractor Initials KB

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 2016

Line Item	Direct Incremental	Indirect Fixed	Total Program Cost	Contractor Share / Match	Funded by DHHS contract share	Direct Incremental	Indirect Fixed	Total Program Cost	Contractor Share / Match	Funded by DHHS contract share
1. Total Salary/Wages	$ 40,229.00	$ 9,500.00	$ 49,729.00	$ 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	$ -	$ 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	$ -	$ 2,020.73	$ -	$ 2,020.73		
6. Travel	$ 5,100.00	$ -	$ 5,100.00	$ 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	$ -	$ 132,707.00	$ 13,600.00	$ 146,307.00		
Indirect As A Percent of Direct		9.8%								

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

Katherine Bouchard
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 Bauble
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

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

Name:
Title: Interim Chair

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:
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 Bouchie
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) 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	Family Resource Center at Gorham
The State	Name of the Contractor
Signature of Authorized Representative	Signature of Authorized Representative
Mary Ann Coors	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 Bardis
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: _____