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STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF ECONOMIC & HOUSING STABILITY

Lori A. Shibinette
Commissioner

Christine L. Santaniello
Director

129 PLEASANT STREET, CONCORD, NH 03301
603-271-9474 1-800-852-3345 Ext. 9474
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May 13, 2021

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability, to amend an existing contract with Southern New Hampshire Services, Inc., Vendor #177198 - B006, 40 Pine Street, Manchester, New Hampshire 03103, to continue providing Child Care Resource and Referral Services by exercising a contract renewal option by increasing the price limitation by $1,360,000 from $6,680,000 to $8,040,000, and by extending the completion date from June 30, 2021 to June 30, 2022 effective upon Governor and Council approval. 100% Federal Funds.

The original contract was approved by Governor and Council on May 27, 2015, item #21. It was subsequently amended with Governor and Council approval on May 4, 2016, item #5A, August 3, 2016, item #5B, February 1, 2017, item #11, June 5, 2019, item #30, and most recently amended with Governor and Council approval on September 18, 2019, item #15.

Funds are anticipated to be available in the following account for State Fiscal Year 2022, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

05-95-42-421110-29780000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, CHILD CARE DVLP-QUALITY ASSURE

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2016	102-500731	Contracts for Prog Svc	42117709	$990,000	$0	$990,000
2017	102-500731	Contracts for Prog Svc	42117709	$990,000	$0	$990,000
2018	102-500731	Contracts for Prog Svc	42117709	$990,000	$0	$990,000
2019	102-500731	Contracts for Prog Svc	42117709	$990,000	$0	$990,000
2020	102-500731	Contracts for Prog Svc	42117709	$1,060,000	$0	$1,060,000
2020	102-500731	Contracts for Prog Svc	42117708	$300,000	$0	$300,000
2021	102-500731	Contracts for Prog Svc	42117709	$1,060,000	$0	$1,060,000
2021	102-500731	Contracts for Prog Svc	42117708	$300,000	$0	$300,000
2022	102-500731	Contracts for Prog Svc	42117709	$0	$1,060,000	$1,060,000
2022	102-500731	Contracts for Prog Svc	42117708	$0	$300,000	$300,000
			Total	**$6,680,000**	**$1,360,000**	**$8,040,000.00**

EXPLANATION

The purpose of this request is for the continued provision of services expanding upon the existing contract that provides a statewide Child Care Resource and Referral (CCRR) Services program that assists families in securing high quality child care for their children; refers families to community supports, as needed; and assists early childhood/child care programs to improve quality, by providing a centralized network of services for families in need of child care and community services, and for early childhood/child care providers. Many of the components of this contract are essential or specifically required to support and/or meet the reauthorization of the Child Care and Development Fund Block Grant from the federal government.

Approximately 3,304 individuals (1,996 providers, 1,000 families, 58 stakeholders) will be served from July 1, 2021 through June 30, 2022 from the additional funding through this contract amendment. Ten individuals will continue to become qualified to teach in early childhood/child care settings through the DOL Apprenticeship Program and 25 individuals will increase their qualifications by working toward attaining Associate Degrees through the T.E.A.C.H. NH Early Childhood Scholarship Program. The contractor will continue to administer the two aforementioned programs as well as continuing to provide child care referral services to families. The Contractor will also refocus and expand work on the Pyramid Model to enhance provider capacity to foster social-emotional development in children and support children who experience early childhood trauma.

The Department will monitor contracted services using the following performance measures:

- Percent of families receiving CCRR services whose child care needs were met as a result of the services.
- Percent of programs served that demonstrated readiness to adopt the Pyramid Model following participation in training/TA activities
- Percent of programs served that enrolled in the new QRIS (Quality Recognition and Improvement System) following participation in QRIS preparedness activities.

As referenced in Exhibit C-1, Revisions to General Provisions, Section 4 of the original contract, the parties have the option to extend the agreement, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is exercising its option to renew services for one (1) of the two (2) years available.

Should the Governor and Council not authorize this request, the shortage of qualified early childhood/child care staff, especially those qualified to work with infants and toddlers, may worsen. Additionally it would also result in the Department potentially being out of compliance with the Child Care and Development Fund Federal Plan and the additional requirements of the Child Care and Development Block Grant Act, signed into law on November 19, 2014, which include spending up to twelve percent (12%) of the funds on quality activities, of which three percent (3%) must be focused on infant/toddler activities.

Area served: Statewide.

Source of Funds: CFDA #93.575, FAIN #2101NHCCDF

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

Respectfully submitted,

Lori Weaver for

Lori A. Shibinette
Commissioner

State of New Hampshire
Department of Health and Human Services
Amendment #6

This Amendment to the Child Care Resource and Referral Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Southern New Hampshire Services, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on May 27, 2015 (Item #21), as amended on May 4, 2016 (Item #5A), August 3, 2016 (Item #5B), February 1, 2017 (Item #11), June 5, 2019 (Item #30) and on September 18, 2019 (Item #15). the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1 Revisions to General Provisions, Section 4, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

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

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

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:
   June 30, 2022
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
   $8,040,000
3. Modify Exhibit A, Scope of Services, Amendment #4, by deleting and replacing Sections 2.7 through 2.9.2.5.2.4., with the following:
   2.7. The Contractor must use the NH Connections Information System (NHCIS) apps for all referrals, technical assistance, professional registry and training documentation (calendar and training completion documentation). The Contractor will refer inquiries regarding the technical support for the NHCIS apps to the NHCIS Help Button for support. The Contractor will assist the Department with ensuring program profiles are updated at least annually, including, but not limited to, updating provider rates, hours of operation, QRIS status, and the Child Care Scholarship Enrollment status. The Contractor will also assist child care professionals with their NH Professional Registry record if requested.
4. Modify Exhibit A, Scope of Services, Amendment #4, Sections 2.21 and 2.22 to read:
   2.21. The Contractor shall adopt the State Pyramid Model, including but not limited to:
      2.21.1. Providing technical assistance, coaching, and/or training to prepare child care/early childhood programs seeking to meet the state's readiness criteria to adopt and later implement the Pyramid Model (number of programs to be negotiated between the BCDHSC and the Contractor based on need and resources).
      2.21.2. Assigning staff to participate in the Pyramid Model State Leadership Team (PM SLT), one PM SLT workgroup and the PM SLT Core Team. One staff member may serve multiple roles.
      2.21.3. Collaborating with the PM SLT, the BCDHSC, the national Pyramid Model Consortium, the Preschool Development Grant (PDG), and the NH Department of Education (DOE) to expand the number of coaches available to support Pyramid Model implementation (number to be negotiated between the Contractor and the BCDHSC based on need and resources).

2.21.4. Collaborating with the PM SLT, Preschool Technical Assistance Network/Southeastern Regional Education Service Center (PTAN/SERESC), BCDHSC, DOE PM coordinator, PDG and others as appropriate to advise and advance the development/sustainability of the state Pyramid Model infrastructure by leveraging project funds and Pyramid Model resources as appropriate.

5. Replace Exhibit A-1, Amendment #4 with Exhibit A-1, Amendment #6, Performance Measures and Goals for Child Care Resource and Referral, T.E.A.C.H. Early Childhood Scholarship Program and Department of Labor (DOL) Apprenticeship Program.
6. Add Exhibit B-10, Amendment #6, Budget Sheet, which is attached hereto and incorporated by reference herein.
7. Add Exhibit B-11, Amendment #6, Budget Sheet, which is attached hereto and incorporated by reference herein.
8. Add Exhibit B-12, Amendment #6, Budget Sheet, which is attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective July 1, 2021 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

5/13/2021
Date

DocuSigned by:
Christine Santaniello
BD6054FF5CED494...
Name: Christine Santaniello
Title: Director

Southern New Hampshire Services, Inc.

5/12/2021
Date

DocuSigned by:
Donnalee Lozeau
DB930F61F6014C1...
Name: Donnalee Lozeau
Title: Executive Director

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

OFFICE OF THE ATTORNEY GENERAL

5/14/2021

Date

DocuSigned by:

D5CA0303E33C4AE...

Name: Catherine Pinos
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:

State of New Hampshire
Department of Health and Human Services
Exhibit A-1 Amendment #6 to the
Child Care Resource and Referral Services Contract

Section	Performance Measure and Goals	SFY 2022 Goal
5.1.1.	The number of families receiving Financial Assistance to Needy Families (FANF) for whom child care referrals were provided.	750
5.1.2.	The number of families not receiving FANF for whom child care referrals were provided.	250
5.1.3.	The percentage of families receiving FANF for whom child care referrals were provided who were successful in having child care needs met.	70%
5.1.4.	The percentage of families not receiving FANF for whom child care referrals were provided who were successful in having child care needs met.	70%
5.1.5.	The number of families whose first language is not English for whom referrals were provided.	15
5.1.6.	The number of initiatives in which Child Care Resource and Referral Services (CCR&R) collaborates with stakeholders.	50
5.1.7.	The number of updates to the DHHS designated data system database, including deleting duplicate and/or unnecessary data.	8
5.1.8.	The total number of training opportunities offered to child care program staff directly by CCR&R.	200
5.1.9.	The number of child care program staff who receive training around identifying and assisting families experiencing homelessness.	50
5.1.10.	The number of health and safety training opportunities offered for child care program staff directly by CCR&R, and posted in the New Hampshire Professional Registry.	50
5.1.11.	The number of child care program staff who complete health and safety training provided directly by CCR&R.	1,200
5.1.12.	The number of other health and safety training opportunities made accessible through referrals to the Spark NH PORTAL and the NH Professional Registry.	20
5.1.13.	The number of child care providers for whom targeted technical assistance was provided to change/expand their programs in order to meet unmet child care needs.	8

5.1.14.	The number of early childhood professionals for whom technical assistance was provided who are awarded one or more credentials through the NH Early Childhood Professional Development System.	50
5.1.15.	The number of child care programs that received technical assistance to improve their business management practices, to include information on shared services offered through the New Hampshire State Early Learning Alliance (SELA).	8
5.1.16.	The number of child care programs that received technical assistance that implement the Strengthening Families approach.	8
5.1.17.	The number of child care programs that received technical assistance that complete a written Emergency Preparedness plan based on the Incident Command System or complete a written Continuity of Operations Plan (COOP).	10
5.1.18.	The number of child care program staff for whom technical assistance was provided who complete an individual professional development plan designed to increase competency.	100
5.1.19.	The number of child care programs that received technical assistance was provided to implement the New Hampshire Early Learning Standards.	8
5.1.20.	The number of child care programs that received technical assistance that participate in the NH Quality Recognition and Improvement System (QRIS).	50
5.1.21.	The number of child care program staff for whom technical assistance was provided to create and/or update workforce records annually in the New Hampshire Professional Registry.	250
5.1.22.	The number of child care programs that received technical assistance around identifying and assisting families experiencing homelessness.	5
5.1.23.	The number of License Exempt providers for whom technical assistance was provided around health and safety requirements, background checks and monitoring requirements.	10
5.1.24.	The number of child care providers whose first language is not English for whom technical assistance was provided.	8
5.1.25	The number of Pyramid Model professional development opportunities provided by CCR&R staff to child care program staff.	12
5.1.26	The number of child care programs provided with technical assistance around the Pyramid Model.	8

T.E.A.C.H. NH Early Childhood Scholarship Program

Section	Performance Measure and Goals	SFY 2022 Goal
1.0	The number of participants in the T.E.A.C.H. NH Early Childhood Scholarship Program.	25

Department of Labor (DOL) Apprenticeship Program

Section	Performance Measure and Goals	SFY 2022 Goal
1.0	The number of participants in the Department of Labor (DOL) Apprenticeship Program.	10

New Hampshire Department of Health and Human Services

COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD

Instructions: Fill out the Direct/Indirect columns only for Contractor Share (if applicable) and Funded by DHHS. Everything else will automatically populate.

Contractor Name: Southern New Hampshire Services, Inc.

Budget Request for: Child Care Resource & Referral Services Contract

16-DHHS-OHS-DCYF-RFP-01-01-A06

Budget Period: 07/01/2021 - 06/30/2022

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	$ 661,000.00	$ -	$ 661,000.00	$ -	$ -	$ -	$ 661,000.00	$ -	$ 661,000.00
2. Employee Benefits	$ 264,366.00	$ -	$ 264,366.00	$ -	$ -	$ -	$ 264,366.00	$ -	$ 264,366.00
3. Consultants	$ 23,000.00	$ -	$ 23,000.00	$ 8,000.00	$ -	$ 8,000.00	$ 15,000.00	$ -	$ 15,000.00
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 7,000.00	$ -	$ 7,000.00	$ -	$ -	$ -	$ 7,000.00	$ -	$ 7,000.00
6. Travel	$ 7,000.00	$ -	$ 7,000.00	$ -	$ -	$ -	$ 7,000.00	$ -	$ 7,000.00
7. Occupancy	$ 23,000.00	$ -	$ 23,000.00	$ -	$ -	$ -	$ 23,000.00	$ -	$ 23,000.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 17,000.00	$ -	$ 17,000.00	$ -	$ -	$ -	$ 17,000.00	$ -	$ 17,000.00
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ 2,200.00	$ -	$ 2,200.00	$ -	$ -	$ -	$ 2,200.00	$ -	$ 2,200.00
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 11,000.00	$ -	$ 11,000.00	$ 3,000.00	$ -	$ 3,000.00	$ 8,000.00	$ -	$ 8,000.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ 95,434.00	$ 95,434.00	$ -	$ -	$ -	$ -	$ 95,434.00	$ 95,434.00
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 1,016,566.00	$ 95,434.00	$ 1,112,000.00	$ 12,000.00	$ -	$ 12,000.00	$ 1,004,566.00	$ 95,434.00	$ 1,100,000.00
Indirect As A Percent of Direct		9.4%							

DS

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Contractor Initials

Date 5/12/2021

Exhibit B-11 Budget Amendment #6

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

Instructions: Fill out the Direct/Indirect columns only for Contractor Share (if applicable) and Funded by DHHS. Everything else will automatically populate.

Contractor Name: Southern New Hampshire Services, Inc.

Budget Request for: Teacher Education And Compensation Helps New Hampshire (T.E.A.C.H.) Program
Child Care Resource & Referral Services Contract

Budget Period: SFY 2022 (7/01/21 to 6/30/22)

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	$ 48,645.00	$ -	$ 48,645.00	$ -	$ -	$ -	$ 48,645.00	$ -	$ 48,645.00
2. Employee Benefits	$ 20,917.00	$ -	$ 20,917.00	$ -	$ -	$ -	$ 20,917.00	$ -	$ 20,917.00
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 4,000.00	$ -	$ 4,000.00	$ -	$ -	$ -	$ 4,000.00	$ -	$ 4,000.00
6. Travel	$ 6,000.00	$ -	$ 6,000.00	$ -	$ -	$ -	$ 6,000.00	$ -	$ 6,000.00
7. Occupancy	$ 2,400.00	$ -	$ 2,400.00	$ -	$ -	$ -	$ 2,400.00	$ -	$ 2,400.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 600.00	$ -	$ 600.00	$ -	$ -	$ -	$ 600.00	$ -	$ 600.00
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 1,061.00	$ -	$ 1,061.00	$ -	$ -	$ -	$ 1,061.00	$ -	$ 1,061.00
11. Staff Education and Training	$ 550.00	$ -	$ 550.00	$ -	$ -	$ -	$ 550.00	$ -	$ 550.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Indirect Costs	$ -	$ 17,351.00	$ 17,351.00	$ -	$ -	$ -	$ -	$ 17,351.00	$ 17,351.00
Scholarships/Supports	$ 93,236.00	$ -	$ 93,236.00	$ -	$ -	$ -	$ 93,236.00	$ -	$ 93,236.00
Licensing/Consultation Fees	$ 5,220.00	$ -	$ 5,220.00	$ -	$ -	$ -	$ 5,220.00	$ -	$ 5,220.00
TOTAL	$ 182,649.00	$ 17,351.00	$ 200,000.00	$ -	$ -	$ -	$ 182,649.00	$ 17,351.00	$ 200,000.00

Indirect As A Percent of Direct 9.5%

DS
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Contractor Initials

Date 5/12/2021

Exhibit B-12 Budget Amendment #6

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

Instructions: Fill out the Direct/Indirect columns only for Contractor Share (if applicable) and Funded by DHHS. Everything else will automatically populate.

Contractor Name: Southern New Hampshire Services, Inc.

Budget Request for: The Department of Labor (DOL) Apprenticeship Program
Child Care Resource & Referral Services Contract

Budget Period: SFY 2022 (7/01/21 to 6/30/22)

	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
Line Item	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	$ 28,639.00	$ -	$ 28,639.00	$ -	$ -	$ -	$ 28,639.00	$ -	$ 28,639.00
2. Employee Benefits	$ 12,314.00	$ -	$ 12,314.00	$ -	$ -	$ -	$ 12,314.00	$ -	$ 12,314.00
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
6. Travel	$ 1,000.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00	$ -	$ 1,000.00
7. Occupancy	$ 1,200.00	$ -	$ 1,200.00	$ -	$ -	$ -	$ 1,200.00	$ -	$ 1,200.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Indirect Costs	$ -	$ 5,205.00	$ 5,205.00	$ -	$ -	$ -	$ -	$ 5,205.00	$ 5,205.00
Mentor Stipends	$ 10,000.00	$ -	$ 10,000.00	$ -	$ -	$ -	$ 10,000.00	$ -	$ 10,000.00
Miscellaneous Costs	$ 642.00	$ -	$ 642.00	$ -	$ -	$ -	$ 642.00	$ -	$ 642.00
TOTAL	$ 54,795.00	$ 5,205.00	$ 60,000.00	$ -	$ -	$ -	$ 54,795.00	$ 5,205.00	$ 60,000.00

Indirect As A Percent of Direct 9.5%

DS
DL
Contractor Initials

5/12/2021
Date

State of New Hampshire
Department of State

CERTIFICATE

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

Business ID: **65506**

Certificate Number: **0005338591**

IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 2nd day of April A.D. 2021.

William M. Gardner
Secretary of State

CERTIFICATE OFAUTHORITY

I, Orville Kerr, Clerk/Secretary of Southern New Hampshire Services, Inc.
(Corporation name)
(hereinafter the "Corporation"), a New Hampshire corporation, hereby certify that: (1) I am the duly
(state)
elected and acting Clerk/Secretary of the Corporation; (2) I maintain and have custody and am familiar with the minute books of the Corporation; (3) I am duly authorized to issue certificates with respect to the contents of such books; (4) that the Board of Directors of the Corporation have authorized, on Sept. 25, 2020, such authority
(date)
to be in force and effect until June 30, 2022.
(contract termination date)

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

Donnalee Lozeau	Executive Director
(Name)	(Position)
Ryan Clouthier	Deputy Director
(Name)	(Position)

(5) The meeting of the Board of Directors was held in accordance with New Hampshire
(State of incorporation)
law and the by-laws of the Corporation; and (6) said authorization has not been modified, amended or rescinded and continues in full force and effect as of the date hereof.

(6) I hereby understand that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation on contracts with the State of New Hampshire, all such limitations are expressly stated herein.

I HAVE HEREUNTO set my hand as the Clerk/Secretary of the corporation this 12th day of May, 2021.

Clerk/Secretary

DocuSign Envelope ID: 854E4DE5-709F-4B37-B890-48DDF0F5622F

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 03/19/2021

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

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

PRODUCER FIAI/Cross Insurance 1100 Elm Street Manchester NH 03101	CONTACT NAME: Andrea Nicklin PHONE (A/C, No, Ext): (603) 669-3218 FAX (A/C, No): (603) 645-4331 E-MAIL ADDRESS: anicklin@crossagency.com
INSURED Southern NH Services Inc. P.O. Box 5040 Manchester NH 03108	

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

COVERAGES CERTIFICATE NUMBER: 21-22 All Lines REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [X] LOC OTHER:			PHPK2250335	04/01/2021	04/01/2022	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
A	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			PHPK2250336	04/01/2021	04/01/2022	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 $			PHUB760240	04/01/2021	04/01/2022	EACH OCCURRENCE	$ 5,000,000
							AGGREGATE	$ 5,000,000
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) [N] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		HCHS20210000382 (3a.) NH	02/01/2021	02/01/2022	[X] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
A	Professional Liability			PHPK2250335	04/01/2021	04/01/2022	Limit	$1,000,000

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

Refer to policy for exclusionary endorsements and special provisions.

CERTIFICATE HOLDER	CANCELLATION
NH DHHS 129 Pleasant Street Concord NL 03301	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 Jalitha Fiongeos

SOUTHERN NEW HAMPSHIRE SERVICES

The Community Action Partnership for Hillsborough and Rockingham Counties

Helping People. Changing Lives.

MISSION STATEMENT

Southern New Hampshire Services, Inc. (SNHS) is a private non-profit corporation chartered in the State of New Hampshire, May 21, 1965 to serve as the Community Action Partnership for Hillsborough County in compliance with the Economic Opportunity Act of 1964. From 1965 through 1969, SNHS was known as the Community Action Agency for Hillsborough County and served the City of Nashua and the twenty-nine towns. In 1969 SNHS became the Community Action Partnership for the City of Manchester as well. In 1974 the agency's name was changed to Southern New Hampshire Services, Inc. In July 2011, Rockingham Community Action (RCA), the Community Action Agency serving Rockingham County, was merged with Southern New Hampshire Services. As a result of this merger, SNHS now provides services to residents of the 65 towns and 3 cities in Hillsborough and Rockingham Counties.

The Economic Opportunity Act of 1964 and subsequent federal legislation establishing the Community Services Block Grant define our basic mission. Under these provisions the fundamental mission of SNHS is:

A. To provide a range of services and activities having a measurable and potentially major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problem.

B. To provide activities designed to assist low-income participants including homeless individuals and families, migrants, and the elderly poor to:

1. Secure and retain meaningful employment
2. Attain an adequate education
3. Make better use of available income
4. Obtain and maintain adequate housing and a suitable living environment
5. Obtain emergency assistance through loans or grants to meet immediate and urgent individual and family needs, including the need for health services, nutritious food, housing, and employment related assistance
6. Remove obstacles and solve problems which block the achievement of self-sufficiency
7. Achieve greater participation in the affairs of the community, and
8. Make more effective use of other programs related to the purposes of the enabling federal legislation.

C. To provide on an emergency basis for the provision of such supplies and services, nutritious foodstuffs, and related services, as may be necessary to counteract conditions of starvation and malnutrition among the poor.

D. To coordinate and establish linkages between governmental and other social service programs to assure the effective delivery of such services to low-income individuals.

E. To encourage the use of entities in the private sector of the community in efforts to ameliorate poverty in the community.

Helping People, Changing Lives.

SNHS

The Community Action Partnership serving
Hillsborough and Rockingham Counties

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

SINGLE AUDIT REPORT

YEAR ENDED JULY 31, 2020

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

SINGLE AUDIT REPORT

YEAR ENDED JULY 31, 2020

TABLE OF CONTENTS

OUELLETTE & ASSOCIATES, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

Mark R. Carrier, C.P.A.
Michael R. Dunn, C.P.A.
Jonathan A. Hussey, C.P.A., M.S.T.
Steven R. Lamontagne, C.P.A.

Gary W. Soucy, C.P.A.
Gary A. Wigant, C.P.A.
C. Joseph Wolverton, Jr., C.P.A.

Independent Auditor's 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
Southern New Hampshire Services, Inc. and Affiliate
Manchester, 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 combined financial statements of Southern New Hampshire Services, Inc. (the Organization) and affiliate, which comprise the combined statement of financial position as of July 31, 2020, and the related combined statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the combined financial statements, and have issued our report thereon dated February 8, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the combined financial statements, we considered the Organizations' 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 combined financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organizations' internal control. Accordingly, we do not express an opinion on the effectiveness of the Organizations' 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 Organizations' combined 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 Southern New Hampshire Services, Inc. and affiliate's combined financial statements are free from material misstatement, we performed tests of their 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 Organizations' internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organizations' internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Ouellette & Associates, P.A.
Certified Public Accountants

February 8, 2021
Lewiston, Maine

OUELLETTE & ASSOCIATES, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

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Independent Auditor's Report on Compliance for Each Major Program and on Internal Control over Compliance and Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

To the Board of Directors
Southern New Hampshire Services, Inc. and Affiliate
Manchester, New Hampshire

Report on Compliance for Each Major Federal Program

We have audited Southern New Hampshire Services, Inc. (the Organization) and affiliate's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Southern New Hampshire Services, Inc. and affiliate's major federal programs for the year ended July 31, 2020. Southern New Hampshire Services, Inc. and affiliate'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 federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

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

Opinion on Each Major Federal Program

In our opinion, Southern New Hampshire Services, Inc. and affiliate 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 July 31, 2020.

Report on Internal Control over Compliance

Management of Southern New Hampshire Services, Inc. and affiliate 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 Southern New Hampshire Services, Inc. and affiliate's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Southern New Hampshire Services, Inc. and affiliate'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, as defined above. However, material weaknesses may exist that have not been identified.

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

Report on Schedule of Expenditures of Federal Awards Required by Uniform Guidance

We have audited the combined financial statements of Southern New Hampshire Services, Inc. and affiliate as of and for the year ended July 31, 2020, and have issued our report thereon dated February 8, 2021, which contained an unmodified opinion on those combined financial statements. Our audit was conducted for the purpose of forming an opinion on the combined financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the combined 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 combined financial statements. The information has been subjected to the auditing procedures applied in the audit of the combined financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the combined financial statements or to the combined financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the combined financial statements as a whole.

Ouellette & Associates, P.A.
Certified Public Accountants

February 8, 2021
Lewiston, Maine

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FISCAL YEAR ENDED JULY 31, 2020

Federal Grantor Pass-through Grantor Program or Cluster Title	Federal CFDA Number	Pass-Through Identifying Number	Subrecipient Expenditures	Federal Expenditures
FEDERAL AWARDS				
U.S. Department of Agriculture:				
Pass-Through State of New Hampshire Department of Health and Human Services				
Special Supplemental Nutrition Program for Women, Infants and Children	10.557	184NH703W1003	$ -	$ 1,217,641
	10.557	174NH703W1003		104,798
				1,322,439
Pass-Through Belknap Merrimack Community Action Program				
Food Distribution Cluster				
Commodity Supplemental Food Program	10.565	201818Y800544		67,229
	10.565	201919Y800544		9,000
Total Food Distribution Cluster				76,229
Pass-Through State of New Hampshire Department of Education				
Child and Adult Care Food Program	10.558			835,132
Child Nutrition Cluster				
Summer Food Service Program for Children	10.559			134,094
Total U.S. Department of Agriculture			$ -	$ 2,367,894
U.S. Department of Housing and Urban Development:				
Direct Program				
Section 8 Project-Based Cluster				
Section 8 Moderate Rehabilitation Single Room Occupancy	14.249		$ -	$ 541,515
Pass-Through State of New Hampshire Department of Health and Human Services				
Emergency Solutions Grant Program	14.231	E17-DC-33-0001		97,454
Pass-Through Belknap Merrimack Community Action Program				
Lead-Based Paint Hazard Control in Privately-Owned Housing	14.900			1,000
Total U.S. Department of Housing and Urban Development			$ -	$ 639,969
U.S. Department of Homeland Security:				
Passed-through Regional United Way Agency				
Emergency Food and Shelter National Board Program	97.024		$ -	$ 11,000
Pass-Through State of New Hampshire Governor's Office of Strategic Initiatives				
Emergency Food and Shelter National Board Program	97.024	592600-007		12,000
Total U.S. Department of Homeland Security			$ -	$ 23,000
Subtotal			$ -	$ 3,030,863

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FISCAL YEAR ENDED JULY 31, 2020

Federal Grantor Pass-through Grantor Program or Cluster Title	Federal CFDA Number	Pass-Through Identifying Number	Subrecipient Expenditures	Federal Expenditures
Amount Forward			$ -	$ 3,030,863
U.S. Department of Labor:				
Pass-Through State of New Hampshire Department of Resources and Economic Development				
WIOA Cluster				
WIOA Adult Program	17.258	02-6000618	$ 172,457	$ 1,420,594
WIOA Dislocated Worker Formula Grants	17.278	02-6000618	93,465	1,039,492
WIOA Youth Activities	17.259	02-6000618		58,794
Total WIOA Cluster			265,922	2,518,880
Senior Community Service Employment Program	17.235	02-6000618	82,626	196,277
Workforce Investment Act (WIA) Dislocated Worker National Reserve Demonstration Grants	17.280	02-6000618		1,133,911
Total U.S. Department of Labor			$ 348,548	$ 3,849,068
U.S. Department of Treasury:				
Pass-Through State of New Hampshire Governor's Office of Strategic Initiatives				
Coronavirus Relief Fund	21.019	COVID	$ -	$ 297,146
Total U.S. Department of Treasury:			$ -	$ 297,146
U.S. Department of Energy:				
Pass-Through State of New Hampshire Governor's Office of Strategic Initiatives				
Weatherization Assistance for Low-Income Persons	81.042	EE0006169	$ -	$ 535,473
Total U.S. Department of Energy:			$ -	$ 535,473
U.S. Department of Education:				
Pass-Through State of New Hampshire Department Of Education				
Adult Education - Basic Grants to States	84.002	67011-ABE	$ -	$ 82,656
	84.002	67011-ABE		93,604
Total U.S. Department of Education			$ -	$ 176,260
Corporation for National and Community Services:				
Direct Program				
Retired and Senior Volunteer Program	94.002	20SRANH002	$ -	$ 43,062
	94.002	17SRANH002		77,644
Total Corporation for National and Community Services			$ -	$ 120,706
Subtotal			$ 348,548	$ 8,009,516

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FISCAL YEAR ENDED JULY 31, 2020

Federal Grantor Pass-through Grantor Program or Cluster Title	Federal CFDA Number	Pass-Through Identifying Number	Subrecipient Expenditures	Federal Expenditures
Amount Forward			$ 348,548	$ 8,009,516
U.S. Department of Health and Human Services:				
Direct Program				
Head Start Cluster				
Head Start	93.600	01CH010602-02	$ -	$ 7,162,371
	93.600	01HP000241-01		285,762
	93.600	01HP000241-01-C3		2,998
	93.600	01CH010602-02-C3		17,637
	93.600	01CH010602-02-C3		72,552
Total Head Start Cluster				7,541,320
Pass-Through State of New Hampshire Office of Strategic Initiatives				
Low-Income Home Energy Assistance	93.568	G-19B1NHLIEA		9,341,297
	93.568	G-20B1NHLIEA		239,448
	93.568	G-1901NHLIEA		459,544
	93.568	G-2001NHLIEA		203,864
				10,244,153
Pass-Through State of New Hampshire Department Of Health and Human Services				
Temporary Assistance for Needy Families	93.558	2017G996115	653,641	2,772,159
	93.558	2018G996115	42,807	244,649
			696,448	3,016,808
Community Services Block Grant	93.569	G-1901NHCOSR		1,525,697
	93.569	2001NHCOSR -COVID		36,149
				1,561,846
Community Services Block Grant Discretionary Awards	93.570	G-17B1NHCOSR		111,089
Aging Cluster				
Special Programs for the Aging, Title III, Part B, Grants for Supportive Services and Senior Centers	93.044	17AANHT3SP		18,611
CCDF Cluster				
Child Care and Development Block Grant	93.575	2018G996005		1,039,469
	93.575			100,821
				1,140,290
Child Care Mandatory and Matching Funds of The Child Care and Development Fund	93.596	2019G999004		1,443,500
Total CCDF Cluster				2,583,790
Pass-Through University of New Hampshire				
Every Student Succeeds Act/Preschool Development Grants	93.434	90TP0060		218,492
Total U.S. Department of Health and Human Services			$ 696,448	$ 25,296,109
TOTAL EXPENDITURES OF FEDERAL AWARDS			$ 1,044,996	$ 33,305,625

NOTE 1: BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Southern New Hampshire Services, Inc. and affiliate under programs of the federal government for the year ended July 31, 2020. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Southern New Hampshire Services, Inc. and affiliate, it is not intended to and does not present the financial position, changes in net assets, or cash flows of Southern New Hampshire Services, Inc. and affiliate.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Pass-through entity identifying numbers are presented where available.

NOTE 3: HEAD START PROGRAMS CFDA #93.600

Due to the COVID pandemic, the Organization was unable to meet its matching requirements in accordance with terms of the grant award. The Organization received a waiver from the Department of Health and Human Services due to the pandemic to remain in compliance with the grant award during the year ended July 31, 2020.

NOTE 4: INDIRECT COST RATE

Southern New Hampshire Services, Inc. and affiliate has negotiated an indirect cost rate of 9.36% with the Department of Health and Human Services.

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED JULY 31, 2020

Section I **Summary of Auditor's Results**

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:
Material weakness(es) identified? ______Yes __√__No

Significant deficiency(ies) identified? ______Yes __√__None reported

Noncompliance material to financial statements noted? ______Yes __√__No

Federal Awards

Internal control over major programs:
Material weakness(es) identified? ______Yes __√__No

Significant deficiency(ies) identified? ______Yes __√__None reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with CFR Section 200.156(a) of the Uniform Guidance? ______Yes __√__No

Identification of major programs:

Name of Federal Program or Cluster	CFDA Number
WIC Special Supplemental Nutrition Program for Women, Infants And Children	10.557
Temporary Assistance for Needy Families	93.558
Low-Income Home Energy Assistance	93.568

Dollar threshold used to distinguish between Type A and Type B programs: $999,169

Auditee qualified as low-risk auditee? __√__Yes ______No

Section II **Financial Statement Findings**

No matters are reportable.

Section III **Federal Award Findings and Questioned Costs**

No matters are reportable.

Helping People, Changing Lives.

SNHS

The Community Action Partnership serving Hillsborough and Rockingham Counties

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

COMBINED FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION

FOR THE YEARS ENDED JULY 31, 2020 AND 2019

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

FINANCIAL STATEMENTS

JULY 31, 2020 AND 2019

CONTENTS

OUELLETTE & ASSOCIATES, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

Mark R. Carrier, C.P.A.
Michael R. Dunn, C.P.A.
Jonathan A. Hussey, C.P.A., M.S.T.
Steven R. Lamontagne, C.P.A.

Gary W. Soucy, C.P.A.
Gary A. Wigant, C.P.A.
C. Joseph Wolverton, Jr., C.P.A.

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Southern New Hampshire Services, Inc. and Affiliate
Manchester, New Hampshire

Report on the Financial Statements

We have audited the accompanying combined financial statements of Southern New Hampshire Services, Inc. (a nonprofit organization) and affiliate, which comprise the combined statements of financial position as of July 31, 2020 and 2019, and the related combined statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the combined financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these combined 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 the 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 combined financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the combined financial statements are free of material misstatement.

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

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

1111 Lisbon Street • Lewiston, Maine 04240 • Telephone: (207) 786-0328 • FAX: (207) 783-9377 • www.oacpas.net

Opinion

In our opinion, the combined financial statements referred to above present fairly, in all material respects, the financial position of Southern New Hampshire Services, Inc. and affiliate, as of July 31, 2020 and 2019, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated February 8, 2021, on our consideration of Southern New Hampshire Services, Inc. and affiliate's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Southern New Hampshire Services, Inc. and affiliate's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Southern New Hampshire Services, Inc. and affiliate's internal control over financial reporting and compliance.

Ouellette & Associates, P.A.
Certified Public Accountants

February 8, 2021
Lewiston, Maine

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

COMBINED STATEMENTS OF FINANCIAL POSITION

JULY 31, 2020 AND 2019

ASSETS

	2020	2019
CURRENT ASSETS		
Cash	$ 6,456,196	$ 6,986,538
Investments	9,102,421	8,405,690
Contracts receivable	3,346,435	3,488,413
Accounts receivable	721,595	821,565
Prepaid expenses	159,842	95,197
Total current assets	19,786,489	19,797,403
FIXED ASSETS		
Land	3,050,918	2,697,868
Buildings and improvements	13,310,566	12,530,561
Vehicles and equipment	1,501,951	1,415,271
Total fixed assets	17,863,435	16,643,700
Less - accumulated depreciation	5,729,951	5,237,138
Net fixed assets	12,133,484	11,406,562
OTHER ASSETS		
Restricted cash	457,683	411,580
TOTAL ASSETS	$ 32,377,656	$ 31,615,545

LIABILITIES AND NET ASSETS

	2020	2019
CURRENT LIABILITIES		
Current portion of long-term debt	$ 100,012	$ 109,413
Accounts payable	729,100	657,676
Accrued payroll and payroll taxes	1,089,681	1,045,805
Accrued compensated absences	470,301	359,819
Accrued other liabilities	53,011	227,703
Refundable advances	336,800	1,028,743
Over applied overhead	180,479	27,739
Tenant security deposits	83,030	84,231
Total current liabilities	3,042,414	3,541,129
LONG-TERM LIABILITIES		
Long-term debt, less current portion	2,949,253	3,036,025
TOTAL LIABILITIES	5,991,667	6,577,154
NET ASSETS WITHOUT DONOR RESTRICTIONS	26,385,989	25,038,391
TOTAL LIABILITIES AND NET ASSETS	$ 32,377,656	$ 31,615,545

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

COMBINED STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JULY 31, 2020 AND 2019

	2020	*2019*
REVENUES, GAINS AND OTHER SUPPORT		
Grant and contract revenue	$ 38,244,769	$ 37,464,614
Program service fees	796,505	907,560
Local funding	244,926	242,894
Rental income	1,191,263	1,191,372
Gifts and contributions	201,839	208,728
Interest and dividend income	302,600	314,554
Unrealized gain on investments	398,423	12,233
Miscellaneous	462,291	720,124
TOTAL REVENUES, GAINS AND OTHER SUPPORT	41,842,616	41,062,079
EXPENSES		
Program services:		
Child development	9,330,031	8,589,865
Community services	1,505,420	1,530,674
Economic and workforce development	7,450,261	6,984,684
Energy	12,651,510	13,414,281
Language and literacy	430,934	436,073
Housing and homeless	490,824	263,240
Nutrition and health	2,307,558	2,527,495
Special projects	1,876,426	1,768,326
Volunteer services	127,449	125,050
SNHS Management Corporation	2,447,708	2,396,939
Total program services	38,618,121	38,036,627
Support services:		
Management and general	1,876,897	2,038,463
TOTAL EXPENSES	40,495,018	40,075,090
CHANGE IN NET ASSETS	1,347,598	986,989
NET ASSETS - BEGINNING OF YEAR	25,038,391	24,051,402
NET ASSETS - END OF YEAR	$ 26,385,989	$ 25,038,391

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE
COMBINED STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JULY 31, 2020

	Program Services						
	Child Development	Community Services	Economic Workforce Development	Energy	Language and Literacy	Housing and Homeless	Nutrition and Health
EXPENSES							
Payroll	$ 5,556,933	$ 933,868	$ 2,939,525	$ 1,521,964	$ 298,880	$ 88,866	$ 962,139
Payroll taxes	419,856	70,488	221,893	117,494	23,413	6,797	73,387
Fringe benefits	1,573,633	137,463	615,794	463,923	28,359	21,715	238,512
Workers comp. insurance	118,066	9,585	7,651	15,806	2,062	233	30,576
Retirement benefits	314,824	88,609	190,679	93,780	10,995	4,856	70,742
Consultant and contractual	56,270	70,777	1,775,844	1,802,601	5,095	370	14,752
Travel and transportation	87,659	10,526	55,412	17,022	600	1,006	29,296
Conferences and meetings	-	6,007	-	888	-	49	140
Occupancy	491,299	76,188	452,980	122,492	30,276	2,520	64,985
Advertising	2,664	3,955	2,990	1,171	50	8,169	424
Supplies	328,400	51,663	33,068	66,117	5,006	3,604	35,623
Equip. rentals and maintenance	6,553	2,447	21,351	12,146	2,943	-	10,096
Insurance	22,852	42,463	7,617	30,740	-	175	6,450
Telephone	89,596	16,857	30,761	31,439	2,726	2,023	41,068
Postage	4,825	165	1,568	30,220	330	385	3,720
Printing and publications	3,773	-	-	483	1,851	-	-
Subscriptions	-	-	-	524	-	-	-
Program support	-	20,345	-	60,826	3,676	-	-
Interest	9,529	-	-	-	-	-	-
Depreciation	72,782	5,656	41,477	3,191	938	-	10,294
Assistance to clients	7,850	-	1,084,147	8,336,006	-	349,246	420,251
Other expense	181,944	9,940	7,450	9,318	-	800	303,005
Miscellaneous	20,004	688	364	1,862	13,734	10	2,146
In-kind	1,472,831	-	-	-	-	-	-
Gain on disposal of assets	-	-	-	-	-	-	-
SUBTOTAL	**10,842,143**	**1,557,690**	**7,490,571**	**12,740,013**	**430,934**	**490,824**	**2,317,606**
Over applied indirect costs	-	-	-	-	-	-	-
Eliminations	**(1,512,112)**	**(52,270)**	**(40,310)**	**(88,503)**	-	-	**(10,048)**
TOTAL EXPENSES	**$ 9,330,031**	**$ 1,505,420**	**$ 7,450,261**	**$ 12,651,510**	**$ 430,934**	**$ 490,824**	**$ 2,307,558**

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE
COMBINED STATEMENT OF FUNCTIONAL EXPENSES (Continued)
FOR THE YEAR ENDED JULY 31, 2020

	Program Services				Support Services	
	Special Projects	Volunteer Services	SNHS Management Corporation	Total Program Services	Management and General	Total Expenses
EXPENSES						
Payroll	$ 95,518	$ 80,529	$ 688,044	$ 13,166,266	$ 1,258,963	$ 14,425,229
Payroll taxes	7,446	6,021	45,518	992,313	93,381	1,085,694
Fringe benefits	7,355	16,739	256,823	3,360,316	184,217	3,544,533
Workers comp. insurance	3,120	214	11,822	199,135	7,822	206,957
Retirement benefits	5,385	3,350	40,945	824,165	116,327	940,492
Consultant and contractual	1,659,372	449	136,778	5,522,308	87,416	5,609,724
Travel and transportation	4,805	5,163	41,940	253,429	4,639	258,068
Conferences and meetings	3,531	50	28,605	39,270	2,113	41,383
Occupancy	15,080	-	595,088	1,850,908	38,053	1,888,961
Advertising	-	400	1,270	21,093	-	21,093
Supplies	2,334	4,524	17,992	548,331	39,485	587,816
Equip. rentals and maintenance	4,971	63	15,835	76,405	1,398	77,803
Insurance	3,213	1,616	51,605	166,731	13,338	180,069
Telephone	2,700	2,350	29,193	248,713	6,146	254,859
Postage	7	632	1,207	43,059	15,840	58,899
Printing and publications	-	84	8	6,199	61	6,260
Subscriptions	-	-	534	1,058	-	1,058
Program support	3,317	-	222,373	310,537	-	310,537
Interest	-	-	55,013	64,542	-	64,542
Depreciation	46,914	-	388,881	570,133	673	570,806
Assistance to clients	12,708	-	68,129	10,278,337	-	10,278,337
Other expense	1,798	-	7,853	522,108	4,435	526,543
Miscellaneous	169	5,265	(30,823)	13,419	3,242	16,661
In-kind	-	-	-	1,472,831	-	1,472,831
Gain on disposal of assets	-	-	(2,450)	(2,450)	-	(2,450)
SUBTOTAL	1,879,743	127,449	2,672,183	40,549,156	1,877,549	42,426,705
Over applied indirect costs	-	-	-	-	3	3
Eliminations	(3,317)	-	(224,475)	(1,931,035)	(655)	(1,931,690)
TOTAL EXPENSES	$ 1,876,426	$ 127,449	$ 2,447,708	$ 38,618,121	$ 1,876,897	$ 40,495,018

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE
COMBINED STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JULY 31, 2019

	Program Services						
	Child Development	Community Services	Economic Workforce Development	Energy	Language and Literacy	Housing and Homeless	Nutrition and Health
EXPENSES							
Payroll	$ 5,063,755	$ 958,969	$ 2,792,330	$ 1,519,961	$ 294,501	$ 104,911	$ 1,000,035
Payroll taxes	406,991	74,606	220,133	124,867	24,800	8,511	80,427
Fringe benefits	1,350,633	134,639	492,014	389,808	26,683	22,106	222,241
Workers comp. insurance	102,429	8,625	6,948	17,712	736	262	30,682
Retirement benefits	273,637	89,527	182,279	89,727	7,851	6,689	62,967
Consultant and contractual	37,142	70,228	1,595,405	1,770,887	6,505	654	20,695
Travel and transportation	118,863	19,729	78,856	37,134	992	4,110	47,713
Conferences and meetings	-	10,976	-	7,537	225	-	3,471
Occupancy	524,894	58,004	456,078	125,814	28,957	1,020	78,801
Advertising	13,742	25	8,610	1,117	218	-	399
Supplies	243,037	19,254	38,322	57,531	9,422	192	47,201
Equip. rentals and maintenance	12,341	57	13,689	18,308	1,816	-	29,650
Insurance	19,509	24,941	4,905	20,099	-	-	6,966
Telephone	85,487	12,661	27,046	20,468	2,547	385	41,963
Postage	5,522	7	553	30,214	568	58	3,189
Printing and publications	5,268	630	-	-	1,281	-	-
Subscriptions	-	-	446	456	-	-	-
Program support	-	38,256	-	35,312	6,121	-	-
Interest	12,995	-	-	-	-	-	-
Depreciation	64,865	5,920	24,379	10,070	1,045	-	9,920
Assistance to clients	7,800	-	1,066,041	9,156,531	-	114,335	547,988
Other expense	251,015	34,650	19,523	7,118	-	-	299,023
Miscellaneous	35,436	736	1,323	1,813	21,805	7	2,024
In-kind	2,248,292	-	-	-	-	-	-
Loss on disposal of assets	-	-	-	125	-	-	-
SUBTOTAL	10,883,653	1,562,440	7,028,880	13,442,609	436,073	263,240	2,535,355
Over applied indirect costs	-	-	-	-	-	-	-
Eliminations	(2,293,788)	(31,766)	(44,196)	(28,328)	-	-	(7,860)
TOTAL EXPENSES	$ 8,589,865	$ 1,530,674	$ 6,984,684	$13,414,281	$ 436,073	$ 263,240	$ 2,527,495

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE
COMBINED STATEMENT OF FUNCTIONAL EXPENSES (Continued)
FOR THE YEAR ENDED JULY 31, 2019

	Program Services				Support Services	
	Special Projects	Volunteer Services	SNHS Management Corporation	Total Program Services	Management and General	Total Expenses
EXPENSES						
Payroll	$ 74,200	$ 73,480	$ 492,484	$12,374,626	$ 1,313,585	$13,688,211
Payroll taxes	6,191	6,004	33,947	986,477	99,061	1,085,538
Fringe benefits	11,699	11,872	209,681	2,871,376	181,973	3,053,349
Workers comp. insurance	2,644	184	10,549	180,771	4,483	185,254
Retirement benefits	2,834	2,369	33,859	751,739	110,189	861,928
Consultant and contractual	1,579,582	478	154,356	5,235,932	90,851	5,326,783
Travel and transportation	4,649	6,554	58,681	377,281	14,194	391,475
Conferences and meetings	3,727	220	16,307	42,463	1,675	44,138
Occupancy	18,040	-	600,154	1,891,762	32,663	1,924,425
Advertising	460	2,444	1,050	28,065	75	28,140
Supplies	3,624	6,599	17,685	442,867	40,709	483,576
Equip. rentals and maintenance	4,167	177	21,671	101,876	768	102,644
Insurance	2,007	1,206	40,184	119,817	19,901	139,718
Telephone	2,253	1,453	19,545	213,808	2,167	215,975
Postage	42	535	1,505	42,193	15,912	58,105
Printing and publications	-	175	-	7,354	-	7,354
Subscriptions	-	900	130	1,932	360	2,292
Program support	4,077	-	43,787	127,553	-	127,553
Interest	-	-	59,264	72,259	-	72,259
Depreciation	35,345	-	347,894	499,438	536	499,974
Assistance to clients	1,492	-	88,251	10,982,438	-	10,982,438
Other expense	11,056	1,550	21,821	645,756	13,055	658,811
Miscellaneous	237	8,850	120,753	192,984	1,283	194,267
In-kind	-	-	-	2,248,292	-	2,248,292
Loss on disposal of assets	-	-	3,381	3,506	-	3,506
SUBTOTAL	1,768,326	125,050	2,396,939	40,442,565	1,943,440	42,386,005
Over applied indirect costs	-	-	-	-	95,023	95,023
Eliminations	-	-	-	(2,405,938)	-	(2,405,938)
TOTAL EXPENSES	$ 1,768,326	$ 125,050	$ 2,396,939	$38,036,627	$ 2,038,463	$40,075,090

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

COMBINED STATEMENTS OF CASH FLOWS

FOR THE YEARS ENDED JULY 31, 2020 AND 2019

	2020	2019
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	$ 1,347,598	$ 986,989
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	570,806	499,974
(Gain) loss on disposal of assets	(2,450)	3,506
Donation of low-income housing projects	-	-
Unrealized gain on investments	(398,423)	(12,233)
(Increase) decrease in operating assets:		
Contracts receivable	141,978	677,107
Accounts receivable	99,970	14,609
Prepaid expenses	(64,645)	(5,034)
Under applied overhead	-	67,750
Increase (decrease) in operating liabilities:		
Accounts payable	71,424	199,288
Accrued payroll and payroll taxes	43,876	(56,907)
Accrued compensated absences	110,482	13,852
Accrued other liabilities	(174,692)	(10,309)
Refundable advances	(691,943)	(280,355)
Over applied overhead	152,740	27,739
Tenant security deposits	(1,201)	2,430
Total adjustments	(142,078)	1,141,417
NET CASH FLOWS FROM OPERATING ACTIVITIES	1,205,520	2,128,406
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of fixed assets	(1,304,678)	(1,430,211)
Proceeds from sale of fixed assets	9,400	16,500
Purchase of investments, reinvested dividends, and capital gains	(298,308)	(307,794)
Proceeds from sale of investments	-	1,000,000
Deposit to restricted cash accounts	(46,103)	(8,842)
NET CASH FLOWS FROM INVESTING ACTIVITIES	(1,639,689)	(730,347)
CASH FLOWS FROM FINANCING ACTIVITIES		
Payments on long-term debt	(96,173)	(111,363)
CHANGE IN CASH AND CASH EQUIVALENTS	(530,342)	1,286,696
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	6,986,538	5,699,842
CASH AND CASH EQUIVALENTS - END OF YEAR	$ 6,456,196	$ 6,986,538
SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION		
Cash paid during the year for interest	$ 64,542	$ 72,259

See independent auditor's report and accompanying notes to the financial statements.

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

NOTES TO COMBINED FINANCIAL STATEMENTS

JULY 31, 2020 AND 2019

NOTE 1: ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of the Organization
Southern New Hampshire Services, Inc. (SNHS) is an umbrella corporation that offers an array of services to the elderly, disabled, and low-income households in New Hampshire's Hillsborough County and Rockingham County. The Organization's programs provide assistance in the areas of education, child development, employment, energy and its' conservation, housing and homelessness prevention. The Organization is committed to providing respectful support services and assisting individuals and families in achieving self-sufficiency by helping them overcome the causes of poverty. The primary source of revenues is derived from governmental contracts. Services are provided through Southern New Hampshire Services, Inc. and SNHS Management Corporation.

Basis of Accounting and Presentation
The Organization prepares its combined financial statements in accordance with accounting principles generally accepted in the United States of America, which involves the application of accrual accounting; and accordingly reflect all significant receivables, payables, and other liabilities. The financial statement presentation follows the recommendation of the Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2016-14, *Not-For-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities.* Under ASU 2016-14, net assets, revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

Net Assets without Donor Restrictions - Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. These net assets may be used at the discretion of the Organization's management and the board of directors.

Net Assets with Donor Restrictions - Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be fulfilled and removed by actions of the Organization pursuant to those stipulations or by passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

Donor restricted contributions are reported as an increase in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities.

The Organization has no net assets with donor restrictions at July 31, 2020 and 2019.

Combined Financial Statements
All significant intercompany items and transactions have been eliminated from the basic combined financial statements. The combined financial statements include the accounts of SNHS Management Corporation because Southern New Hampshire Services, Inc. controls more than 50% of the voting power.

Use of Estimates
The preparation of combined financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Actual results may differ from these amounts.

NOTE 1: ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cash and Cash Equivalents
For the purpose of the combined statements of cash flows, the Organization considers all unrestricted highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents. The Organization has no cash equivalents at July 31, 2020 and 2019.

Current Vulnerabilities Due to Certain Concentrations
The Organization maintains its cash balances at several financial institutions located in New Hampshire and Maine. The balances are insured by the Federal Deposit Insurance Organization (FDIC) up to $250,000 per financial institution. In addition, on October 2, 2008, the Organization entered into an agreement with its principal banking partner to collateralize deposits in excess of the FDIC insurance limitation on some accounts. The balances, at times, may exceed amounts covered by the FDIC and collateralization agreements. It is the opinion of management that there is no significant risk with respect to these deposits at either July 31, 2020 and 2019.

Accounts and Contracts Receivable
All accounts and contracts receivable are stated at the amount management expects to collect from balances outstanding at year-end. Receivables are recorded on the accrual basis of accounting primarily based on reimbursable contracts, grants and agreements. Balances outstanding after management has used reasonable collection efforts are written off through a charge to bad debt expense and a credit to the applicable accounts receivable. Management does not believe an allowance for uncollectible accounts receivable is necessary at July 31, 2020 and 2019.

Revenue Recognition
The Organization's revenue is recognized primarily from federal and state grants and contracts generally structured as reimbursed contracts for services and therefore revenue is recognized based on when their individual allowable budgeted expenditures occur. Refundable advances result from unexpended balances from these exchange transactions. Federal and state grant revenue comprised approximately 91% of total revenue in the fiscal years ended July 31, 2020 and 2019.

Contributions and In-Kind Donations
Support that is restricted by the donor is reported as an increase in net assets without donor restrictions, if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in net assets with donor restrictions, 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 with donor restrictions are reclassified to net assets without donor restrictions and reported in the combined statements of activities as net assets released from restrictions. In-kind revenues and expenses represent fair market value of volunteer services and non-paid goods which were donated to the Organization during the current fiscal year. All in-kind revenues in the fiscal year 2020 and 2019 were generated through the Head Start and Economic Workforce Development programs. Since the recognition criteria is not met, no in-kind revenues are recognized as contributions in the combined financial statements and the in-kind expenses have been eliminated.

NOTE 1: ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Investments
The Organization carries investments in marketable securities with readily determinable fair values and all investments in debt securities at their fair values in the combined statements of financial position. Unrealized gains and losses are included in the change in net assets in the accompanying combined statements of activities.

Fixed Assets
Fixed assets acquired by the Organization are capitalized at cost if purchased or fair value if donated. It is the Organization's policy to capitalize expenditures for these items in excess of $5,000. Major additions and renewals are capitalized, while repairs and maintenance are expensed as incurred. Depreciation is calculated using the straight-line basis over the estimated useful lives of the assets, which range from three to forty years. Depreciation expense for July 31, 2020 and 2019 was $570,806 and $499,974, respectively.

Fixed assets purchased with grant funds are owned by the Organization while used in the program for which they were purchased or in other future authorized programs. However, the various funding sources have a reversionary interest in the fixed assets purchased with grant funds. The disposition of fixed assets, as well as the ownership of any proceeds is subject to funding source regulations.

Advertising
The Organization uses advertising to promote programs among the people it serves. The production costs of advertising are expensed as incurred.

Functional Allocation of Expenses
The Organization allocates its expenses on a functional basis among its various programs and support services. Expenses that can be identified with a specific program and support services are allocated directly according to their natural expenditure classification. Other expenses, that are common to several functions, are allocated by management based on effort. Supporting services are those related to operating and managing the Organization and its programs on a day-to-day basis. Supporting services have been sub-classified as follows:

Management and General - includes all activities related to the Organization's internal management.

Subsequent Events
Management has made an evaluation of subsequent events through February 8, 2021, which represents the date on which the combined financial statements were available to be issued and determined that any subsequent events that would require recognition or disclosure have been considered in the preparation of these combined financial statements.

NOTE 1: ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Recently Accounting Pronouncements

In November 2016, the FASB issued Accounting Standards Update (ASU) No. 2016-18, *Statement of Cash Flows (Topic 230): Restricted Cash.* ASU 2016-18 clarifies the classification and presentation requirements specific to changes in restricted cash on the statement of cash flows. The guidance is effective for non-public entities fiscal years beginning after December 15, 2018 with early adoption permitted. Management has evaluated the impact of the ASU on the Organization's statement of cash flows and decided not to adopt it as the change was determined not to be significant to the users of the combined financial statements.

Recent Accounting Pronouncements

Revenue Recognition

In May 2014, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2014-09, *Revenue from Contracts with Customers*, to clarify the principles for recognizing revenue and to develop a common revenue standard for U.S. GAAP and International Financial Reporting Standards. The core principle of the guidance requires entities to recognize revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. The ASU was effective for fiscal periods beginning after December 15, 2018, however ASU 2020-05, *Revenue from Contracts with Customers (Topic 606) and Leases (Topic 842) – Effective Dates for Certain Entities*, allowed for a one-year deferral for implementation. Therefore, the Organization will implement the guidance in its June 31, 2021 consolidated financial statements. Management is currently evaluating the impact of adoption on the Organization's financial statements.

Leases

In February 2016, the FASB released ASU 2016-02, *Leases* (Topic 842), which provides users of the financial statements a more accurate picture of the assets and the long-term financial obligations of organizations that lease. The standard is for a dual-model approach; a lessee will account for most existing capital leases as Type A leases, and most existing operating leases as Type B leases. Both will be reported on the statement of financial condition of the organization for leases with a term exceeding 12 months. Lessors will see changes as well, primarily made to align with the revised model. The guidance is effective for non-public entities for fiscal years beginning after December 15, 2021, with early adoption permitted, The Organization will implement the guidance in its July 31, 2023 consolidated financial statements. Management is currently evaluating the impact of adoption on the Organization's financial statements.

NOTE 2: RESTRICTED CASH

The Organization, as stipulated in many of the loan agreements associated with the housing projects included in SNHS Management Corporation, is required to maintain separate accounts and make monthly deposits into certain restricted reserves for the replacement of property and other expenditures. In addition, the Organization is required to maintain separate accounts for tenant security deposits and any surplus cash that may result from annual operations. These accounts are also not available for operating purposes and generally need additional approval from oversite agencies before withdrawal and use of these funds can occur.

NOTE 3: FAIR VALUE MEASUREMENTS

The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). Valuation techniques maximize the use of relevant observable inputs and minimize the use of unobservable inputs.

The three levels of the fair value hierarchy under Financial Accounting Standards Board Accounting Standards Codification 820, *Fair Value Measurements*, are described as follows:

Level 1: Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the organization has the ability to access at the measurement date.

Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly, such as:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in inactive markets;
- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3: Inputs that are unobservable for the asset or liability.

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 July 31, 2020 and 2019.

Mutual Funds: Valued at the net asset value of shares held on the last trading day of the fiscal year, which is the basis for transactions at that date.

NOTE 3: FAIR VALUE MEASUREMENTS (Continued)

The following table sets forth by level, within the fair value hierarchy, the Organization's assets at fair value as of July 31, 2020 and 2019:

	2020			
	(Level 1)	**(Level 2)**	**(Level 3)**	**Total**
Mutual Funds	**$9,102,421**	**$ -**	**$ -**	**$9,102,421**

	2019			
	(Level 1)	(Level 2)	(Level 3)	Total
Mutual Funds	$8,405,690	$ -	$ -	$8,405,690

NOTE 4: INVESTMENTS

The following is a summary of investments as of July 31:

	2020			*2019*		
	Cost	**Fair Market Value**	**Unrealized Gains**	Cost	Fair Market Value	Unrealized Gains
Mutual Funds	**$8,611,376**	**$9,102,421**	**$ 491,045**	$8,313,068	$8,405,690	$ 92,622

The activities of the Organization's investment account are summarized as follows:

	2020	*2019*
Fair Value - Beginning of Year	**$8,405,690**	$9,085,663
Dividends and Capital Gains	**298,308**	307,794
Sale of Investments	**-**	(1,000,000)
Unrealized Gains	**398,423**	12,233
Fair Value - End of Year	**$9,102,421**	$8,405,690

NOTE 5: AVAILABILITY AND LIQUIDITY

The Organization's financial assets available for expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date comprise the following as of July 31:

	2020	2019
Cash and Cash Equivalents	$ 6,456,196	$ 6,986,538
Investments	9,102,421	8,405,690
Contracts Receivable	3,346,435	3,488,413
Accounts Receivable	721,595	821,565
Total financial assets available within one year	$19,626,647	$19,702,206

None of the financial assets are subject to donor or other contractual restrictions. Accordingly, all such funds are available to meet the needs of the Organization in the next 12 months. In addition, the Organization maintains several reserve funds for property taxes, insurance expenses, and repair and replacement or emergency needs which are required by financing authorities. These funds may be withdrawn only with the approval of the financing authority and are not considered by the Organization to have donor restrictions.

The Organization manages its liquidity by developing and adopting annual operating budgets that provide sufficient funds for general expenditures in meeting its liabilities and other obligations as they become due.

NOTE 6: LONG-TERM DEBT

The following is a summary of long-term debt as of July 31:

	2020	*2019*
SNHS, Inc.		
Mortgage payable to City of Manchester, secured by real estate located in Manchester, NH. A balloon payment of $11,275 was due on June 30, 2010. Interest is at 0.000%. SNHS, Inc. is currently negotiating with the City of Manchester to write off this debt.	$ 11,275	$ 11,275
Mortgage payable to bank, secured by real estate located on Temple St., Nashua, NH, payable in fixed monthly principal installments of $1,833 plus interest through 2020. The note was refinanced on October 1, 2020, payable in monthly installments of $2,182 plus interest through 2030. Interest is at 4.000% at July 31, 2020 and 2019.	218,502	238,669
Subtotal	$ 229,777	$ 249,944

NOTE 6: LONG-TERM DEBT (Continued)

	2020	2019
Subtotal Carried Forward	$ 229,777	$ 249,944
SNHS Management Corporation		
Mortgage payable to New Hampshire Housing Authority secured by real estate located on Pleasant St., Epping, NH, payable in monthly installments of $1,084 including interest through 2042. Interest is at 3.500%.	194,418	200,514
Mortgage payable to City of Nashua secured by real estate located on Vine St., Nashua, NH. Mortgage will be forgiven only if real estate remains low-income housing for 30 years. Interest is at 10.000%, forgiven annually.	900,000	900,000
Note payable to City of Nashua secured by real estate located on Vine St., Nashua, NH. Mortgage will be forgiven only if real estate remains low-income housing for 30 years. Interest is at 10.000%, forgiven annually.	20,000	20,000
Mortgage payable to New Hampshire Community Loan Fund secured by real estate located on, Vine St., Nashua, NH. Mortgage will be forgiven only if real estate remains low-income housing for 30 years. Interest is at 10.000%, forgiven annually.	250,000	250,000
Mortgage payable to bank, secured by real estate located on West Pearl St., Nashua, NH. Mortgage will be forgiven only if real estate remains low-income housing for 40 years. Interest is at 0.000%.	170,000	170,000
Mortgage payable to bank, secured by real estate located on Allds St., Nashua, NH, payable in fixed monthly principal installments of $2,613 plus interest through 2021. Interest is at 2.906% and 4.980% at July 31, 2020 and 2019.	26,131	57,487
Mortgage payable to MH Parsons and Sons Lumber, secured by real estate located on Crystal Ave., Derry, NH, payable in monthly installments of $3,715 including interest through 2031. Interest is at 5.500%.	373,238	396,455
Mortgage payable to New Hampshire Housing Authority secured by real estate located in Deerfield, NH, payable in monthly installments of $3,327 including interest through 2033. Interest is at 7.000%.	342,777	358,114
Subtotal	$2,506,341	$2,602,514

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

NOTES TO COMBINED FINANCIAL STATEMENTS
(Continued)

JULY 31, 2020 AND 2019

NOTE 6: LONG-TERM DEBT (Continued)

	2020	2019
Subtotal Carried Forward	$2,506,341	$2,602,514
Mortgage payable to New Hampshire Housing Authority secured by real estate located in Deerfield, NH with annual principal repayments equal to 25% of cash surplus due through 2032. Interest is at 0.000%.	392,924	392,924
Mortgage payable to New Hampshire Housing Authority secured by real estate located in Deerfield, NH with annual principal repayments equal to 25% of cash surplus due through 2032. Interest is at 0.000%.	150,000	150,000
	3,049,265	3,145,438
Less: Current Portion	100,012	109,413
Long-term debt, net of current portion	$2,949,253	$3,036,025

Principal maturities of long-term debt are as follows as of July 31:

2021	$ 100,012
2022	68,662
2023	72,391
2024	76,332
2025	80,502
Thereafter	2,651,366
Total	$3,049,265

NOTE 7: OPERATING LEASES

The Organization leases various facilities and equipment under several operating leases. Total lease payments for the years ended July 31, 2020 and 2019 equaled $681,354 and $686,840, respectively. The leases expire at various times through August 2022. Some of the leases contain renewal options that are contingent upon federal funding and some contain renewal options subject to renegotiation of lease terms.

The following is a schedule of future minimum lease payments for the operating leases as of July 31:

2021	$ 105,268
2022	12,700
2023	575
Total	$ 118,543

NOTE 8: RETIREMENT BENEFITS

The Organization has an Employer-Sponsored 403(b) plan offering coverage to all of its employees. Participating employees must contribute at least 1% of their wages, while the Organization contributes 10% of their wages. The pension expense for the years ended July 31, 2020 and 2019 was $940,492 and $861,928, respectively.

NOTE 9: RISKS AND UNCERTAINTIES

The Organization is operated in a heavily regulated environment. The operations of the Organization are subject to the administrative directives, rules and regulations of federal, state and local regulatory agencies. Such administrative directives, rules, and regulations are subject to change by an act of Congress or Legislature. Such changes may occur with little notice or inadequate funding to pay for the related cost, including the additional administrative burden, to comply with a change.

NOTE 10: CONTINGENCIES AND CONTINGENT LIABILITIES

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

Cotton Mill Square

In 2015, SNHS Management Corporation entered into a contract as part of the Community Development Investment Tax Credit Program with the Community Development Finance Authority (CDFA) and was awarded $1,000,000 to provide funding for the development and adaptive reuse of an abandoned historic cotton mill in downtown Nashua, NH. Under this program, the Project (Cotton Mill Square) created 109 units of housing and was required to reserve 55 of these units for low to moderate income households.

NOTE 10: CONTINGENCIES AND CONTINGENT LIABILITIES (Continued)

Cotton Mill Square (Continued)

As stipulated by the contract and after a 20% program fee retained by the CDFA, SNHS Management Corporation entered into a subrecipient agreement with the owners of the Project (Cotton Mill Square LLC) to provide a promissory note and mortgage of the remaining award amount of $800,000. The 20 year note to Cotton Mill Square LLC is non-interest bearing and the principal is forgivable at a rate of 5% each year the Project maintains the required minimum of 55 low to moderate income household units.

The Cotton Mill Square Project was awarded the certificate of occupancy on August 22, 2014 and remains in full compliance with the required regulations as of July 31, 2020 and 2019. SNHS Management Corporation feels that it is extremely unlikely that the Project will fall into noncompliance in future periods. Therefore, SNHS Management Corporation has not recorded any contingent receivable or liability related to this transaction. The note repayment is accelerated if the units fall out of compliance.

In October of 2017, the subrecipient agreement with Cotton Mill Square LLC was amended to cease the annual 5% debt forgiveness. This modification effectively holds the promissory note balance at $720,000 which will now be forgiven in full at the end of the agreement as long as the Project maintains compliance with the original agreement's terms. This modification did not change the contingent receivable or liability with SNHS Management Corporation.

J. Brown Homestead Property

On July 1, 2011, Rockingham Community Acton (RCA) was acquired by SNHS. As part of this merger, SNHS assumed all the assets, liabilities and obligations of RCA which included the J. Brown Homestead Property.

The J. Brown Homestead Property was conveyed to RCA in 1999 by the Town of Raymond for $1 and a mortgage lien of $604,418. The property contains four apartments limited to low-income seniors, office space for the Outreach operations, space for the Food Pantry operation, and a common meeting room for use by Town of Raymond organizations. The Town of Raymond included a requirement that the property be used for a social service center for a period of 20 years, called the benefit period, after which this requirement terminates.

In the event that SNHS sells or otherwise conveys the property within the benefit period, the remaining lien will be either paid from the proceeds of the sale or remain with the land to any subsequent purchaser for the remaining benefit period.

This mortgage lien has no scheduled principal or interest payments and is forgivable at a rate of 5% each year of the benefit period until it is completely forgiven in year 2019. The value of this lien at July 31, 2020 and 2019 is $0 and $30,221, respectively. SNHS has no plans to sell or transfer this property. Therefore, the contingent mortgage lien liability has not been included in the financial statements.

NOTE 10: CONTINGENCIES AND CONTINGENT LIABILITIES (Continued)

Coronavirus Pandemic

An outbreak of a novel strain coronavirus (COVID-19) has spread to the U.S. and in March 2020, the World Health Organization characterized COVID-19 as a pandemic. The Organization was unable to meet its matching requirements in accordance with the terms of its Head Start Programs grant award due to the COVID-19 pandemic but received a waiver from DHHS to remain in compliance. Many programs that historically had direct contact with participants were closed or changed significantly while staff was retained. However, the extent of the future impact of COVID-19 on the Organization's operational and financial performance is not known as of the date these financial statements were issued.

OUELLETTE & ASSOCIATES, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

Mark R. Carrier, C.P.A.
Michael R. Dunn, C.P.A.
Jonathan A. Hussey, C.P.A., M.S.T.
Steven R. Lamontagne, C.P.A.

Gary W. Soucy, C.P.A.
Gary A. Wigant, C.P.A.
C. Joseph Wolverton, Jr., C.P.A.

INDEPENDENT AUDITOR'S REPORT ON SUPPLEMENTARY INFORMATION

To the Board of Directors of
Southern New Hampshire Services, Inc. and Affiliate
Manchester, New Hampshire

We have audited the combined financial statements of Southern New Hampshire Services, Inc. (a nonprofit organization) and affiliate as of and for the years ended July 31, 2020 and 2019, and our report thereon dated February 8, 2021, which contained an unmodified opinion on those combined financial statements, appears on page 1. Our audits were performed for the purpose of forming an opinion on the combined financial statements as a whole.

The combining information in Schedules A and B (pages 23-24), the schedules of revenues and expenses - by contract (pages 25-29), required by the State of New Hampshire Governor's Office of Strategic Initiatives, and the required schedules and financial information for Whispering Pines II, J.B. Milette Manor, and Sherburne Woods (pages 30-49), required by the New Hampshire Housing Finance Authority are presented for purposes of additional analysis and are not a required part of the combined 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 combined financial statements. The information has been subjected to the auditing procedures applied in the audit of the combined financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the combined financial statements or to the combined 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 combined financial statements as a whole.

Ouellette & Associates, P.A.
Certified Public Accountants

February 8, 2021
Lewiston, Maine

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE
COMBINING SCHEDULE OF FINANCIAL POSITION
JULY 31, 2020

	SNHS, Inc.	SNHS Management Corporation	Sub-Total	Elimination	Total
ASSETS					
CURRENT ASSETS					
Cash	$ 70,760	$ 6,385,436	$ 6,456,196	$ -	$ 6,456,196
Investments	-	9,102,421	9,102,421	-	9,102,421
Contracts receivable	3,100,475	245,960	3,346,435	-	3,346,435
Accounts receivable	-	721,595	721,595	-	721,595
Prepaid expenses	96,285	63,557	159,842	-	159,842
Due from other corporations	2,755,709	(108,554)	2,647,155	(2,647,155)	-
Total current assets	6,023,229	16,410,415	22,433,644	(2,647,155)	19,786,489
FIXED ASSETS					
Land	619,910	2,431,008	3,050,918	-	3,050,918
Buildings and improvements	2,044,340	11,266,226	13,310,566	-	13,310,566
Vehicles and equipment	1,237,244	264,707	1,501,951	-	1,501,951
Total fixed assets	3,901,494	13,961,941	17,863,435	-	17,863,435
Less - accumulated depreciation	1,527,067	4,202,884	5,729,951	-	5,729,951
Net fixed assets	2,374,427	9,759,057	12,133,484	-	12,133,484
OTHER ASSETS					
Restricted cash	32,321	425,362	457,683	-	457,683
TOTAL ASSETS	$ 8,429,977	$ 26,594,834	$ 35,024,811	$ (2,647,155)	$ 32,377,656
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Current portion of long-term debt	$ 26,458	$ 73,554	$ 100,012	$ -	$ 100,012
Accounts payable	665,598	63,502	729,100	-	729,100
Accrued payroll and payroll taxes	271,965	817,716	1,089,681	-	1,089,681
Accrued compensated absences	-	470,301	470,301	-	470,301
Accrued other liabilities	51,275	1,736	53,011	-	53,011
Refundable advances	216,801	119,999	336,800	-	336,800
Over applied overhead	180,479	-	180,479		180,479
Tenant security deposits	28,710	54,320	83,030	-	83,030
Due to other corporations	1,451,915	1,195,240	2,647,155	(2,647,155)	-
Total current liabilities	2,893,201	2,796,368	5,689,569	(2,647,155)	3,042,414
LONG-TERM LIABILITIES					
Long-term debt, less current portion	203,319	2,745,934	2,949,253	-	2,949,253
TOTAL LIABILITIES	3,096,520	5,542,302	8,638,822	(2,647,155)	5,991,667
NET ASSETS WITHOUT DONOR RESTRICTIONS	5,333,457	21,052,532	26,385,989	-	26,385,989
TOTAL LIABILITIES AND NET ASSETS	$ 8,429,977	$ 26,594,834	$ 35,024,811	$ (2,647,155)	$ 32,377,656

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE
COMBINING SCHEDULE OF ACTIVITIES
FOR THE YEAR ENDED JULY 31, 2020

	SNHS, Inc.	SNHS Management Corporation	Sub-Total	Elimination	Total
REVENUES, GAINS AND OTHER SUPPORT					
Grant/contract revenue	$ 38,425,444	$ 144,980	$ 38,570,424	$ (325,655)	$ 38,244,769
Program service fees	17,400	779,105	796,505	-	796,505
Local funding	-	244,926	244,926	-	244,926
Rental income	-	1,191,263	1,191,263	-	1,191,263
Gifts and contributions	131,706	70,133	201,839	-	201,839
Interest Income	177	302,423	302,600	-	302,600
Unrealized gain on investments	-	398,423	398,423	-	398,423
In-kind	1,472,831	-	1,472,831	(1,472,831)	-
Miscellaneous	393,809	201,686	595,495	(133,204)	462,291
TOTAL REVENUES, GAINS AND OTHER SUPPORT	40,441,367	3,332,939	43,774,306	(1,931,690)	41,842,616
EXPENSES					
Program services:					
Child Development	10,842,143	-	10,842,143	(1,512,112)	9,330,031
Community Services	1,557,690	-	1,557,690	(52,270)	1,505,420
Economic and Workforce Dev.	7,490,571	-	7,490,571	(40,310)	7,450,261
Energy	12,740,013	-	12,740,013	(88,503)	12,651,510
Language and Literacy	430,934	-	430,934	-	430,934
Housing and Homeless	490,824	-	490,824	-	490,824
Nutrition and Health	2,317,606	-	2,317,606	(10,048)	2,307,558
Special Projects	1,879,743	-	1,879,743	(3,317)	1,876,426
Volunteer Services	127,449	-	127,449	-	127,449
SNHS Management Corporation	-	2,672,183	2,672,183	(224,475)	2,447,708
Total program services	37,876,973	2,672,183	40,549,156	(1,931,035)	38,618,121
Support services:					
Management and general	1,877,552	-	1,877,552	(655)	1,876,897
TOTAL EXPENSES	39,754,525	2,672,183	42,426,708	(1,931,690)	40,495,018
CHANGE IN NET ASSETS	686,842	660,756	1,347,598	-	1,347,598
NET ASSETS - BEGINNING OF YEAR	4,646,615	20,391,776	25,038,391	-	25,038,391
NET ASSETS - END OF YEAR	$ 5,333,457	$ 21,052,532	$ 26,385,989	$ -	$ 26,385,989

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

SCHEDULE OF REVENUES AND EXPENSES - BY CONTRACT

FOR THE YEAR ENDED JULY 31, 2020

State of NH Governor's Office of Strategic Initiatives
Headstart Program
For the Period
August 1, 2019 to July 31, 2020
Fund # 305

REVENUES	
Program funding	$ 5,673,912
In-kind	1,296,196
Allocated corporate unrestricted revenue	(232,744)
Total revenue	6,737,364
EXPENSES	
Payroll	2,935,664
Payroll taxes	222,088
Fringe benefits	915,047
Workers comp. insurance	68,815
Retirement benefits	169,897
Consultant and contractual	21,717
Travel and transportation	40,971
Occupancy	275,640
Advertising	1,395
Supplies	188,445
Equip. rentals and maintenance	2,445
Insurance	14,562
Telephone	33,811
Postage	1,418
Printing and publications	2,931
Depreciation	12,210
Assistance to clients	5,850
Other expense	55,126
Miscellaneous	7,141
In-kind	1,296,196
Administrative costs	465,995
Total expenses	6,737,364
Excess of expenses over revenue	$ -

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

SCHEDULE OF REVENUES AND EXPENSES - BY CONTRACT

FOR THE YEAR ENDED JULY 31, 2020

State of NH Governor's Office of Strategic Initiatives
LIHEAP Program
For the Period
October 1, 2019 to July 31, 2020
Fund # 630-20

REVENUES		
Program funding	$	9,024,873
Other revenue		7,267
Allocated corporate unrestricted revenue		2,466
Total revenue		9,034,606
EXPENSES		
Payroll		393,031
Payroll taxes		29,952
Fringe benefits		138,744
Workers comp. insurance		1,200
Retirement benefits		20,705
Consultant and contractual		20,146
Travel and transportation		5,040
Conference and meetings		27
Occupancy		43,485
Advertising		150
Supplies		26,083
Equip. rentals and maintenance		2,783
Insurance		1,509
Telephone		14,212
Postage		18,345
Subscriptions		262
Program support		30,381
Depreciation		2,404
Assistance to clients		8,213,248
Miscellaneous		812
Administrative costs		72,087
Total expenses		9,034,606
Excess of expenses over revenue	$	-

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

SCHEDULE OF REVENUES AND EXPENSES - BY CONTRACT

FOR THE YEAR ENDED JULY 31, 2020

State of NH Governor's Office of Strategic Initiatives
LIHEAP Program
For the Period
August 1, 2019 to September 30, 2019
Fund # 630-19

REVENUES	
Program funding	$ 173,486
Total revenue	173,486
EXPENSES	
Payroll	77,520
Payroll taxes	6,104
Fringe benefits	31,195
Workers comp. insurance	218
Retirement benefits	4,196
Consultant and contractual	6,373
Travel and transportation	1,036
Conference and meetings	15
Occupancy	10,114
Advertising	25
Supplies	5,720
Insurance	702
Telephone	2,001
Postage	786
Program support	7,165
Printing and publications	483
Assistance to clients	13,190
Miscellaneous	155
Administrative costs	6,488
Total expenses	173,486
Excess of expenses over revenue	$ -

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

SCHEDULE OF REVENUES AND EXPENSES - BY CONTRACT

FOR THE YEAR ENDED JULY 31, 2020

State of NH Governor's Office of Strategic Initiatives
Early Headstart Program
For the Period
August 1, 2019 to July 31, 2020
Fund # 300

REVENUES	
Program funding	$ 1,488,459
In-kind	116,095
Allocated corporate unrestricted revenue	(105,146)
Total revenue	1,499,408
EXPENSES	
Payroll	739,965
Payroll taxes	56,426
Fringe benefits	192,055
Workers comp. insurance	17,331
Retirement benefits	39,757
Consultant and contractual	3,481
Travel and transportation	4,761
Occupancy	80,061
Advertising	200
Supplies	39,910
Equip. rentals and maintenance	1,091
Insurance	2,837
Telephone	31,533
Postage	45
Printing and publications	842
Interest	9,529
Depreciation	24,953
Other expense	17,737
Miscellaneous	3,417
In-kind	116,095
Administrative costs	117,382
Total expenses	1,499,408
Excess of expenses over revenue	$ -

SOUTHERN NEW HAMPSHIRE SERVICES, INC. AND AFFILIATE

SCHEDULE OF REVENUES AND EXPENSES - BY CONTRACT

FOR THE YEAR ENDED JULY 31, 2020

Electric Energy Assistance

For the Period
August 1, 2019 to July 31, 2020
Fund # 665

REVENUES	
Other revenue	$ 812,431
Allocated corporate unrestricted revenue	9,845
Total revenue	822,276
EXPENSES	
Payroll	423,007
Payroll taxes	32,553
Fringe benefits	140,031
Workers comp. insurance	1,484
Retirement benefits	18,531
Consultant and contractual	23,656
Travel and transportation	3,236
Conference and meetings	42
Occupancy	51,313
Advertising	175
Supplies	30,428
Equip. rentals and maintenance	3,088
Insurance	2,033
Telephone	11,805
Postage	10,894
Subscriptions	262
Depreciation	787
Miscellaneous	443
Administrative costs	68,508
Total expenses	822,276
Excess of expenses over revenue	$ -

WHISPERING PINES II
(FORMERLY: EPPING SENIOR HOUSING ASSOCIATES LIMITED PARTNERSHIP)
(PROJECT No. A199991-046)

STATEMENTS OF FINANCIAL POSITION

JULY 31, 2020 AND 2019

ASSETS

	2020	2019
CURRENT ASSETS		
Cash - Operations	$ 15,319	18,732
Prepaid Expenses	8,433	6,035
Total Current Assets	23,752	24,767
DEPOSITS HELD IN TRUST, FUNDED		
Tenant Security Deposits	11,484	13,294
RESTRICTED DEPOSITS AND FUNDED RESERVES		
Replacement Reserve	40,591	30,028
Operating Reserve	79,253	78,399
Tax Escrow	8,531	23,456
Insurance Escrow	2,791	4,858
Total Restricted Deposits and Funded Reserves	131,166	136,741
RENTAL PROPERTY		
Land	166,600	166,600
Building and Building Improvements	580,758	580,758
Total Rental Property	747,358	747,358
Less Accumulated Depreciation	59,301	43,447
Net Rental Property	688,057	703,911
TOTAL ASSETS	$ 854,459	$ 878,713

LIABILITIES AND NET ASSETS

	2020	2019
CURRENT LIABILITIES		
Current Portion of Mortgage Loan Payable	$ 6,312	$ 6,096
Accounts Payable	5,548	1,734
Accrued Expenses	205	944
Total Current Liabilities	12,065	8,774
DEPOSIT LIABILITIES		
Tenant Security Deposit Liability	11,484	13,294
LONG-TERM LIABILITIES		
Due to Affiliate	18,312	32,103
Mortgage Loan Payable, Net of Current Portion	188,106	194,418
Total Long-Term Liabilities	206,418	226,521
Total Liabilities	229,967	248,589
NET ASSETS WITHOUT DONOR RESTRICTIONS	624,492	630,124
TOTAL LIABILITIES AND NET ASSETS	$ 854,459	$ 878,713

WHISPERING PINES II
(FORMERLY: EPPING SENIOR HOUSING ASSOCIATES LIMITED PARTNERSHIP)
(PROJECT No. A199991-046)

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JULY 31, 2020 AND 2019

	2020	*2019*
RENTAL OPERATIONS		
Income		
Tenant Rental Income	$ 171,842	$ 172,681
Laundry Income	2,275	2,235
Other Income	1,466	1,470
Interest Income - Unrestricted	14	15
Interest Income - Restricted	1,345	2,490
Total Income	176,942	178,891
Expenses (See Schedule)		
Administrative	42,309	50,777
Utilities	42,448	43,570
Maintenance	39,165	41,670
Depreciation	15,853	15,380
Interest - NHHFA Mortgage Note	6,921	7,130
General Expenses	35,878	33,608
Total Expenses	182,574	192,135
CHANGE IN NET ASSETS	(5,632)	(13,244)
NET ASSETS - BEGINNING OF YEAR	630,124	643,368
NET ASSETS - END OF YEAR	$ 624,492	$ 630,124

WHISPERING PINES II
(FORMERLY: EPPING SENIOR HOUSING ASSOCIATES LIMITED PARTNERSHIP)
(PROJECT No. A199991-046)

SCHEDULES OF RENTAL OPERATIONS EXPENSES

FOR THE YEARS ENDED JULY 31, 2020 AND 2019

EXPENSES:	*2020*	*2019*
Administrative		
Management Fees	$ 14,400	$ 14,400
Salaries and Wages	16,704	20,002
Fringe Benefits	4,701	3,415
Investment Fee	-	6,120
Telephone	2,953	3,128
Other Administrative Expense	3,551	3,712
TOTAL ADMINISTRATIVE EXPENSE	42,309	50,777
Utilities		
Electricity	20,098	19,750
Fuel	9,677	13,124
Water and Sewer	11,613	10,214
Other Utility Expense	1,060	482
TOTAL UTILITY EXPENSE	42,448	43,570
Maintenance		
Custodial Supplies	318	692
Trash Removal	2,064	2,160
Snow Removal	10,951	10,296
Grounds/Landscaping	17	-
Elevator Repairs and Contract	5,045	2,764
Repairs (Materials)	17,218	25,758
Operation (Contract)	3,552	-
TOTAL MAINTENANCE EXPENSE	39,165	41,670
Depreciation	15,853	15,380
Interest - NHHFA Mortgage Note	6,921	7,130
General Expenses		
Real Estate Taxes	26,490	24,293
Payroll Taxes	1,273	1,612
Retirement Benefits	1,670	1,871
Workman's Compensation	915	1,064
Insurance	5,530	4,768
TOTAL GENERAL EXPENSES	35,878	33,608
TOTAL EXPENSES	$ 182,574	$ 192,135

WHISPERING PINES II
(FORMERLY: EPPING SENIOR HOUSING ASSOCIATES LIMITED PARTNERSHIP)
(PROJECT No. A199991-046)

SCHEDULE OF RECEIPTS AND DISBURSEMENTS
PROJECT OPERATING ACCOUNT

FOR THE YEAR ENDED JULY 31, 2020

SOURCE OF FUNDS		
Rental Operations		
Income		
Tenant Paid Rent	$ 148,881	
HAP Rent Subsidy	22,961	
Total Rental Income		$ 171,842
Service Income	2,275	
Interest Income	14	
Commercial Income	-	
Other Income	1,466	
Total Rental Operations Receipts		175,597
Expenses		
Administrative	45,446	
Utilities	42,448	
Maintenance	35,351	
Interest - NHHFA Mortgage Note	6,921	
Interest - Other Notes	-	
General	35,878	
Other	-	
Total Rental Operations Disbursements		(166,044)
Cash Provided by Rental Operations		9,553
Amortization of Mortgage	6,095	
Cash Provided by Rental Operations After Debt Service		3,458
OTHER RECEIPTS		
Due to Management Agent	(13,791)	
Owner Advances	-	
Transfer from Restricted Cash Reserves	50,659	
and Escrows	-	
		36,868
OTHER DISBURSEMENTS OR TRANSFERS		
Transfers to Restricted Cash Reserves and Escrows	43,739	
Purchase of Fixed Assets	-	
Repayment of Owner Advances	-	
Other Partnership Expenses	-	
Transfers to Tenant Security Deposit Account	-	
		43,739
Net Increase or (Decrease) in Project Account Cash		(3,413)
Project Account Cash Balance at Beginning of Year		18,732
Project Account Cash Balance at End of Year		15,319
Composition of Project Account Cash Balance at End of Year		15,319
Petty Cash	-	
Unrestricted Reserve (if applicable)		
Decorating Reserve	-	
Operating Reserve	-	
Other Reserve	-	
Total Petty Cash and Unrestricted Reserves		-
Total Project Account Cash at End of Year		$ 15,319

WHISPERING PINES II
(FORMERLY: EPPING SENIOR HOUSING ASSOCIATES LIMITED PARTNERSHIP)
(PROJECT No. A199991-046)

SCHEDULE OF RECEIPTS AND DISBURSEMENTS
PROJECT OPERATING ACCOUNT

FOR THE YEAR ENDED JULY 31, 2019

SOURCE OF FUNDS		
Rental Operations		
Income		
Tenant Paid Rent	$ 153,454	
HAP Rent Subsidy	19,736	
Total Rental Income		$ 173,190
Service Income	2,235	
Interest Income	15	
Commercial Income	-	
Other Income	1,470	
Total Rental Operations Receipts		176,910
Expenses		
Administrative	49,895	
Utilities	43,570	
Maintenance	42,665	
Interest - NHHFA Mortgage Note	7,130	
Interest - Other Notes	-	
General	33,608	
Other	-	
Total Rental Operations Disbursements		(176,868)
Cash Provided by Rental Operations		42
Amortization of Mortgage	5,886	
Cash Provided by Rental Operations After Debt Service		(5,844)
OTHER RECEIPTS		
Due to Management Agent	16,156	
Owner Advances	-	
Transfer from Restricted Cash Reserves	46,320	
and Escrows	-	
		62,476
OTHER DISBURSEMENTS OR TRANSFERS		
Transfers to Restricted Cash Reserves and Escrows	55,176	
Purchase of Fixed Assets	11,359	
Repayment of Owner Advances	-	
Other Partnership Expenses	-	
Transfers to Tenant Security Deposit Account	-	
		66,535
Net Increase or (Decrease) in Project Account Cash		(9,903)
Project Account Cash Balance at Beginning of Year		28,635
Project Account Cash Balance at End of Year		18,732
Composition of Project Account Cash Balance at End of Year		18,732
Petty Cash	-	
Unrestricted Reserve (if applicable)		
Decorating Reserve	-	
Operating Reserve	-	
Other Reserve	-	
Total Petty Cash and Unrestricted Reserves		-
Total Project Account Cash at End of Year		$ 18,732

WHISPERING PINES II
(FORMERLY: EPPING SENIOR HOUSING ASSOCIATES LIMITED PARTNERSHIP)
(PROJECT No. A199991-046)

SCHEDULE OF RESTRICTED CASH RESERVES AND ESCROWS

FOR THE YEAR ENDED JULY 31, 2020

Description of Fund	Balance Beginning of Period	Deposits Transfers From Operations Account	Interest Earned	Withdrawals Transfers to Operations Account	Balance End of Period
Restricted Accounts:					
Insurance Escrow	$ 4,858	$ 4,767	$ 39	$ 6,873	$ 2,791
Tax Escrow	23,456	28,772	89	43,786	8,531
Replacement Reserve	30,028	10,200	363	-	40,591
Operating Reserve	78,399	-	854	-	79,253
Total Restricted Cash Reserves and Escrows	$ 136,741	$ 43,739	$ 1,345	$ 50,659	$ 131,166

SCHEDULE OF SURPLUS CASH CALCULATION

JULY 31, 2020

NET LOSS	$ (5,632)
ADD: DEPRECIATION	15,853
DEDUCT REQUIRED PRINCIPAL REPAYMENTS	6,095
DEDUCT REQUIRED PAYMENTS TO REPLACEMENT RESERVES	10,200
ADD/DEDUCT NHHFA APPROVED ITEMS	
Repair and Maintenance Expenses Reimbursed Through Replacement Reserves	-
SURPLUS CASH (DEFICIT)	$ (6,074)

WHISPERING PINES II
(FORMERLY: EPPING SENIOR HOUSING ASSOCIATES LIMITED PARTNERSHIP)
(PROJECT No. A199991-046)

YEAR-TO-DATE COMPILATION OF OWNERS' FEE/DISTRIBUTION

FOR THE YEAR ENDED JULY 31, 2020

YEAR	MAXIMUM ALLOWABLE DISTRIBUTION	DISTRIBUTION RECEIVED	BALANCE
12/31/2001	$ 243,855	$ -	$ 243,855
12/31/2002	$ 243,855	$ -	$ 487,710
12/31/2003	$ 243,855	$ 5,895	$ 725,670
12/31/2004	$ 243,855	$ 7,200	$ 962,325
12/31/2005	$ 243,855	$ -	$ 1,206,180
12/31/2006	$ 243,855	$ 6,120	$ 1,443,915
12/31/2007	$ 243,855	$ -	$ 1,687,770
12/31/2008	$ 243,855	$ -	$ 1,931,625
12/31/2009	$ 243,855	$ -	$ 2,175,480
12/31/2010	$ 243,855	$ -	$ 2,419,335
12/31/2011	$ 243,855	$ -	$ 2,663,190
12/31/2012	$ 243,855	$ -	$ 2,907,045
12/31/2013	$ 243,855	$ 7,200	$ 3,143,700
12/31/2014	$ 243,855	$ -	$ 3,387,555
12/31/2015	$ 243,855	$ -	$ 3,631,410
7/31/2016	$ 142,249	$ -	$ 3,773,659
7/31/2017	$ 243,855	$ -	$ 4,017,514
7/31/2018	$ 243,855	$ -	$ 4,261,369
7/31/2019	$ 243,855	$ -	$ 4,505,224
7/30/2020	$ 243,855	$ -	$ 4,749,079

J.B. MILETTE MANOR
(FORMERLY: J.B. MILETTE LIMITED PARTNERSHIP)
STATEMENTS OF FINANCIAL POSITION
JULY 31, 2020 AND 2019

ASSETS

	2020	2019
CURRENT ASSETS		
Cash - Operations	$ 19,889	$ 17,001
Prepaid Expenses	9,178	6,880
Total Current Assets	29,067	23,881
DEPOSITS HELD IN TRUST, FUNDED		
Tenant Security Deposits	16,316	15,764
RESTRICTED DEPOSITS AND FUNDED RESERVES		
Replacement Reserve	84,264	154,554
Operating Reserve	69,966	96,431
Tax Escrow	6,548	6,543
Total Restricted Deposits and Funded Reserves	160,778	257,528
RENTAL PROPERTY		
Land	176,000	176,000
Building and Building Improvements	1,157,330	1,071,375
Total Rental Property	1,333,330	1,247,375
Less Accumulated Depreciation	121,276	89,879
Net Rental Property	1,212,054	1,157,496
TOTAL ASSETS	$ 1,418,215	$ 1,454,669

LIABILITIES AND NET ASSETS

	2020	2019
CURRENT LIABILITIES		
Accounts Payable	$ 2,908	$ 1,355
Accrued Expenses	714	430
Total Current Liabilities	3,622	1,785
DEPOSIT LIABILITIES		
Tenant Security Deposit Liability	16,332	15,781
LONG-TERM LIABILITIES		
Due to Affiliate	45,834	45,617
Mortgage Loan Payable, Net of Current Portion	1,170,000	1,170,000
Total Long-Term Liabilities	1,215,834	1,215,617
Total Liabilities	1,235,788	1,233,183
NET ASSETS WITHOUT DONOR RESTRICTIONS	182,427	221,486
TOTAL LIABILITIES AND NET ASSETS	$ 1,418,215	$ 1,454,669

J.B. MILETTE MANOR
(FORMERLY: J.B. MILETTE LIMITED PARTNERSHIP)

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JULY 31, 2020 AND 2019

	2020	*2019*
RENTAL OPERATIONS		
Income		
Tenant Rental Income	$ 209,157	$ 208,237
Laundry Income	1,355	1,274
Other Income	150	-
Interest Income - Unrestricted	21	15
Interest Income - Restricted	124	175
Total Income	210,807	209,701
Expenses (See Schedule)		
Administrative	60,452	71,428
Utilities	59,251	59,196
Maintenance	66,329	59,672
Depreciation	31,397	27,458
General Expenses	32,437	29,058
Total Expenses	249,866	246,812
CHANGE IN NET ASSETS	(39,059)	(37,111)
NET ASSETS - BEGINNING OF YEAR	221,486	258,597
NET ASSETS - END OF YEAR	$ 182,427	$ 221,486

J.B. MILETTE MANOR
(FORMERLY: J.B. MILETTE LIMITED PARTNERSHIP)
SCHEDULES OF RENTAL OPERATIONS EXPENSES
FOR THE YEARS ENDED JULY 31, 2020 AND 2019

EXPENSES:	2020	2019
Administrative		
Advertising	$ 25	$ 350
Management Fees	17,688	17,688
Salaries and Wages	28,918	31,953
Fringe Benefits	8,636	10,362
Audit and Accounting Expense	-	400
Legal Expenses	446	253
Telephone	1,352	1,431
Other Administrative Expense	3,387	8,991
TOTAL ADMINISTRATIVE EXPENSE	60,452	71,428
Utilities		
Electricity	32,400	33,814
Fuel	15,602	15,853
Water and Sewer	10,067	8,733
Other Utility Expense	1,182	796
TOTAL UTILITY EXPENSE	59,251	59,196
Maintenance		
Custodial Supplies	689	1,726
Trash Removal	2,617	3,615
Snow Removal	4,170	4,242
Grounds/Landscaping	-	3,100
Elevator Repairs and Contract	6,047	4,835
Repairs (Materials)	48,763	42,154
Repairs (Contract)	4,043	-
TOTAL MAINTENANCE EXPENSE	66,329	59,672
Depreciation	31,397	27,458
General Expenses		
Real Estate Taxes	20,974	17,040
Payroll Taxes	2,225	2,613
Workman's Compensation	827	1,102
Insurance	8,411	8,303
TOTAL GENERAL EXPENSES	32,437	29,058
TOTAL EXPENSES	$ 249,866	$ 246,812

J.B. MILETTE MANOR
(FORMERLY: J.B. MILETTE LIMITED PARTNERSHIP)

SCHEDULE OF RECEIPTS AND DISBURSEMENTS
PROJECT OPERATING ACCOUNT

FOR THE YEAR ENDED JULY 31, 2020

SOURCE OF FUNDS		
Rental Operations		
Income		
Tenant Paid Rent	$ 180,736	
HAP Rent Subsidy	28,421	
Total Rental Income		$ 209,157
Service Income	1,355	
Interest Income	21	
Commercial Income	-	
Other Income	150	
Total Rental Operations Receipts		210,683
Expenses		
Administrative	62,467	
Utilities	59,251	
Maintenance	64,776	
Interest - NHHFA Mortgage Note	-	
Interest - Other Notes	-	
General	32,437	
Other	-	
Total Rental Operations Disbursements		(218,931)
Cash Provided by Rental Operations		(8,248)
Amortization of Mortgage	-	
Cash Provided by Rental Operations After Debt Service		(8,248)
OTHER RECEIPTS		
Due to Management Agent	217	
Owner Advances	-	
Transfer from Restricted Cash Reserves	112,474	
and Escrows	-	
		112,691
OTHER DISBURSEMENTS OR TRANSFERS		
Transfers to Restricted Cash Reserves and Escrows	15,600	
Purchase of Fixed Assets	85,955	
Repayment of Owner Advances	-	
Other Partnership Expenses	-	
Transfers to Tenant Security Deposit Account	-	
		101,555
Net Increase or (Decrease) in Project Account Cash		2,888
Project Account Cash Balance at Beginning of Year		17,001
Project Account Cash Balance at End of Year		19,889
Composition of Project Account Cash Balance at End of Year		19,889
Petty Cash	-	
Unrestricted Reserve (if applicable)		
Decorating Reserve	-	
Operating Reserve	-	
Other Reserve	-	
Total Petty Cash and Unrestricted Reserves		-
Total Project Account Cash at End of Year		$ 19,889

J.B. MILETTE MANOR
(FORMERLY: J.B. MILETTE LIMITED PARTNERSHIP)

SCHEDULE OF RECEIPTS AND DISBURSEMENTS
PROJECT OPERATING ACCOUNT

FOR THE YEAR ENDED JULY 31, 2019

SOURCE OF FUNDS		
Rental Operations		
Income		
Tenant Paid Rent	$ 177,824	
HAP Rent Subsidy	30,413	
Total Rental Income		$ 208,237
Service Income	1,274	
Interest Income	15	
Commercial Income	-	
Other Income	-	
Total Rental Operations Receipts		209,526
Expenses		
Administrative	69,543	
Utilities	59,196	
Maintenance	61,862	
Interest - NHHFA Mortgage Note	-	
Interest - Other Notes	-	
General	29,058	
Other	-	
Total Rental Operations Disbursements		(219,659)
Cash Provided by Rental Operations		(10,133)
Amortization of Mortgage	-	
Cash Provided by Rental Operations After Debt Service		(10,133)
OTHER RECEIPTS		
Due to Management Agent	4,960	
Owner Advances	-	
Transfer from Restricted Cash Reserves	112,474	
and Escrows	-	
		117,434
OTHER DISBURSEMENTS OR TRANSFERS		
Transfers to Restricted Cash Reserves	15,600	
and Escrows		
Purchase of Fixed Assets	-	
Repayment of Owner Advances	-	
Other Partnership Expenses	-	
Transfers to Tenant Security Deposit Account	-	
		15,600
Net Increase or (Decrease) in Project Account Cash		91,701
Project Account Cash Balance at Beginning of Year		37,774
Project Account Cash Balance at End of Year		129,475
Composition of Project Account Cash Balance at End of Year		17,001
Petty Cash	-	
Unrestricted Reserve (if applicable)		
Decorating Reserve	-	
Operating Reserve	-	
Other Reserve	-	
Total Petty Cash and Unrestricted Reserves		-
Total Project Account Cash at End of Year		$ 17,001

J.B. MILETTE MANOR
(FORMERLY: J.B. MILETTE LIMITED PARTNERSHIP)

SCHEDULE OF RESTRICTED CASH RESERVES AND ESCROWS

FOR THE YEAR ENDED JULY 31, 2020

Description of Fund	Balance Beginning of Period	Deposits: Transfers From Operations Account	Interest Earned	Withdrawals: Transfers to Operations Account	Balance End of Period
Restricted Accounts:					
Tax Escrow	$ 6,543	$ -	$ 5	$ -	$ 6,548
Replacement Reserve	154,554	15,600	65	85,955	84,264
Operating Reserve	96,431	-	54	26,519	69,966
Total Restricted Cash Reserves and Escrows	$ 257,528	$ 15,600	$ 124	$ 112,474	$ 160,778

SCHEDULE OF SURPLUS CASH CALCULATION

JULY 31, 2020

NET LOSS	$ (39,059)
ADD: DEPRECIATION	31,397
DEDUCT REQUIRED PRINCIPAL REPAYMENTS	-
DEDUCT REQUIRED PAYMENTS TO REPLACEMENT RESERVES	15,600
ADD/DEDUCT NHHFA APPROVED ITEMS	
Repair and Maintenance Expenses Reimbursed Through Replacement Reserves	85,955
SURPLUS CASH (DEFICIT)	$ 62,693

SHERBURNE WOODS
(FORMERLY: SNHS DEERFIELD ELDERLY HOUSING LIMITED PARTNERSHIP)
(PROJECT No. HAP PBA 901-02-05)

STATEMENTS OF FINANCIAL POSITION

JULY 31, 2020 AND 2019

ASSETS

	2020	*2019*
CURRENT ASSETS		
Cash - Operations	$ **100,810**	$ 91,630
Prepaid Expenses	**7,936**	6,318
Total Current Assets	**108,746**	97,948
DEPOSITS HELD IN TRUST, FUNDED		
Tenant Security Deposits	**14,871**	15,855
RESTRICTED DEPOSITS AND FUNDED RESERVES		
Replacement Reserve	**153,325**	124,871
Operating Reserve	**67,842**	67,111
Tax Escrow	**5,927**	11,877
Insurance Escrow	**3,480**	3,581
Total Restricted Deposits and Funded Reserves	**230,574**	207,440
RENTAL PROPERTY		
Land	**211,000**	211,000
Building and Building Improvements	**907,200**	907,200
Total Rental Property	**1,118,200**	1,118,200
Less Accumulated Depreciation	**52,355**	28,775
Net Rental Property	**1,065,845**	1,089,425
TOTAL ASSETS	$ **1,420,036**	$ 1,410,668

LIABILITIES AND NET ASSETS

	2020	*2019*
CURRENT LIABILITIES		
Current Portion of Mortgage Loan Payable	$ **16,453**	$ 15,344
Accounts Payable	**370**	4,240
Accrued Expenses	**-**	194
Total Current Liabilities	**16,823**	19,778
DEPOSIT LIABILITIES		
Tenant Security Deposit Liability	**14,822**	15,805
LONG-TERM LIABILITIES		
Due to Affiliate	**133,513**	131,432
Mortgage Loan Payable, Net of Current Portion	**869,248**	885,694
Total Long-Term Liabilities	**1,002,761**	1,017,126
Total Liabilities	**1,034,406**	1,052,709
NET ASSETS WITHOUT DONOR RESTRICTIONS	**385,630**	357,959
TOTAL LIABILITIES AND NET ASSETS	$ **1,420,036**	$ 1,410,668

SHERBURNE WOODS
(FORMERLY: SNHS DEERFIELD ELDERLY HOUSING LIMITED PARTNERSHIP)
(PROJECT No. HAP PBA 901-02-05)

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JULY 31, 2020 AND 2019

	2020	2019
RENTAL OPERATIONS		
Income		
Tenant Rental Income	$ 250,537	$ 260,808
Laundry Income	2,545	2,640
Other Income	1,084	1,070
Interest Income - Unrestricted	68	56
Interest Income - Restricted	2,320	3,633
Total Income	256,554	268,207
Expenses (See Schedule)		
Administrative	44,581	38,625
Utilities	33,892	35,850
Maintenance	68,243	55,722
Depreciation	23,580	23,180
Interest - NHHFA Mortgage Note	24,582	25,616
General Expenses	34,005	31,348
Total Expenses	228,883	210,341
CHANGE IN NET ASSETS	27,671	57,866
NET ASSETS - BEGINNING OF YEAR	357,959	300,093
NET ASSETS - END OF YEAR	$ 385,630	$ 357,959

SHERBURNE WOODS
(FORMERLY: SNHS DEERFIELD ELDERLY HOUSING LIMITED PARTNERSHIP)
(PROJECT No. HAP PBA 901-02-05)

SCHEDULES OF RENTAL OPERATIONS EXPENSES

FOR THE YEARS ENDED JULY 31, 2020 AND 2019

EXPENSES:	2020	2019
Administrative		
Advertising	$ 150	$ 125
Management Fees	18,000	20,872
Salaries and Wages	16,085	8,526
Fringe Benefits	4,911	3,021
Audit and Accounting Expense	-	75
Telephone	2,299	2,291
Other Administrative Expense	3,136	3,715
TOTAL ADMINISTRATIVE EXPENSE	44,581	38,625
Utilities		
Electricity	20,299	20,577
Fuel	9,276	8,898
Water and Sewer	2,425	4,597
Other Utility Expense	1,892	1,778
TOTAL UTILITY EXPENSE	33,892	35,850
Maintenance		
Custodial Supplies	121	-
Trash Removal	3,170	1,523
Snow Removal	21,724	25,123
Grounds/Landscaping	-	292
Repairs (Materials)	43,228	28,784
TOTAL MAINTENANCE EXPENSE	68,243	55,722
Depreciation	23,580	23,180
Interest - NHHFA Mortgage Note	24,582	25,616
General Expenses		
Real Estate Taxes	26,673	25,184
Payroll Taxes	1,237	714
Workman's Compensation	788	454
Retirement benefits	276	228
Insurance	5,031	4,768
TOTAL GENERAL EXPENSES	34,005	31,348
TOTAL EXPENSES	$ 228,883	$ 210,341

SHERBURNE WOODS
(FORMERLY: SNHS DEERFIELD ELDERLY HOUSING LIMITED PARTNERSHIP)
(PROJECT No. HAP PBA 901-02-05)

SCHEDULE OF RECEIPTS AND DISBURSEMENTS
PROJECT OPERATING ACCOUNT

FOR THE YEAR ENDED JULY 31, 2020

SOURCE OF FUNDS		
Rental Operations		
Income		
Tenant Paid Rent	$ 113,921	
HAP Rent Subsidy	136,616	
Total Rental Income		$ 250,537
Service Income	2,545	
Interest Income	68	
Commercial Income	-	
Other Income	1,084	
Total Rental Operations Receipts		254,234
Expenses		
Administrative	46,393	
Utilities	33,892	
Maintenance	72,113	
Interest - NHHFA Mortgage Note	24,582	
Interest - Other Notes	-	
General	34,005	
Other	-	
Total Rental Operations Disbursements		(210,985)
Cash Provided by Rental Operations		43,249
Amortization of Mortgage	15,337	
Cash Provided by Rental Operations After Debt Service		27,912
OTHER RECEIPTS		
Due to Management Agent	-	
Owner Advances	-	
Transfer from Restricted Cash Reserves	37,340	
and Escrows	-	
		37,340
OTHER DISBURSEMENTS OR TRANSFERS		
Transfers to Restricted Cash Reserves and Escrows	58,154	
Purchase of Fixed Assets	-	
Repayment of Owner Advances	(2,081)	
Other Partnership Expenses	(1)	
Transfers to Tenant Security Deposit Account	-	
		56,072
Net Increase or (Decrease) in Project Account Cash		9,180
Project Account Cash Balance at Beginning of Year		91,630
Project Account Cash Balance at End of Year		100,810
Composition of Project Account Cash Balance at End of Year		100,810
Petty Cash	-	
Unrestricted Reserve (if applicable)		
Decorating Reserve	-	
Operating Reserve	-	
Other Reserve	-	
Total Petty Cash and Unrestricted Reserves		-
Total Project Account Cash at End of Year		$ 100,810

SHERBURNE WOODS
(FORMERLY: SNHS DEERFIELD ELDERLY HOUSING LIMITED PARTNERSHIP)
(PROJECT No. HAP PBA 901-02-05)

SCHEDULE OF RECEIPTS AND DISBURSEMENTS
PROJECT OPERATING ACCOUNT

FOR THE YEAR ENDED JULY 31, 2019

SOURCE OF FUNDS		
Rental Operations		
Income		
Tenant Paid Rent	$ 119,235	
HAP Rent Subsidy	141,573	
Total Rental Income		$ 260,808
Service Income	2,640	
Interest Income	56	
Commercial Income	-	
Other Income	1,070	
Total Rental Operations Receipts		264,574
Expenses		
Administrative	38,243	
Utilities	35,850	
Maintenance	53,892	
Interest - NHHFA Mortgage Note	25,616	
Interest - Other Notes	-	
General	31,348	
Other	-	
Total Rental Operations Disbursements		(184,949)
Cash Provided by Rental Operations		79,625
Amortization of Mortgage	14,302	
Cash Provided by Rental Operations After Debt Service		65,323
OTHER RECEIPTS		
Due to Management Agent	-	
Owner Advances	-	
Transfer from Restricted Cash Reserves	43,443	
and Escrows	-	
		43,443
OTHER DISBURSEMENTS OR TRANSFERS		
Transfers to Restricted Cash Reserves	56,778	
and Escrows		
Purchase of Fixed Assets	12,000	
Repayment of Owner Advances	5,266	
Other Partnership Expenses	50	
Transfers to Tenant Security Deposit Account	-	
		74,094
Net Increase or (Decrease) in Project Account Cash		34,672
Project Account Cash Balance at Beginning of Year		56,958
Project Account Cash Balance at End of Year		91,630
Composition of Project Account Cash Balance at End of Year		91,630
Petty Cash	-	
Unrestricted Reserve (if applicable)		
Decorating Reserve	-	
Operating Reserve	-	
Other Reserve	-	
Total Petty Cash and Unrestricted Reserves		-
Total Project Account Cash at End of Year		$ 91,630

SHERBURNE WOODS
(FORMERLY: SNHS DEERFIELD ELDERLY HOUSING LIMITED PARTNERSHIP)
(PROJECT No. HAP PBA 901-02-05)

SCHEDULE OF RESTRICTED CASH RESERVES AND ESCROWS

FOR THE YEAR ENDED JULY 31, 2020

Description of Fund		Deposits		Withdrawals	
	Balance Beginning of Period	Transfers From Operations Account	Interest Earned	Transfers to Operations Account	Balance End of Period
Restricted Accounts:					
Insurance Escrow	$ 3,581	$ 5,077	$ 41	$ 5,219	$ 3,480
Tax Escrow	11,877	26,077	94	32,121	5,927
Replacement Reserve	124,871	27,000	1,454	-	153,325
Operating Reserve	67,111	-	731	-	67,842
Total Restricted Cash Reserves and Escrows	$ 207,440	$ 58,154.	$ 2,320	$ 37,340	$ 230,574

SCHEDULE OF SURPLUS CASH CALCULATION

JULY 31, 2020

NET INCOME	$ 27,671
ADD: DEPRECIATION	23,580
DEDUCT REQUIRED PRINCIPAL REPAYMENTS	15,337
DEDUCT REQUIRED PAYMENTS TO REPLACEMENT RESERVES	27,000
ADD/DEDUCT NHHFA APPROVED ITEMS	
Repair and Maintenance Expenses Reimbursed Through Replacement Reserves	-
SURPLUS CASH (DEFICIT)	$ 8,914

SHERBURNE WOODS
(FORMERLY: SNHS DEERFIELD ELDERLY HOUSING LIMITED PARTNERSHIP)
(PROJECT No. HAP PBA 901-02-05)

YEAR-TO-DATE COMPILATION OF OWNERS' FEE/DISTRIBUTION

FOR THE YEAR ENDED JULY 31, 2020

YEAR	MAXIMUM ALLOWABLE DISTRIBUTION	DISTRIBUTION RECEIVED	BALANCE
12/31/2003	$ 113,850	$ -	$ 113,850
12/31/2004	$ 113,850	$ -	$ 227,700
12/31/2005	$ 113,850	$ -	$ 341,550
12/31/2006	$ 113,850	$ -	$ 455,400
12/31/2007	$ 113,850	$ -	$ 569,250
12/31/2008	$ 113,850	$ -	$ 683,100
12/31/2009	$ 113,850	$ -	$ 796,950
12/31/2010	$ 113,850	$ -	$ 910,800
12/31/2011	$ 113,850	$ -	$ 1,024,650
12/31/2012	$ 113,850	$ -	$ 1,138,500
12/31/2013	$ 113,850	$ -	$ 1,252,350
12/31/2014	$ 113,850	$ -	$ 1,366,200
12/31/2015	$ 113,850	$ -	$ 1,480,050
12/30/2016	$ 113,850	$ -	$ 1,593,900
12/30/2017	$ 113,850	$ -	$ 1,707,750
7/31/2018	$ 66,413	$ -	$ 1,774,163
7/31/2019	$ 113,850	$ -	$ 1,888,013
7/30/2020	$ 113,850	$ -	$ 2,001,863

Southern New Hampshire Services, Inc.
Board of Directors
May 13, 2021

Low Income Sector:
Orville Kerr, Secretary
Christina Bonilla (Parent Policy Council Representative)
James Brown
Anna Hamel
Bonnie Henault
Shirley Pelletier

Public Sector:
Senator Lou D'Allesandro, Chairman
Dr. Kevin Moriarty, Vice Chairman
Thomas Mullins, Esq., Treasurer
Representative Sherm Packard
Commissioner Toni Pappas

Private Sector:
Carrie Marshall Gross
German Ortiz
Peter Ramsey

RYAN CLOUTHIER

OBJECTIVE

Seeking a leadership role which will allow me the opportunity to utilize and build upon my knowledge and passion for the work performed by Community Action Agencies in the state of New Hampshire, while at the same time being the support and strength for the Communities we serve.

EXPERIENCE

Deputy Director | Southern New Hampshire Services Inc.
FEB. 2018-PRESENT
Serving as part of the Executive Management Team and is responsible for providing inspiring leadership to the Southern New Hampshire Services (SNHS) senior management team and developing a performance culture to ensure the effective management of a comprehensive array of over sixty programs. The Deputy Director will tie the various component programs including: nutrition; housing; energy; workforce development; income enhancement; education; and elderly services to the agency, to each other, and to the general community, by promoting and communicating the mission of Community Action. In conjunction with the Executive Director and Fiscal Officer the Deputy Director provides the stewardship of SNHS by being actively involved with the agency's high-performance senior leadership team in the development, implementation, and management of the program content as well as annual budgets. Responsible for ensuring that services and programs provided fulfill the agency's mission, and are in compliance with all federal, state, funding, and city regulations, certifications, and licensing requirements.

Energy and Housing Operations Director | Southern New Hampshire Services Inc.
2016 – 2018
Responsible for providing the various SNHS Energy and Crisis programs, Information Technology, Housing and Maintenance programs with mission, vision and leadership. Responsible for the planning, implementation, and evaluation of all facets of fiscal and program management, effectiveness while providing general oversight for all of the program's administration and day-to-day management, including budget management, grant writing and purchasing. Also responsible for maintaining a working relationship with governmental officials, local boards and agencies in developing and managing the programs. In conjunction with the Executive Director and Fiscal Officer this positions provides the stewardship of SNHS by being actively involved with the agency's high-performance senior leadership team in the development, implementation, and management of program content as well as annual budgets. Responsible for ensuring that services and programs provided fulfill the agency's mission and are in compliance with all federal, state, funding, city, certifications, and licensing requirements.

Energy Director | Southern New Hampshire Services Inc.
2013 – 2016
Responsible for coordination, implementation, budgeting, overall supervision and management of the Fuel and Electric Assistance Programs, Crisis Programs, Weatherization Program, Lead Hazard Control Program, and YouthBuild Program for Hillsborough and Rockingham Counties. Develop and Maintain relationships with federal, state and local grantors. Intervene on behalf of the Community Action pertaining to the Core Utility Weatherization Energy Efficiency Programs. Maintains a strong working relationships with OCA, NH Legal Assistance, Office of Strategic Initiative, DOE, Liberty Utilities, Eversource, NHEC, Unitil, NHHFA, NREL, Apprise and other local non-profit and private companies in the industry. Participates in multiple Healthy Home strategic planning committees.

Weatherization Director | Southern New Hampshire Services Inc.
2006-2013
Responsible for coordination, implementation, budgeting, overall supervision and management of the Weatherization, Lead Abatement, and YouthBuild Programs for Hillsborough and Rockingham Counties. Developed and Maintain relationships with federal, state and local grantors. Intervened on behalf of the Community Action Association during the merge of Liberty Energy and National Grid Gas along with filings pertaining to the Core Energy Efficiency Programs. Developed strong working relationships with OCA, NH

Legal Assistance, Office of Energy and Planning, DOE, Liberty Energy, Eversource, NHEC, Unitil, NHHFA, NREL, Apprise and other local non-profit and private companies in the industry. Served on the Department of Energy special task force designed to implement a National Best Practices Manual for JTA/KSA for Weatherization Energy Auditor Certification. Participated in a "One Touch" pilot effort which became a statewide practice and has received national recognition

Energy Auditor | Southern New Hampshire Services Inc.
2004 – 2006
Responsible for performing field energy audits of low income residential properties; record the data in written and computerized formats to determine cost effectiveness of conservation measures needed; generate work order specs for the contractors. Conduct proper follow through and field inspections to assure quality installations and client satisfaction.

Network Analyst | Genuity
2004 – 2006
Responsible for monitoring the Genuity Dial up network supporting AOL Domestic and International subscribers including Japan, USA and Canada. Responsibilities include isolating and troubleshooting problems/outages and configuration issues, on different types of Cisco routers, Lucent APX's, MAX's, and Nortel CVX's. Troubleshooting consists of isolating problems through head to head testing with different Telco's. Also responsible for creating, troubleshooting, and closing tickets in a group ticketing queue. Demonstrated strengths in the areas of interpersonal skills and negotiation.

EDUCATION

2000 NH Community Technical College
1994-1998: Dover High School
Other: Weatherization written and field certification, Department of Energy Quality Control Inspector Certification, multiple national and regional weatherization best practices trainings. Intro to Cisco routers, T1 and T3 design and troubleshooting training, ATM and Frame Relay network design training, LAN and WAN training, OC3, OC48, and OC192 design and troubleshooting training, BPI Energy Analyst. Lead contractor abatement Certification, RRP certification, OSHA 30 hour worker safety, DOE Lead Safe Weatherization certification.

SKILLS

- Problem solving
- New Business Development
- Social Media
- Public Speaking
- Data Analysis/Analytical thinking
- Strategic Planning
- Operations Management
- Contract Negotiations
- Team and Relationship building
- Planning and forecasting
- Budget and Financial management
- Leadership
- Community Assessment
- Computer skills specific to job include, TREAT, NEAT, OTTER, FAP/EAP Microsoft 365, PowerPoint, Outlook, Word, Excel, Web, EmpowOR and CSST and many others that can be beneficial.

ACTIVITIES/ACCOMPLISHMENTS

- Numerous press articles related to Weatherization including visits from the Assistant Secretary of Energy Efficiency from the Department of Energy and Vice President Joe Biden.
- Member of the City of Nashua Healthy Homes Strategic Planning Committee.
- Member of the City of Manchester Healthy Homes Strategic Planning Committee.
- Union Leader 40 under 40 Class of 2015.
- Vice President of the Neighbor helping Neighbor Board.
- Member of the Energy Efficiency and Sustainable Energy Board.
- Member of the Residential Ratepayers Advisory Board.

JAMES M. CHAISSON

SUMMARY

Dedicated accounting professional with 8 years of non-profit experience and over 20 years of broad experience in manufacturing, distribution, reorganizations, mergers and acquisitions, sales/operations planning/forecasting and establishing & monitoring performance metrics in a manufacturing environment. Experienced in private and public corporations, including 8 years in a private equity environment with a strong focus on equity sponsor communication and liquidity management. Complete knowledge of P&L, balance sheet, cash flow and cost accounting. Proven skills at staff leadership, training and development in a team environment. Professional Experience:

- Fiscal Officer in nonprofit organization
- Controller in MFG & Distribution
- Treasury and Cash Flow Management
- Financial & Capital Budgeting, Reporting & Control
- Cost Accounting Manager
- General Accounting Manager
- Business Performance Metric Establishment and Measurement

PROFESSIONAL EXPEIRENCE

Southern New Hampshire Services, Manchester, NH — 5/2009-Present

Southern New Hampshire Services (SNHS) is a non-profit entity dedicated to helping people help themselves. SNHS accomplishes this through a variety of programs offered at centers, offices, clinics, and intake sights located throughout Rockingham and Hillsborough counties. The agency also oversees 29 housing facilities with approximately 1000 tenants. SNHS receives and administers $36 million in program funds annually with over 450 employees.

Chief Fiscal Officer — **1/2017 to Present**

- Oversee financial and accounting compliance, maintaining controls and managing potential business risks
- Manage the annual budget process and analysis activities
- Prepare presentation for Board of Directors meetings presenting the organization's financial results
- Develop and maintain banking relationships
- Manage the Annual Audit process

Senior Accountant — **5/2009-1/2017**

Assisted Fiscal Director in overseeing all fiscal and financial activities including compliance with federal, state, and funding source requirements as well as accordance with GAAP

- Developed and implemented indirect cost calculation and interfaced with General Ledger
- Monitored and prepared monthly budget vs actual reporting; recommended adjustments and forecast spending
- Created specialized reports for the individual grant's reporting requirements
- Designed allocation methods for properly billing shared items to individual grants and programs
- Prepared monthly agency program reviews for Fiscal Director's Board of Directors review

James M. Chaisson

WOOD STRUCTURES, INC. Biddeford, ME **2001-4/2009**

WSI, is a highly leveraged business owned by Roark Capital, a private equity fund, headquartered in Atlanta, GA. WSI is a $70 million manufacturer of roof and floor trusses, wall panels and a distributor of engineered wood products. The company's products are sold into the residential and light commercial construction markets

Controller **2006-4/2009**

Managed all aspects of accounting and reporting in a truss manufacturing plant as well as an engineered wood products distribution location that included 2 locations in Maine and 1 in Massachusetts.

- Calculated and assisted in the management of the company's covenants
- Worked closely with senior management during the sale process from the seller (Harbour Group) and buyer (Roark Capital)
- Identified cost drivers and implemented process changes to reduce the monthly closing cycle from 18 to 5 days
- Conducted monthly reviews with the managers on financial results and measurement
- Oversaw the payroll function of 160+ employees

Accounting Manager **2001-2006**

Recruited to company to restore financial controls and establish best practices concerning both general ledger and cost accounting processes. Responsible for overseeing the accounting of 2 locations in Maine and 1 in Alabama.

- Established the reporting protocols of the company used by both equity sponsors
- Educated, motivated and developed a staff of 3 to succeed in their rolls of financial responsibility
- Identified and implemented processes and procedures for all intercompany sales, transfers, consolidation and eliminations
- Streamlined the payroll process that included transferring to an external supplier (ADP), which reduced cost by 40%
- Conducted physical inventories and defined their policies and procedure at all locations.

VISHAY SPRAGUE, Sanford, ME **1978-2001**

Vishay Sprague is a division of Vishay Intertechnology Inc. (NYSEL VSH) a global manufacturer of discrete semiconductors and passive electronic components. The Sprague Division manufactures solid tantalum capacitors with annual sales of $200 million and 1,400 employees.

Plant Cost Accounting Manager **1997-2001**
Division General Accounting Manager **1995-1997**
Division Operation Accountant **1989-1995**
Division Fixed Asset Accountant **1987-1989**
Master Engineering Technician **1984-1987**
Lead Production Technician **1978-1984**

EDUCATION

NASSON COLLEGER, Springvale, ME
B.S. in Business Administration

DONNALEE LOZEAU

Community and Civic Involvement-Current

- NH Community Action Partnership.
- HB4 Cliff Effect Working Group, Co-chair
- Governor's Office for Emergency Relief and Recovery Stakeholders Advisory Board, Chair
- Whole Family Approach to Jobs NH Chapter, Co-chair
- St. Joseph Hospital Board of Directors
- St. Mary's Bank Supervisory Committee, Chair
- NH Healthy Families Board of Directors
- Mary's House Advisory Board
- The Plus Company
- NH Tomorrow Leadership Council
- Eagle Scout Board of Review
- American Council of Young Political Leaders, Alumni Member

Community and Civic Involvement-Past

- Reaching Higher NH
- NH Center for Public Policies Studies
- Governor's Judicial Selection Commission
- Big Brothers Big Sisters Board of Directors, Past President
- Statewide Workforce Innovation Board
- Greater Nashua Dental Connection BOD, Founding Member
- Great American Downtown, Founding Member
- Domestic Violence Coordinating Council Nashua
- US Conference of Mayors
- No Labels
- Fix the Debt

EXPERIENCE

Southern New Hampshire Services, Inc.
Manchester, NH
(January 2016-Present)

Executive Director/CEO

- Development and oversight of Community Action Partnership serving NH's two largest counties, Hillsborough and Rockingham.
- Cooperation and engagement with local, state and federal agencies and organizations on issues and programs that intersect with the Community Action Mission
- Work to fundamentally enhance the delivery of service to targeted community to wrap services around clients and streamline the application process by implementing the Whole Family Approach

City of Nashua, New Hampshire
(2008-2016) – Elected

Mayor

- Full time overall day to day management and operations of 2nd largest city in the state of NH with development and implementation of $245 million dollar (2016) annual budget
- Worked with elected boards including Board of Aldermen; Public Works; Board of Education and others to prioritize and balance budget requirements and the needs of the community
- Chaired Board of Public Works and the Finance Committee
- Successfully negotiated the City's purchase of the publicly traded water company (Pennichuck) after a prolonged case before the NHPUC and the NH Supreme Court

Southern New Hampshire Services, Inc.
(1993 – 2008) Manchester, NH

Director of Program and Community Development

- Assessed the need for services throughout Hillsborough County through community outreach by developing partnerships, collaborations and new initiatives with service providers and businesses
- Negotiated purchases and contracts and presented projects before local boards, commissions and departments relative to housing, support services and economic development
- Designed and implemented strategies for developing working relationships with town and city officials, local service providers and appropriate private sector officials in order to project a positive image of Southern New Hampshire Services, Inc.
- Founded Mary's House 40 units of housing for homeless women and developed 219 units of Elderly Housing
- Pioneered initiatives for the Community Corrections and Academy Programs
- Expanded Head Start Services and developed the program and secured the site for Economic Opportunity Center

Community and Civic Involvement- Past

- NH Center for Public Policy Studies
- Greater Nashua Chamber of
- Commerce, Director
- Greater Nashua Workforce Housing Coalition, Founding Member
- Greater Nashua Asset Building Coalition, Founding Member
- New Hampshire Charitable Foundation State Board, Member

Education and Training

- CCAP, Certified Community Action Professional
- CCAP Proctor
- Rivier College, Nashua- Undergraduate work in Political Science
- Restaurant Management Institute
- Mediation and Alternative Dispute Resolution Training
- Leadership Institute, Aspen
- Justice of the Peace

NH State Representative, Hillsborough County, District 30
(1984 – 2000)

Deputy Speaker of the NH House of Representatives
(1996 – 2000)

- Addressed constituent concerns
- Assisted Non-Profit organizations and local businesses with governmental concerns and steering legislation through the political process by working with members and leadership in the NH House of Representatives and the NH Senate and representatives of the Executive and Judicial branches
- Managed floor debates and supervised *House Calendar* content
- Responsible for functions of the House on behalf of or in the absence of the Speaker

Committee Assignments:

- House Rules Committee, Vice Chairman
- House Legislative Administration Committee
- Joint Facilities Committee
- New Member Orientation, Chair
- House Corrections and Criminal Justice Committee, Vice Chairman
- House Júdiciary Committee
- Criminal Justice Sub-Committee, Chairman
- State and Federal Relations Committee

Appointments:

- Joint Legislative Performance Audit and Oversight Committee
- Juvenile Justice Commission, Chairman
- Supreme Court Guardian Ad Litem Committee
- Superior Court Alternative Dispute Resolution Committee
- Work Force Opportunity Council
- Interbranch Criminal and Juvenile Justice Council
  - Subcommittee on Offenders, Chairman
  - Space and Prison Programming
  - Juveniles Subcommittee, Co-Chair
- National Conference of State Legislatures Law and Justice. Vice Chair
- Council of State Governments Intergovernmental Affairs, Corrections and Public Safety

City Streets Restaurant, (1986-1991
City Streets Diner, (2000 – 2003) **Nashua, NH**

Co-Owner/Operator

- Operated 450 seat restaurant and banquet facility and effectively managed financial accounts, staff and licensing requirements

SOUTHERN NEW HAMPSHIRE SERVICES, INC.
The Community Action Partnership serving Hillsborough and Rockingham Counties
Mailing Address: PO Box 5040, Manchester, NH 03108
40 Pine Street, Manchester, NH 03013
Telephone: (603) 668-8010 FAX: (603) 645-6734

List of Key Administrative Personnel
May 2021

Title	Name	Annual Salary	Percentage	Amount
Executive Director	Donnalee Lozeau	$196,178	0.00%	0
Deputy Director	Ryan Clouthier	$115,606	0.00%	0
Chief Financial Officer	James Chaisson	$129,620	0.00%	0

15 mac

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF ECONOMIC & HOUSING STABILITY

129 PLEASANT STREET, CONCORD, NH 03301
603-271-4242 1-800-852-3345 Ext. 4242
Fax: 603-271-4712 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

Jeffrey A. Meyers
Commissioner

Christine L. Santaniello
Director

August 29, 2019

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability to amend an existing contract with Southern New Hampshire Services, Inc., Vendor #177198 B006, 40 Pine Street, Manchester, New Hampshire 03103, for the provision of statewide Child Care Resource and Referral Services, by increasing the price limitation by $520,000 from $6,160,000 to an amount not to exceed $6,680,000, with no change to the contract completion date of June 30, 2021, effective upon the date of Governor and Executive Council approval. 100% Federal Funds.

This agreement was originally approved by Governor and Executive Council on May 27, 2015 (Item #21) and subsequently amended on May 4, 2016 (Item #5A), August 3, 2016 (Item 5B), February 1, 2017 (Item #11), and June 5, 2019, (Item #20).

Funds to support this request are anticipated to be available in the following accounts in State Fiscal Years 2020 and 2021 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.

05-95-42-421110-29780000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, CHILD CARE DVLP-QUALITY ASSURE

Fiscal year	Class	Title	Activity Code	Current Budget	Increase/ Decrease	Modified Amount
2016	102-500731	Contracts for Pgr Svcs	42117709	$990,000	-0-	$990,000
2017	102-500731	Contracts for Pgr Svcs	42117709	$990,000	-0-	$990,000
2018	102-500731	Contracts for Pgr Svcs	42117709	$990,000	-0-	$990,000
2019	102-500731	Contracts for Pgr Svcs	42117709	$990,000	-0-	$990,000
2020	102-500731	Contracts for Pgr Svcs	42117709	$990,000	$70,000	$1,060,000
2020	102-500731	Contracts for Pgr Svcs	42117708	$110,000	$190,000	$300,000
2021	102-500731	Contracts for Pgr Svcs	42117709	$990,000	$70,000	$1,060,000
2021	102-500731	Contracts for Pgr Svcs	42117708	$110,000	$190,000	$300,000
			Total	**$6,160,000**	**$520,000**	**$6,680,000**

EXPLANATION

This request is **sole source** because the increase in funding exceeds 10% of the original contract price limitation.

The purpose of this request is to expand upon the existing contract that provides a statewide Child Care Resource and Referral Services program that assists families in securing high quality child care for their children; refers families to community supports, as needed; and assists early childhood/child care programs to improve quality, by providing a centralized network of services for families in need of child care and community services, and for early childhood/child care providers. Many of the components of this contract are essential or specifically required to support and/or meet the reauthorization of the Child Care and Development Fund Block Grant from the federal government.

Approximately 55 individuals will be served from October 1, 2019 through June 30, 2021 from the additional funding through this contract amendment. Those individuals will become qualified to teach in early childhood/child care settings through the DOL Apprenticeship Program or will increase their qualifications by working toward attaining Associate Degrees through the T.E.A.C.H. NH Early Childhood Scholarship Program.

Child Care Aware of New Hampshire, a statewide Child Care Resource and Referral Program of Southern New Hampshire Services, Inc., was recently awarded a Teacher Education And Compensation Helps New Hampshire (T.E.A.C.H.) Program for New Hampshire through the T.E.A.C.H. National Center. This national program has served as a model for states to implement scholarship and incentive programs to help individuals who are working in early childhood/child care program settings to earn college credits, often leading to degrees. In NH, there is currently a shortage of highly qualified applicants to work in early childhood programs, especially with infants and toddlers. Research has shown that children achieve better outcomes when degreed teachers work in those programs.

Additionally, the NH Early Childhood Impact Project/Career Pathways Strategy Group has laid the groundwork for implementing a Department of Labor Apprenticeship Program for individuals who need specific qualifications to work in early childhood programs. The Department of Labor (DOL) Apprenticeship Program is a formal, industry-led, nationally-recognized, workforce training program that provides in-house skill development through structured on-the-job learning supplemented with technical and theoretical course work. Child Care Aware of New Hampshire has been chosen as the entity to implement the DOL Apprenticeship Program, with a particular focus on those individuals who express a desire to work with infants and toddlers. Child Care Aware of New Hampshire has built strong relationships with early childhood/child care programs. Therefore, it has the systems in place to recruit individuals for both the T.E.A.C.H. NH Early Childhood Scholarship Program and the DOL Apprenticeship Program and to co-locate and leverage resources for both programs.

The Division of Economic and Housing Stability administers the Child Care and Development Fund (CCDF) available through the Federal Office of Child Care (OCC). These funds support eligible families by providing child care financial assistance and by supporting a variety of activities that assist them in securing high quality child care. These federal funds also support continuous quality improvement of early childhood/child care programs which includes helping individuals working in early childhood, child care programs increase their competency through education and training.

Should the Governor and Executive Council not approve this request, the shortage of qualified early childhood/child care staff, especially those qualified to work with infants and toddlers, may worsen. Additionally it would also result in the Department potentially being out of compliance with the Child Care and Development Fund Federal Plan and the additional requirements of the Child Care and Development Block Grant Act, signed into law on November 19, 2014, which include spending up to twelve percent (12%) of the funds on quality activities, of which three percent (3%) must be focused on infant/toddler activities. The $260,000 in CCDF discretionary funds allocated for Fiscal Year 2020, which must be encumbered by September 30, 2019, would no longer be available (i.e., must be returned to OCC).

Source of Funds: 100% Federal Funds from the Catalog of Federal Domestic Assistance (CFDA) # 93.575, Federal Agency Department of Health and Human Services, Administration for Children and Families, Child Care and Development Block Grant, and Federal Award Identification Number (FAIN), 2001NHCCDF, 2101NHCCDF.

Area Served: Statewide.

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

Respectfully submitted,

Jeffrey A. Meyers
Commissioner

State of New Hampshire
Department of Health and Human Services
Amendment #5 to the Child Care Resource and Referral Services

This 5th Amendment to the CHILD CARE RESOURCE AND REFERRAL SERVICES contract (hereinafter referred to as "Amendment #5") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and SOUTHERN NEW HAMPSHIRE SERVICES, INC., (hereinafter referred to as "the Contractor"), a non-profit corporation with a place of business at 40 Pine Street, Manchester, New Hampshire, 03103.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on May 27, 2015 (Item #21), as amended on May 4, 2016 (Item #51), August 3, 2016 (Item #5B), amended on February 1, 2017 (Item #11), and June 5, 2019 (Item #30), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

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

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

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

WHEREAS, all terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #5 remain in full force and effect; and

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

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

   $6,680,000.

2. Add Exhibit A-2, Amendment #5, Additional Scope of Services.
3. Add Exhibit A-3, Amendment #5, DOL Apprenticeship, Impact Project.
4. Delete Exhibit B, Methods and Conditions Precedent to Payment, in its entirety, and replace with: Exhibit B, Amendment #5, Methods and Conditions Precedent to Payment .
5. Add Exhibit B-6, Amendment #5, Budget Sheet.
6. Add Exhibit B-7, Amendment #5, Budget Sheet.
7. Add Exhibit B-8, Amendment #5, Budget Sheet.
8. Add Exhibit B-9, Amendment #5, Budget Sheet.
9. Add Exhibit K, DHHS Information Security Requirements.

New Hampshire Department of Health and Human Services
Child Care Resource and Referral 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

8/29/19
Date

Name: Christine L. Santaniello
Title: Director, Division of Economic & Housing Stability

Southern New Hampshire Services, Inc.

8/28/19
Date

Name: James Chaisson
Title: Chief Fiscal Officer

Acknowledgement of Contractor's signature:

State of New Hampshire County of Hillsborough on Aug. 28, 2019, before the undersigned officer, personally appeared the person identified directly above, or satisfactorily proven to be the person whose name is signed above, and acknowledged that s/he executed this document in the capacity indicated above.

Signature of Notary Public or Justice of the Peace

DEBRA D. STOHRER
Notary Public - New Hampshire
My Commission Expires November 18, 2020
Name and Title of Notary or Justice of the Peace

My Commission Expires: 11/18/20

New Hampshire Department of Health and Human Services
Child Care Resource and Referral Services

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

OFFICE OF THE ATTORNEY GENERAL

9/3/2019
Date

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

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

Additional Scope of Services

1. Scope of Work

1.1. The Contractor shall create, promote and market the first Teacher Education And Compensation Helps New Hampshire (T.E.A.C.H. NH) Early Childhood Scholarship Program which will focus on the need for a well-qualified, fairly compensated and stable workforce. The Contractor shall prioritize T.E.A.C.H. NH for early childhood programs and teachers who care for and teach infants and/or toddlers.

1.2. The Contractor shall develop an infrastructure which includes, but is not limited to:

1.2.1. Creating and implementing outreach and marketing resources to all early childhood programs, including center-based and family child care, with a focus on infant/toddler programs and infant/toddler professionals, in order to promote T.E.A.C.H. NH;

1.2.2. Creating and establishing a T.E.A.C.H. NH Advisory Committee under the guidance and expertise of the National Center to include NH early childhood stakeholders;

1.2.3. Providing scholarships and stipends to T.E.A.C.H. NH recipients;

1.2.4. Providing support and mentoring for T.E.A.C.H. NH recipients in their efforts to obtain a Child Development Associate credential (CDA) leading to an Associate's Degree, or an Associate's Degree in Early Childhood Education;

1.2.5. Providing support and mentoring for T.E.A.C.H. NH sponsors (participating NH Early Childhood/Child Care Programs);

1.2.6. Establishing and maintaining relationships between the T.E.A.C.H. NH program staff and the T.E.A.C.H. National Center in order to adhere to and embrace the T.E.A.C.H. core values and principles;

1.2.7. Providing the T.E.A.C.H. NH staff with the necessary resources and supports to assist in the facilitation of this project as outlined by the National Center to include specific technology, integration, professional development and technical assistance; and

1.2.8. Creating and establishing a streamlined service delivery system that promotes efficiencies and maximizes resources within all the Child Care Resource and Referral (CCR&R) activities, which include, but are not limited to:

1.2.8.1. Sharing the CCR&R email distribution list;

1.2.8.2. Promoting T.E.A.C.H. NH opportunities at CCR&R meetings and trainings; and

1.2.8.3. Marketing the T.E.A.C.H. NH Program at early childhood stakeholder meetings and events.

1.2.9. The Contractor shall provide scholarships, stipends, support and mentoring to a minimum of twenty-five (25) T.E.A.C.H. NH recipients annually, with priority being given to individuals working in infant and or toddler classrooms in early care/child care programs.

1.3. The Contractor shall establish a Department of Labor (DOL) Apprenticeship Program – Early Childhood Education and Teaching Preschool Teacher (COP Code13.1210) pursuant to the criteria and timeline established by the NH Early Childhood Impact Project/Career Pathways Strategy Group (see Exhibit A-3).

1.3.1. The Contractor shall recruit a minimum of five (5) apprentices for the DOL Apprenticeship Program

1.3.2. Priority for the DOL Apprenticeship Program shall be given to individuals committed to working with infants and/or toddlers in early care/child care programs.

2. Staffing

2.1. The Contractor shall hire qualified staff to implement the T.E.A.C.H. NH Program. Qualifications shall include, but are not limited to:

2.1.1. The T.E.A.C.H. NH Counselor must have a minimum of a Baccalaureate Degree in Early Childhood Education (ECE), Child Development, Child and Family Studies or in a related field with twenty-four (24) ECE credits; and

2.1.2. The T.E.A.C.H. NH Counselor must have at least five (5) years' experience working in an early childhood setting serving children from birth through age eight (8) years old with preferred two (2) years' experience in mentorship, coaching, counseling and/or admissions.

2.2. The Contractor shall hire qualified staff to implement the DOL Apprenticeship Program. Qualifications shall include, but are not limited to:

2.2.1. The DOL Apprenticeship Program Coordinator must have a minimum of a Baccalaureate Degree in Early Childhood Education or a related field with eighteen (18) ECE credits; and

2.2.2. The DOL Apprenticeship Program Coordinator must have a minimum of two (2) years' experience working in an early childhood setting, or;

2.2.3. The DOL Apprenticeship Program Coordinator must have an Associate's degree in Early Childhood Education with at least five (5) years' experience in lieu of a Baccalaureate Degree, with the approval of the Contractor's Child Development Director.

3. Reporting

3.1. The Contractor shall submit quarterly reports electronically no later than the fifteenth (15th) day of the month following the end of each quarter, in a format provided by the Department that includes the Deliverables listed in Section 5.

4. Work Plans

4.1. Work plans shall be submitted to the Department within forty-five (45) days of the approval of this contract for each component of this contract. The Work Plans shall include:

4.1.1. Objectives, activities and a timeline for the T.E.A.C.H. NH Program; and

4.1.2. Objectives, activities and a timeline for the DOL Apprenticeship Program.

5. Deliverables

5.1. The Contractor shall ensure that the following deliverables are annually achieved and monitored quarterly:

5.1.1. The Contractor shall submit the Work Plans listed in Section 4 no later than forty-five (45) days from the Amendment #5 effective date.

5.1.2. The Contractor shall implement the objectives, activities and timelines as specified in the Work Plans.

5.1.3. Annually, the Contractor shall develop and submit to the DHHS, a corrective action plan for any deliverable that was not achieved.

Early Childhood Workforce Impact Project
Career Pathways Strategy Group

Department of Labor Apprenticeship Program - Early Childhood Education and Teaching Preschool Teacher (CIP Code 13.1210)

Recommendations
Bureau of Child Development and Head Start Collaboration (BCDHSC) will identify funding and staffing to oversee and manage the program (including position, travel and expenses, quality money to support formal coursework and training for mentors and apprentices, stipends, recruitment expenses, and center support). Bureau should determine best approach to staffing whether it be via Bureau staff, current contractor, or via an RFP process.

Apprenticeship program staff will confer with the Impact Project's Career Pathways Strategy Group during implementation. The research done by this group will provide a strong foundation for meeting the expectations of the Department of Labor and establishing a well-developed program. This group has drafted the on-the-job competencies and schedule for recommended college coursework.

Implementation Plan
Phase One – Preparation (anticipate 6 months)

- Establish an **Early Childhood Apprenticeship Program** Advisory Group (appropriate representatives ex. higher education, Spark NH Workforce and Professional Development Committee, Child Care Advisory Council)
- Hire an Apprenticeship Program Coordinator
- Register the Apprenticeship program with the Department of Labor (must have first apprentice in place within one year)
- Establish desired outcomes and performance measures for the apprenticeship program. (in phases, with scalable objectives)
- Create a workplan and timeline for implementation of the apprenticeship program. (recommend using implementation science as a framework)
- Establish an operating budget (responsibility of coordinator under parameters set by BCDHSC and Contractor)
- Establish criteria for program participation and situations where a program would be out of compliance
- Establish criteria for trainee apprentices (application, handbook, procedures, reporting etc.)
- Approve on-the-job competencies the apprentices will have upon completion, identify skill training protocols mentors will follow, and develop/maintain a monitoring system to track completion.
- Map out formal education track with colleges and universities (college courses to meet licensing standards for lead **teacher** position) or if research indicates alternative approaches to education and experience are valid a change to Child Care Licensing Rules

would be recommended.

- Connect with Child Care Licensing Unit as decisions and recommendations are made for alternative options for lead teacher qualifications.
- For college level courses use BCDHSC scholarships and/or other sources of aid)) so that apprentices receive maximum tuition assistance.
- Identify process for applying prior learning and/or coursework
- Develop an outreach/communications plan to inform and recruit both programs and individuals to the apprenticeship program. Plan should include identification of multiple audiences, method for reaching audience, messages, etc.
- Develop operational policies and procedures (application, handbook, procedures, reporting etc.)
- Develop job descriptions for supervising mentors.

Phase Two – Launch (anticipate 6 months)

- Implement outreach plan.
- Identify child care programs who will hire and sponsor apprentices - Department of Labor will lead on TA to register. Work with Lab Schools at college campuses.
- Provide technical assistance to programs to budget for salary increases as apprentices complete steps
- Prepare supervising mentors (a course or seminar on mentoring) approve stipends for their involvement
- Recruit apprentices and match with employers or assist employers with potential hires they identify
- For trainees without a high school diploma assist in fulfilling approved pre-apprentice requirement (ESOL, Job Core, TANF, CTE, Work Ready NH, or GED)
- Approve apprentice candidates and launch program (Expenses for mentor stipends will depend on startup projections and expansion efforts)

Phase Three – Expansion

- Work with the BCDHSC to propose and obtain funding to scale up the program including a full-time position, increased stipends, and expansion of sites and trainees.
- Manage program, provide reports and ensure compliance of all aspects of the program including update (when necessary) on-the-job competencies, policies, and approved coursework.

Early Childhood Apprenticeship Program Advisory Group

- Advocate for the apprenticeship program & increase its visibility
- provide informed input as policies and procedures are developed and activities are implemented
- Engage partners and inform the early childhood community
- Advise coordinator in decision making processes for implementation and compliance of program outcomes

Early Childhood Apprenticeship Program
Apprenticeship Program Coordinator Job Description

Overall responsibilities: Oversight of the implementation, management, and sustainability of a statewide apprenticeship program for early childhood education in coordination with the US Department of Labor (DOL).

Duties include but are not limited to:

- Coordinate all processes with US Department of Labor, NH representative
- Staff and convene the Early Childhood Apprenticeship Program Advisory Group
- Establish criteria and application process for programs, mentors, and apprentices
- Create and maintain manual for expectations, processes, and tracking
- Facilitate recruitment of programs and apprentice candidates; develop informational materials and web presence
- Review and approve applications for all aspects of program participation
- Review and approve applications for apprentice candidates including determination if candidate must complete a pre-apprentice program before being accepted.
- Establish criteria for successful completion of apprenticeship requirements and all necessary forms, tools (ex. journals, portfolio, artifacts, files, observations) and evaluation materials
- Identify parameters for application of prior learning to competencies, hours, and coursework
- Create or identify and implement mentor training (ex. course or seminar)
- Track data required for completion of competencies, hours, and coursework for apprentices and report to DOL
- Monitor and evaluate the desired outcomes and performance measures for the apprenticeship program and report to the BCDHSC
- Monitor budget for expenses, mentor stipends, and any other affiliated costs
- Schedule and host mentor and apprentice collaboratives and networking (statewide or regionally) for the purpose of fostering retention and peer support
- Monitor how the apprenticeship is working for programs, apprentices and mentors. Identify successes
- Identify barriers to participation or progress from program, apprentice and mentor vantage points
- Reduce the barriers.
- Use data to make adjustments/improvements
- Monitor program compliance and impose sanctions when appropriate
- Fulfill other duties as identified

Exhibit A-3 Amendment #5

Budget – Annual

Coordinator Salary (50% time)	35,000	
Fringe (42.3%)	14,800	
Travel	4,500*	
Mentor Stipends @$1,000 annual	5,000*	(pilot year 5 sites, 5 apprentices)
Supplies	700	
Total	60,000	

*travel and stipends variable during initial phase

NH EC Workforce Impact Project/ Career Pathways/TMc

Final, Approved 7/22/2019

New Hampshire Department of Health and Human Services
CHILD CARE RESOURCE AND REFERRAL SERVICES

Exhibit B, Amendment #5

Method and Conditions Precedent to Payment

1. The State shall pay the Contractor an amount not to exceed the Form P-37, Block 1.8, Price Limitation for the services provided pursuant to Exhibit A, Scope of Services.
2. This Agreement is funded with federal funds as follows: 100% Federal Funds from the Catalog of Federal Domestic Assistance (CFDA)# 93.575, Federal Agency Department of Health and Human Services, Administration for Children and Families, Child Care and Development Block Grant, Federal Award Identification Number (FAIN) # 2001NHCCDF.
3. Failure to meet the scope of services may jeopardize the funded Contractor's current and/or future funding.
4. Payment for said services shall be made quarterly as follows:
   - 4.1. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line items as specified in Exhibit B-6, Amendment #5, Budget Sheet through Exhibit B-9, Amendment #5, Budget Sheets.
   - 4.2. The Contractor shall submit an invoice in a form satisfactory to the State by the twentieth (20th) working day following the end of each quarter, which identifies and requests reimbursement for authorized expenses incurred in the prior quarter.
   - 4.3. The Contractor shall ensure the invoice is completed, signed, dated and returned to the Department in order to initiate payment.
   - 4.4. The State shall make payment to the Contractor within thirty (30) days of receipt of each invoice, subsequent to approval of the submitted invoice and if sufficient funds are available.
5. The Contractor shall keep detailed records of their activities related to Department-funded programs and services and have records available for Department review, as requested.
6. The final invoice shall be due to the State no later than forty (40) days after the contract completion date specified in Form P-37, General Provisions Block 1.7 Completion Date.

New Hampshire Department of Health and Human Services
CHILD CARE RESOURCE AND REFERRAL SERVICES

Exhibit B, Amendment #5

7. In lieu of hard copies, all invoices may be assigned an electronic signature and emailed to DHHS.ChildDevelopment@dhhs.nh.gov, or invoices may be mailed to:

   Financial Administrator
   Department of Health and Human Services
   Division of Economic and Housing Stability
   129 Pleasant Street
   Concord, NH 03301

8. Payments may be withheld pending receipt of required reports or documentation as identified in Exhibit A, Scope of Services and in this Exhibit B.

9. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this agreement may be withheld, in whole or in part, in the event of non-compliance with any Federal or State law, rule or regulation applicable to the services provided, or if the said services or products have not been satisfactorily completed in accordance with the terms and conditions of this agreement.

10. Notwithstanding paragraph 18 of the General Provisions P-37, changes limited to adjusting amounts between budget line items, related items, amendments of related budget exhibits within the price limitation, and to adjusting encumbrances between State Fiscal Years, may be made by written agreement of both parties and may be made without obtaining approval of the Governor and Executive Council.

Exhibit B-4
Budget

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

[illegible]

Contractor name: Southern New Hampshire Services, Inc.

Budget Request for: Child Care Resource and Referral Services (TEACH Program)

Budget Period: SFY 2020 [illegible]

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	$ 31,808.40	$ -	$ 31,808.40	$ -	$ -	$ -	$ 31,808.40	$ -	$ 31,808.40
2. Employee Benefits/Payroll Taxes	$ 14,505.19	$ -	$ 14,505.19	$ -	$ -	$ -	$ 14,505.19	$ -	$ 14,505.19
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ 8,000.00	$ -	$ 8,000.00	$ -	$ -	$ -	$ 8,000.00	$ -	$ 8,000.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 8,000.00	$ -	$ 8,000.00	$ -	$ -	$ -	$ 8,000.00	$ -	$ 8,000.00
6. Travel	$ 8,050.00	$ -	$ 8,050.00	$ -	$ -	$ -	$ 8,050.00	$ -	$ 8,050.00
7. Occupancy	$ 4,500.00	$ -	$ 4,500.00	$ -	$ -	$ -	$ 4,500.00	$ -	$ 4,500.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 900.00	$ -	$ 900.00	$ -	$ -	$ -	$ 900.00	$ -	$ 900.00
Postage	$ 900.00	$ -	$ 900.00	$ -	$ -	$ -	$ 900.00	$ -	$ 900.00
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Printing	$ 4,000.00	$ -	$ 4,000.00	$ -	$ -	$ -	$ 4,000.00	$ -	$ 4,000.00
Advertising	$ 875.00	$ -	$ 875.00	$ -	$ -	$ -	$ 875.00	$ -	$ 875.00
Licensing/Consultation Fees	$ 8,219.00	$ -	$ 8,219.00	$ -	$ -	$ -	$ 8,219.00	$ -	$ 8,219.00
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 850.00	$ -	$ 850.00	$ -	$ -	$ -	$ 850.00	$ -	$ 850.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Scholarships/stipends/supports	$ 83,236.00	$ -	$ 83,236.00	$ -	$ -	$ -	$ 83,236.00	$ -	$ 83,236.00
Miscellaneous Costs	$ 2,804.41	$ -	$ 2,804.41	$ -	$ -	$ -	$ 2,804.41		$ 2,804.41
Indirect Costs	$ -	$ 17,851.00	$ 17,851.00	$ -	$ -	$ -	$ -	$ 17,851.00	$ 17,851.00
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 182,149.00	$ 17,851.00	$ 200,000.00	$ -	$ -	$ -	$ 182,149.00	$ 17,851.00	$ 200,000.00

Indirect As A Percent of Direct: 9.8%

Contractor Initials: [illegible]
Date: 8/28/19

Exhibit B-7, Amendment #6
Budget Sheet

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

[illegible]

Contractor name: Southern New Hampshire Services, Inc.

Budget Request for: Child Care Resource and Referral Services (TEACH Program)

Budget Period: SFY 2021 (7/1/20 to 6/30/21)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	$ 43,815.00	$ -	$ 43,815.00	$ -	$ -	$ -	$ 43,815.00	$ -	$ 43,815.00
2. Employee Benefits	$ 20,812.15	$ -	$ 20,812.15	$ -	$ -	$ -	$ 20,812.15	$ -	$ 20,812.15
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 3,000.00	$ -	$ 3,000.00	$ -	$ -	$ -	$ 3,000.00	$ -	$ 3,000.00
6. Travel	$ 6,250.00	$ -	$ 6,250.00	$ -	$ -	$ -	$ 6,250.00	$ -	$ 6,250.00
7. Occupancy	$ 6,000.00	$ -	$ 6,000.00	$ -	$ -	$ -	$ 6,000.00	$ -	$ 6,000.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 1,200.00	$ -	$ 1,200.00	$ -	$ -	$ -	$ 1,200.00	$ -	$ 1,200.00
Postage	$ 1,200.00	$ -	$ 1,200.00	$ -	$ -	$ -	$ 1,200.00	$ -	$ 1,200.00
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Printing	$ 2,946.85	$ -	$ 2,946.85	$ -	$ -	$ -	$ 2,946.85	$ -	$ 2,946.85
Advertising	$ 900.00	$ -	$ 900.00	$ -	$ -	$ -	$ 900.00	$ -	$ 900.00
Licensing/Consultation Fees	$ 2,339.00	$ -	$ 2,339.00	$ -	$ -	$ -	$ 2,339.00	$ -	$ 2,339.00
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ 550.00	$ -	$ 550.00	$ -	$ -	$ -	$ 650.00	$ -	$ 550.00
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Scholarships/stipends/supports	$ 93,229.00	$ -	$ 93,229.00	$ -	$ -	$ -	$ 93,229.00	$ -	$ 93,229.00
Miscellaneous Costs	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -
Indirect Costs	$ -	$ 17,851.00	$ 17,851.00	$ -	$ -	$ -	$ -	$ 17,851.00	$ 17,851.00
TOTAL	$ 182,146.00	$ 17,851.00	$ 200,000.00	$ -	$ -	$ -	$ 182,146.00	$ 17,851.00	$ 200,000.00

Indirect As A Percent of Direct: 9.8%

Exhibit B-4

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

[illegible]

Contractor name: Southern New Hampshire Services, Inc.

Budget Request for: Child Care Resource and Referral Services (CCL Appropriations)

Budget Period: SFY 2020 (9/1/19 to 6/30/20)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	$ 23,938.90	$ -	$ 23,938.90	$ -	$ -	$ -	$ 23,938.90	$ -	$ 23,938.90
2. Employee Benefits	$ 11,247.53	$ -	$ 11,247.53	$ -	$ -	$ -	$ 11,247.53	$ -	$ 11,247.53
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 2,000.00	$ -	$ 2,000.00	$ -	$ -	$ -	$ 2,000.00	$ -	$ 2,000.00
6. Travel	$ 4,500.00	$ -	$ 4,500.00	$ -	$ -	$ -	$ 4,500.00	$ -	$ 4,500.00
7. Occupancy	$ 3,375.00	$ -	$ 3,375.00	$ -	$ -	$ -	$ 3,375.00	$ -	$ 3,375.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Mentor Stipends	$ 8,000.00	$ -	$ 8,000.00	$ -	$ -	$ -	$ 5,000.00	$ -	$ 8,000.00
Miscellaneous Costs	$ 2,563.57	$ -	$ 2,563.57	$ -	$ -	$ -	$ 2,563.57	$ -	$ 2,563.57
Indirect Costs	$ -	$ 5,355.00	$ 5,355.00	$ -	$ -	$ -	$ -	$ 5,355.00	$ 5,355.00
TOTAL	$ 54,645.00	$ 5,355.00	$ 60,000.00	$ -	$ -	$ -	$ 54,645.00	$ 5,355.00	$ 60,000.00

Indirect As A Percent of Direct 9.8%

Contractor Initials [illegible]
Date 8/28/19

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Exhibit B-6

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

Instructions: Fill in the Direct/Indirect columns only for both Contractor Share and Funded by DHHS; Total columns will automatically populate.

Contractor name: Southern New Hampshire Services, Inc.

Budget Request for: Child Care Resource and Referral Services (DOL Apprenticeship)

Budget Period: SFY 2021 (7/1/20 to 6/30/21)

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	$ 25,370.80	$ -	$ 25,370.80	$ -	$ -	$ -	$ 25,370.80	$ -	$ 25,370.80
2. Employee Benefits	$ 14,320.47	$ -	$ 14,320.47	$ -	$ -	$ -	$ 14,320.47	$ -	$ 14,320.47
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 953.73	$ -	$ 953.73	$ -	$ -	$ -	$ 953.73	$ -	$ 953.73
6. Travel	$ 4,500.00	$ -	$ 4,500.00	$ -	$ -	$ -	$ 4,500.00	$ -	$ 4,500.00
7. Occupancy	$ 4,500.00	$ -	$ 4,500.00	$ -	$ -	$ -	$ 4,500.00	$ -	$ 4,500.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Mentor Stipends	$ 5,000.00	$ -	$ 5,000.00	$ -	$ -	$ -	$ 5,000.00	$ -	$ 5,000.00
Indirect Costs	$ -	$ 5,355.00	$ 5,355.00	$ -	$ -	$ -	$ -	$ 5,355.00	$ 5,355.00
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 54,645.00	$ 5,355.00	$ 60,000.00	$ -	$ -	$ -	$ 54,645.00	$ 5,355.00	$ 60,000.00
Indirect As A Percent of Direct		9.8%					9.80%		

Contractor Initials [illegible]
Date 8/28/19

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements

A. Definitions

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

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

2. "Computer Security Incident" shall have the same meaning "Computer Security Incident" in section two (2) of NIST Publication 800-61, Computer Security Incident Handling Guide, National Institute of Standards and Technology, U.S. Department of Commerce.

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

   Confidential Information also includes any and all information owned or managed by the State of NH - created, received from or on behalf of the Department of Health and Human Services (DHHS) or accessed in the course of performing contracted services - of which collection, disclosure, protection, and disposition is governed by state or federal law or regulation. This information includes, but is not limited to Protected Health Information (PHI), Personal Information (PI), Personal Financial Information (PFI), Federal Tax Information (FTI), Social Security Numbers (SSN), Payment Card Industry (PCI), and or other sensitive and confidential information.

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

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

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

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

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

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

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

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

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

12. "Unsecured Protected Health Information" means Protected Health Information that is not secured by a technology standard that renders Protected Health Information unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute.

I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR

A. Business Use and Disclosure of Confidential Information.

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

2. The Contractor must not disclose any Confidential Information in response to a

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

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

II. METHODS OF SECURE TRANSMISSION OF DATA

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

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

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

III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS

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

A. Retention

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

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

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

B. Disposition

1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor will maintain a documented process for securely disposing of such data upon request or contract termination; and will obtain written certification for any State of New Hampshire data destroyed by the Contractor or any subcontractors as a part of ongoing, emergency, and or disaster recovery operations. When no longer in use, electronic media containing State of New Hampshire data shall be rendered unrecoverable via a secure wipe program in accordance with industry-accepted standards for secure deletion and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute of Standards and Technology, U. S. Department of Commerce. The Contractor will document and certify in writing at time of the data destruction, and will provide written certification to the Department upon request. The written certification will include all details necessary to demonstrate data has been properly destroyed and validated. Where applicable, regulatory and professional standards for retention requirements will be jointly evaluated by the State and Contractor prior to destruction.

2. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.

3. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

IV. PROCEDURES FOR SECURITY

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

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

2. The Contractor will maintain policies and procedures to protect Department confidential information throughout the information lifecycle, where applicable, (from creation, transformation, use, storage and secure destruction) regardless of the media used to store the data (i.e., tape, disk, paper, etc.).

Contractor Initials JC

Date 8/28/19

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

4. The Contractor will ensure proper security monitoring capabilities are in place to detect potential security events that can impact State of NH systems and/or Department confidential information for contractor provided systems.

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

6. If the Contractor will be sub-contracting any core functions of the engagement supporting the services for State of New Hampshire, the Contractor will maintain a program of an internal process or processes that defines specific security expectations, and monitoring compliance to security requirements that at a minimum match those for the Contractor, including breach notification requirements.

7. The Contractor will work with the Department to sign and comply with all applicable State of New Hampshire and Department system access and authorization policies and procedures, systems access forms, and computer use agreements as part of obtaining and maintaining access to any Department system(s). Agreements will be completed and signed by the Contractor and any applicable sub-contractors prior to system access being authorized.

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

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

10. The Contractor will not store, knowingly or unknowingly, any State of New Hampshire or Department data offshore or outside the boundaries of the United States unless prior express written consent is obtained from the Information Security Office leadership member within the Department.

11. Data Security Breach Liability. In the event of any security breach Contractor shall make efforts to investigate the causes of the breach, promptly take measures to prevent future breach and minimize any damage or loss resulting from the breach. The State shall recover from the Contractor all costs of response and recovery from

the breach, including but not limited to: credit monitoring services, mailing costs and costs associated with website and telephone call center services necessary due to the breach.

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

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

14. Contractor agrees to maintain a documented breach notification and incident response process. The Contractor will notify the State's Privacy Officer and the State's Security Officer of any security breach immediately, at the email addresses provided in Section VI. This includes a confidential information breach, computer security incident, or suspected breach which affects or includes any State of New Hampshire systems that connect to the State of New Hampshire network.

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

16. The Contractor must ensure that all End Users:

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

    b. safeguard this information at all times.

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

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

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

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

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

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

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

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

V. LOSS REPORTING

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

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

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

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

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

VI. PERSONS TO CONTACT

A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov

B. DHHS Security Officer:

DHHSInformationSecurityOffice@dhhs.nh.gov

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STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF ECONOMIC & HOUSING STABILITY

129 PLEASANT STREET, CONCORD, NH 03301
603-271-4242 1-800-852-3345 Ext. 4242
Fax: 603-271-4712 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

Jeffrey A. Meyers
Commissioner

Christine L. Santaniello
Director

May 14, 2019

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Economic and Housing Stability to exercise a renewal option and to amend an existing contract with Southern New Hampshire Services, Inc., Vendor #177198 B006, 40 Pine Street, P.O. Box 5040, Manchester, New Hampshire 03108, for the provision of statewide Child Care Resource and Referral Services, by increasing the price limitation by $2,200,000 from $3,960,000 to an amount not to exceed $6,160,000 and by extending the contract completion date from June 30, 2019 to June 30, 2021, effective upon the date of Governor and Executive Council approval. 100% Federal Funds.

This agreement was originally approved by Governor and Executive Council on May 27, 2015 (Item #21) and subsequently amended on May 4, 2016 (Item #5A), August 3, 2016 (Item 5B) and February 1, 2017 (Item #11).

Funds to support this request are anticipated to be available in State Fiscal Year 2020 and 2021, upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified.

05-95-42-421110-29780000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, CHILD CARE DVLP-QUALITY ASSURE

Fiscal year	Class	Title	Activity Code	Current Budget	Increase/ Decrease	Modified Amount
2016	102-500731	Contracts for Pgr Svcs	42117709	$990,000	-0-	$990,000
2017	102-500731	Contracts for Pgr Svcs	42117709	$990,000	-0-	$990,000
2018	102-500731	Contracts for Pgr Svcs	42117709	$990,000	-0-	$990,000
2019	102-500731	Contracts for Pgr Svcs	42117709	$990,000	-0-	$990,000
2020	102-500731	Contracts for Pgr Svcs	42117709	-0-	$990,000	$990,000
2021	102-500731	Contracts for Pgr Svcs	42117709	-0-	$990,000	$990,000
			Sub-Total	***$3,960,000***	***$1,980,000***	***$5,940,000***

05-95-42-421110-29780000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, CHILD CARE DVLP-QUALITY ASSURE

Fiscal year	Class	Title	Activity Code	Current Budget	Increase/ Decrease	Modified Amount
2020	102-500731	Contracts for Pgr Svcs	42117708	-0-	$110,000	$110,000
2021	102-500731	Contracts for Pgr Svcs	42117708	-0-	$110,000	$110,000
			Sub-total	*-0-*	***$220,000***	***$220,000***
			Total	**$3,960,000**	**$2,200,000**	**$6,160,000**

EXPLANATION

The purpose of this request is to expand upon the existing contract that provides a statewide Child Care Resource and Referral Services program that assists families in securing high quality child care for their children; refer families to community supports, as needed; and assist child care programs to improve quality, by providing a centralized network of services for families in need of child care and community services, and for child care service providers. Many of the components of this contract are essential or specifically required to support and/or meet the reauthorization of the Child Care and Development Fund Block Grant from the federal government

Child Care Aware of New Hampshire, a statewide Child Care Resource and Referral Program of Southern New Hampshire Services, provides a variety of information and resources to families, which include an online provider search, links to a variety of family and community resources, as well as information regarding financial assistance. This service is essential for assisting families in maintaining employment and training by providing information and access to child care throughout the state. Child care providers are linked to professional resources, technical assistance and training which helps to improve program quality, along with supporting the child care providers in recruiting, retaining and training their own workforce in a market with significant staff shortages.

The Division of Economic and Housing Stability administers the Child Care and Development Fund available through the Federal Office of Child Care and Development Fund. These funds support eligible families by providing child care financial assistance and by supporting a variety of activities that assist them in securing high quality child care. These federal funds also support continuous quality improvement of early childhood child care programs through a variety of trainings which include Child Care Basics, health and safety trainings, leadership development and other topics recommended by the Department, or as requested by child care providers. Targeted technical assistance in the areas of Emergency Preparedness, Credentialing, and NH Early Learning Standards is also provided, which result in positive outcomes for children.

The original contract was competitively bid. As referenced in the Request for Proposals and in Exhibit C-1 of this contract, the Department has the option to extend contract services for up to three (3) periods of two (2) years each, contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Executive Council. The Department is exercising two (2) years of renewal options, which will be the final years for this contract. Future services will be obtained through a new procurement prior to the end of this renewal period.

The Contractor successfully fulfilled and achieved the performance measures in the original contract and amendments.

In SFY 2018, approximately 2,700 families accessed Child Care Resource and Referral services, 3,000 child care providers received training, and 850 child care providers received technical assistance.

The ability to consistently collect, utilize and report accurate data is necessary to meet the requirements of the Federal Office of Child Care and the reauthorized Child Care and Development Block Grant. This is currently accomplished through this contract by use of the Child Care Aware® of America National Data Suite.

Should the Governor and Executive Council not approve this request, Child Care Resource and Referral services may not be available to families and child care programs, which could result in lack of alignment in child care practices and/or services, including failure to increase access to high quality child care for families. In addition to not providing these services, it would also result in the Department being out of compliance with the Child Care and Development Fund Federal Plan and the additional requirements of the Child Care and Development Block Grant Act, signed into law on November 19, 2014.

Source of Funds: 100% Federal Funds from the Catalog of Federal Domestic Assistance (CFDA) # 93.575, Federal Agency Department of Health and Human Services, Administration for Children and Families, Child Care and Development Block Grant, and Federal Award Identification Number (FAIN) 1901NHCCDF, 2001NHCCDF, 2101NHCCDF.

Area Services: Statewide

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

Respectfully submitted,

Jeffrey A. Meyers
Commissioner

G+C Approved Item #11 2-1-2017 niw

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

Jeffrey A. Meyers
Commissioner

Maureen Ryan
Director

129 PLEASANT STREET, CONCORD, NH 03301
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January 3, 2017

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to exercise a final renewal option to an existing agreement with Southern New Hampshire Services (Vendor #91891) for the provision of statewide Child Care Resource and Referral Services by increasing the price limitation by $1,980,000 from $1,980,000 to $3,960,000 and extending the contract completion date from June 30, 2017 to June 30, 2019. Governor and Executive Council approved the original agreement on May 27, 2015 (Item #21) and subsequent amendments on May 4, 2016 (Item #5A) and August 3, 2016 (Item 5B). 100% Federal Funds.

Funds to support this request are anticipated to be available in State Fiscal Year 2018 and 2019 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 without Governor and Executive Council approval, if needed and justified.

05-95-42-421110-29780000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, CHILD CARE DVLP-QUALITY ASSURE

Fiscal year	Class	Title	Activity Code	Current Budget	Increase/ Decrease	Modified Amount
2016	102-500731	Contracts for Pgr Svcs	42117709	$990,000		$990,000
2017	102-500731	Contracts for Pgr Svcs	42117709	$990,000		$990,000
2018	102-500731	Contracts for Pgr Svcs	42117709		$990,000	$990,000
2019	102-500731	Contracts for Pgr Svcs	42117709		$990,000	$990,000
			Total	$1,980,000	$1,980,000	$3,960,000

EXPLANATION

The purpose of this amendment is to renew contract services for the provision of a statewide Child Care Resource and Referral program that assists families in securing high quality child care for their children; refer families to community supports, as needed; and assist child care programs to improve quality, by provided a centralized network of services for families in need of child care and community services, and for child care service providers.

Child Care Aware of New Hampshire, a statewide Child Care Resource and Referral Program of Southern New Hampshire Services, provides a variety of information and resources to families which include an online provider search, links to a variety of family and community resources, as well as information regarding financial assistance. Child care providers are linked to professional resources, technical assistance and training which improves program quality.

The Division for Children, Youth and Families Child Development Bureau administers funds available through the Federal Office of Child Care Child Care and Development Fund. These funds support eligible low-income families by providing child care financial assistance and by supporting a variety of activities that assist them in securing high quality child care. These federal funds also support continuous quality improvement of early childhood and child care programs through a variety of trainings which include Child Care Basics, health & safety trainings, leadership development and other topics recommended by the CDB, Child Care Licensing or as requested by child care providers. Targeted technical assistance regarding Emergency Preparedness, Credentialing, and NH Early Learning Standards is also provided, which result in positive outcomes for children.

The ability to consistently collect, utilize and report accurate data is necessary to meet the requirements of the Federal Office of Child Care and the recently reauthorized Child Care and Development Block Grant. This is accomplished through this contract by use of the Child Care Aware® of America Data Suite.

This contract was competitively bid.

The original contract includes the option for the Department to renew the contract for up to three (3) periods of two (2) years each, subject to the continued availability of funds, satisfactory performance of services and approval by the Governor and Executive Council. The Department is requesting a final renewal of contracted services through this amendment. These services will be reprocured.

Should the Governor and Executive Council not approve this request Child Care Resource and Referral services may not be available to families and child care programs, which could result in lack of alignment in child care practices and/or services including failure to increase access to high quality child care for low-income families. This would also result in the Department being out of compliance with the Child Care and Development Fund Federal Plan and the new requirements of the Child Care and Development Block Grant Act, signed into law on November 19, 2014.

Source of Funds: 100% Federal Funds from the Catalog of Federal Domestic Assistance (CFDA) # 93.575, Federal Agency Department of Health and Human Services, Administration for Children and Families, Child Care and Development Block Grant

Area Services: Statewide

In the event that federal funds become no longer available, general funds will not be requested to support this program.

Respectfully submitted,

Maureen U. Ryan
Director

Approved by:

Jeffrey A. Meyers
Commissioner

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G&C approved
Item #5B
8-3-2016 mac

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

Jeffrey A. Meyers
Commissioner

Lorraine Bartlett
Director

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

June 13, 2016

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to amend an existing agreement with Southern New Hampshire Services, Inc. (Vendor #91891), 40 Pine Street, Manchester, NH 03103, for the provision of statewide Child Care Resource and Referral services by adjusting the staffing terms of the contract in order to meet program specific needs, with no change to the price limitation or the contract end date of June 30, 2017. Governor and Executive Council approved the original contract on May 27, 2015 (Item #21) and a subsequent amendment on May 4, 2016 (Item #5A). This is a zero cost amendment. 100% Federal Funds

Funds to support this request are available in the following account in State Fiscal Year 2016 and State Fiscal Year 2017 upon the availability and continued appropriation of funds in the future operating budgets, with the authority to adjust encumbrances between state fiscal years, if needed and justified, without further approval of the Governor and Executive Council.

05-95-42-421110-29780000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, CHILD CARE DVLP-QUALITY ASSURE

Fiscal year	Class/Object	Class Title	Activity Code	Amount
2016	102-500731	Contracts for Program Services	42117709	$990,000
2017	102-500731	Contracts for Program Services	42117709	$990,000
			Total	$1,980,000

EXPLANATION

The purpose of this amendment is to adjust staffing requirements in order to meet program specific needs. The amendment changes staff work locations and the status of part-time employees from full-time to part-time employees more accurately reflecting the program service needs. The original projections for staffing did not align with programmatic needs.

The Contractor's process to find qualified staff resulted in the need to adjust program operations. Office locations have varied due to the hiring of in-house candidates. A temporary part-time staff member has been hired to fill the Training and TA Specialist position and is located in Nashua. The Infant and Toddler Specialist is currently based out of the vendor main office in Nashua as opposed to Concord as stated in the contract. Due to the limited requests for bilingual services, a part-time position rather than a full-time is adequate to meet program needs. Finally, office locations have been adjusted to account for geographical and regional needs for more flexibility in staffing low referral/clientele areas such as the Western Regional Outreach Office which covers the Keene/Claremont regions.

The Child Care Resource and Referral program is statewide and assists families in securing high quality child care for their children; referring families to community supports, as needed; and assisting child care programs to improve program quality through a centralized network of services. Child Care Aware of New Hampshire, a Child Care Resource and Referral Program of Southern New Hampshire Services, provides a variety of information and resources to families which include an online provider search, links to a variety of family and community resources, as well as information regarding financial assistance. Child care providers are linked to professional resources, technical assistance and training which improves program quality.

The Division for Children, Youth and Families Child Development Bureau administers funds available through the Federal Office of Child Care Child Care and Development Fund. These funds support eligible low-income families by providing child care financial assistance and by supporting a variety of activities that assist them in securing high quality child care. These federal funds also support continuous quality improvement of early childhood and child care programs through a variety of trainings which include Child Care Basics, health & safety trainings, leadership development and other topics recommended by the CDB, Child Care Licensing or as requested by child care providers. Targeted technical assistance regarding Emergency Preparedness, Credentialing, and NH Early Learning Guidelines/Standards is also provided, which result in positive outcomes for children.

The ability to consistently collect, utilize and report accurate data is necessary to meet the requirements of the Federal Office of Child Care and the recently reauthorized Child Care and Development Block Grant. This is accomplished through this contract by use of the Child Care Aware® of America Data Suite.

This contract was competitively bid.

The original contract includes the option for the Department to renew the contract for up to three (3) periods of two (2) years each, subject to the continued availability of funds, satisfactory performance of services and approval by the Governor and Executive Council. However, the Department is not requesting a renewal of contracted services through this amendment.

Should the Governor and Executive Council not approve this request Child Care Resource and Referral services may not be available to families and child care programs, which could result in lack of alignment in child care practices and/or services including failure to increase access to high quality child care for low-income families. This would also result in the Department being out of compliance with the Child Care and Development Fund Federal Plan and the new requirements of the Child Care and Development Block Grant Act, signed into law on November 19, 2014.

Source of Funds: 100% Federal Funds from the Catalog of Federal Domestic Assistance (CFDA) # 93.575, Federal Agency Department of Health and Human Services, Administration for Children and Families, Child Care and Development Block Grant

Area Services: Statewide

In the event that federal funds become no longer available, general funds will not be requested to support this program.

Respectfully submitted,

Jeffrey Meyers for

Marilee Nihan
Deputy Commissioner

Approved by: Jeffrey Meyers

Jeffrey A. Meyers

G&C Approved
Item # 5A
5-4-2016 mav

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

Jeffrey A. Meyers
Commissioner

Lorraine Bartlett
Director

129 PLEASANT STREET, CONCORD, NH 03301-3857
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March 17, 2016

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to amend an existing agreement with Southern New Hampshire Services, Inc. (Vendor # 91891), 40 Pine Street, Manchester NH 03103, for the provision of statewide Child Care Resource and Referral services by adjusting certain budget line items for State Fiscal Year 2016 in order to meet specific needs, with no change to the price limitation or the contract end date of June 30, 2017. Governor and Executive Council approved the original contract on May 27, 2015 (Item #21). This is a zero cost amendment.

Funds to support this request are available in the following account in State Fiscal Years 2016 and 2017 upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust encumbrances between State Fiscal Years, if needed and justified, without further approval of the Governor and Executive Council.

05-95-42-421110-29780000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, CHILD CARE DVLP-QUALITY ASSURE

Fiscal year	Class/Object	Class Title	Activity Code	Amount
2016	102-500731	Contracts for Program Services	42117709	$990,000
2017	102-500731	Contracts for Program Services	42117709	$990,000
			Total	$1,980,000

EXPLANATION

The purpose of this request is to allow the vendor to adjust budget line items in order to meet contract requirements. The original budget was constructed conservatively for the potential of being fully staffed upon the contract effective date. The vendor's hiring process to find qualified staff resulted in the vendor's need to adjust program operations. The change in operations has resulted in a request from the vendor to adjust several of the budget line items in order to properly meet contract requirements.

Salaries and benefits will be decreased by $79,345 due to unexpected staffing changes. The budget was designed with the expectation of being fully staffed. However, it is taking longer than expected to fill vacant positions. Occupancy will be decreased by $1,186 as it took three months to identify and occupy all regional office spaces. Purchase and depreciation will increase by $11,600 since desktop computers will be replaced with the purchase of eight Wi-Fi capable tablets which will provide timely services in all regions. Travel costs have increased by $10,000 due to the staff providing services in areas that were not yet staffed. Telephone will increase by $3,800 due to the need to purchase "hot spots" which will allow them to access information and resources in order to enhance the delivery of services provided in areas with poor Wi-Fi signal. Liability Insurance has increased by $1,186, the actual cost was higher than anticipated. Software will increase by $23,000 through the purchase custom enhancements to the NH Professional Registry which will streamline tasks and will allow staff to provide more direct services. Marketing will increase by $4,000 to support the cost of preprinted referral packets and marketing materials which will free up staff and lower the cost of printing supplies. Indirect costs will increase by $14,945 since the rate is negotiated annually at a rate of less than 10.1% for expenses occurring during the contract period.

The Child Care Resource and Referral program is statewide and assists families in securing high quality child care for their children; referring families to community supports, as needed; and assisting child care programs to improve program quality through a web-based network of services. ChildCare Aware of New Hampshire provides a variety of information and resources to families which include an online provider search, links to a variety of family and community resources, as well as information regarding financial assistance. Child care service providers are linked to professional resources, technical assistance and the training academy which improves program quality.

The Division for Children, Youth and Families Child Development Bureau administers funds available through the Federal Office of Child Care Child Care and Development Fund. These funds support eligible low-income families by providing child care financial assistance and by supporting a variety of activities that assist them in securing high quality child care. These federal funds also support continuous quality improvement of early childhood and child care programs through a variety of trainings which include Child Care Licensing Orientation, Medication administration and On-line Early Childhood Education courses. Targeted technical assistance regarding Emergency Preparedness, Credentialing, and NH Early Learning Guidelines/Standards is also provided, which result in positive outcomes for children.

The ability to consistently collect, utilize and report accurate data is necessary to meet the requirements of the Federal Office of Child Care and the recently reauthorized Child Care and Development Block Grant. This is accomplished through this contract by use of the Child Care Aware® of America data suite.

This contract was competitively bid.

The attached contract includes the option for the Department to renew the contract for up to three (3) periods of two (2) years each, subject to the continued availability of funds, satisfactory performance of services and approval by the Governor and Executive Council.

Should the Governor and Executive Council not approve this request Child Care Resource and Referral services will not be available to families and child care programs, which could result in lack of alignment in child care practices and/or services including failure to increase access to high quality child care for low-income families. This would also result in DCYF being out of compliance with the Child Care and Development Fund Federal Plan and the new requirements of the Child Care and Development Block Grant Act, signed into law on November 19, 2014.

Source of Funds: 100% Federal Funds from the Catalog of Federal Domestic Assistance (CFDA) # 93.575, Federal Agency Department of Health and Human Services, Administration for Children and Families, Child Care and Development Block Grant

Area Services: Statewide

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:
Jeffrey A. Meyers
Commissioner

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

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Nicholas A. Toumpas
Commissioner

Lorraine Bartlett
Director

April 17, 2015

G&C Approved
Date 5/27/15
Item # 21

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families to enter into an agreement with Southern New Hampshire Services, Inc. (Vendor # 91891) for the provision of statewide Child Care Resource and Referral services in an amount not to exceed $1,980,000, effective July 1, 2015, or date of Governor and Executive Council approval, whichever is later, through June 30, 2017. 100 % Federal Funds

Funds to support this request are anticipated to be available in the following account in State Fiscal Years 2016 and 2017 upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust encumbrances between State Fiscal Years, if needed and justified, without further approval of the Governor and Executive Council.

05-95-42-421110-29780000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, CHILD DEVELOPMENT, CHILD CARE DVLP-QUALITY ASSURE

Fiscal year	Class/Object	Class Title	Activity Number	Amount
2016	102-500731	Contracts for Program Services	42117709	$990,000
2017	102-500731	Contracts for Program Services	42117709	$990,000
			Total	$1,980,000

EXPLANATION

The purpose of this request is for the provision of a statewide Child Care Resource and Referral program that will: assist families in securing high quality child care for their children; refer families to community supports, as needed; and assist child care programs to improve program quality by providing a centralized network of services for families in need of child care and community services, and for child care service providers.

The Division for Children, Youth and Families Child Development Bureau administers funds available through the Federal Office of Child Care Child Care and Development Fund. These funds support eligible low-income families by providing child care financial assistance and by supporting a variety of activities that assist them in securing high quality child care. These federal funds also support continuous quality improvement of early childhood and child care programs through the provision of training and targeted technical assistance to program staff, which results in positive outcomes for children.

The Contractor will ensure that high quality, culturally competent Child Care Resource and Referral services are known and accessible to the widest possible number of families, providers, businesses and community members statewide. The Contractor will ensure consistency in data collection and reporting of services in the National Association of Child Care Resource and Referral Agencies (now known as Child Care Aware® of America) Data Suite. This statewide database, gives families the opportunity to be supported by Child Care Resource and Referral staff immediately upon contact, via telephone, in-person, or online.

The Contractor will coordinate, market, and provide training opportunities for child care program staff, set up of training sites and coordinate participant registration, trainee data and training materials, and the credentialing of participants.

The Contractor will provide technical assistance to child care providers to improve quality and increase access of high quality child care to families. Technical assistance activities include but are not limited to: assisting with credentialing of the child care workforce through the NH Early Childhood Professional Development System; providing training and technical assistance in business management practices for child care programs; and providing technical assistance to child care programs to support them to implement the Strengthening Families approach.

The Contractor will also assist child care programs with completing a written emergency preparedness plan based on the Incident Command System and with creating individual professional development plans designed to increase teacher competency, especially in the realm of the NH Early Learning Standards.

The ability to consistently collect, utilize and report accurate data is necessary to meet the requirements of the Federal Office of Child Care and the recently reauthorized Child Care Development Block Grant. This is accomplished through this contract by use of the Child Care Aware® of America database.

This contract was competitively bid. The Department published a Request for Proposals on December 1, 2014 to solicit proposals from vendors for the provision of statewide Child Care Resource and Referral services under one contract. The Request for Proposals was published on the Department's website with a closing date of January 16, 2015. The Department received three (3) proposals, which were evaluated by managers and program specialists. Southern New Hampshire Services was selected. The bid summary sheet is attached.

The attached contract includes the option for the Department to renew the contract for up to three (3) periods of two (2) years each, subject to the continued availability of funds, satisfactory ~~performance of services and approval by the Governor and Executive Council.~~

The selected Contractor will provide statewide Child Care Resource and Referral program services across all Division of Client Services District Office catchment areas in order to: reduce administrative program costs; increase funding for training and targeted technical assistance activities that will increase child care program quality; and increase access to high quality child care programs for children of low-income families.

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Should the Governor and Executive Council not approve this request Child Care Resource and Referral services will not be available to families and child care programs, which could result in lack of alignment in child care practices and/or services including failure to increase access to high quality child care for low-income families. This would also result in DCYF being out of compliance with the Child Care and Development Fund Federal Plan and the new requirements of the Child Care Development Block Grant Act, signed into law on November 19, 2014.

Source of Funds: 100% Federal Funds from the Catalog of Federal Domestic Assistance (CFDA) # 93.575, Federal Agency Department of Health and Human Services, Administration for Children and Families, Child Care and Development Block Grant

Area Services: Statewide

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