41 mac

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
Fax: 603-271-4230 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

April 16, 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 enter into a **Sole Source** contract with New Hampshire Children's Trust (VC#218449), Concord, NH, in the amount of $2,533,600 to support each Family Resource Center with their self-assessment to determine their level of readiness to receive the Family Resource Center of Quality designation in accordance with National Family Support Network Standards of Quality for Family Strengthening and Support, with the option to renew for up to four (4) additional years, effective July 1, 2021, or upon Governor and Council approval, whichever is later, through June 30, 2023. 71% Federal Funds, 29% General Funds.

Funds are anticipated to be available in the following accounts for State Fiscal Years 2022 and 2023 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.

See attached fiscal details.

EXPLANATION

This request is **Sole Source** because there are no known viable alternatives to the services provided by the vendor. The Contractor will continue to support system building and infrastructure development to support and assist Family Resource Centers (FRCs) statewide to provide programs that encompass evidence informed standards of family strengthening. Additionally, this contract will ensure primary prevention is provided through a system of qualified centers and will continue to build upon the investment that the State has made in the Resource Centers. The Contractor previously established evidence informed program and services to kinship families statewide. This program is invaluable to the nearly 12,000 eligible families in the state who are raising children of family members who have experienced and/or may be vulnerable to child maltreatment. Through this contract, the vendor administered a data system that all FRC's use. This data platform is now supporting FRCs with consistent, statewide r data collection and outcomes, enabling the Department to measure the positive impact of the FRC's and the services they provide for family strengthening and child well-being.

The purpose of this request is for the Contractor to 1) continue its support to the FRC's for Quality Designation 2) to implement the Kinship Navigator Program and 3) to continue to provide infrastructure and support the statewide network of FRC's. Through the FRC Quality Designation, the NHCT will perform individual assessments of the FRC's applying for the Family Resource Center of Quality (FRC-Q) designation, to identify, document deficiencies in meeting standards, support the correction of any deficiencies, and to assist each FRC throughout the application process.

The facilitated organziation will support FRCs statewide; currently there are fifteen (15) FRC's to will provide kindship navigation to approximately 1,000 families from July 1, 2021, to June 30, 2023.

The Contractor will work with the Wellness and Primary Prevention Council and Family Support NH to provide support to FRCs with implementing and meeting the National Family Support Network Quality for Family Strengthening and Support standards for the purpose of acquiring an FRC-Q designation, which includes:

- Providing FRCs with information about the standards: https://www.nationalfamilysupportnetwork.org/standards-of-quality;
- Providing technical support to FRCs in the implementation of standards;
- Providing technical support to FRCs in the implementation of procedures to document practice of standards;
- Providing training and technical assistance to FRCs in the development of a written plan to meet standards;
- Traveling to any FRC requesting an in-person consultation;
- Assisting FRCs with completing the FRC-Q application;
- Reviewing FRC-Q applications for accuracy;
- Participating in the National Family Support Network through a membership with Family Support NH; and
- Providing FRCs with information and trainings on acquiring the FRC-Q designation.

As referenced in Exhibit A, Provisions to Standard Contract Provisions, Section 1.1., of the attached contract, the parties have the option to extend the agreement for up four (4) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval.

Should the Governor and Council not authorize this request FRCs throughout the state will not have the benefit of research-based frameworks of family support and subsequently lack resources to help families build on their own strengths and access to resources that are available in their communities to further their well-being.

Area served: Statewide

Source of Funds: #CFDA 93.136, FAIN#NU17CE924984.

#CFDA 93.556, FAIN#191NHPKIN.

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

Respectfully submitted,

Lori Shibinette

Lori A. Shibinette
Commissioner

DEPARTMENT OF HEALTH AND HUMAN SERVICES
FINANCIAL DETAIL

05-95-045-450010-72160000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: TRANSITIONAL ASSISTANCE, DIVISION OF FAMILY ASSISTANCE, KINSHIP
60% General Funds, 40% Federal Funds

New Hampshire Children's Trust, Inc. Vendor #

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget
2022	102-500731	Contracts for Prog Svc	TBD	$ 524,800
2023	102-500731	Contracts for Prog Svc	TBD	$ 524,800
		Sub Total		$ 1,049,600

05-095-090-9020-50400000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: PUBLIC HEALTH DIVISION, COMMUNITY AND HEALTH SERVICES
100% Federal Funds

State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified
2022	102-500731	Contracts for Prog Svc	90050405	$ 692,000
2023	102-500731	Contracts for Prog Svc	90050405	$ 692,000
		Sub Total		$ 1,384,000

05-95-92-920510-33820000- HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: BEHAVIORAL HEALTH DIV, Bureau of Drug & Alcohol Svcs, Governor Commission Funds
100% General Funds

State Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget
2022	102-500731	Contracts for Prog Svc	92058502	$ 100,000
		Sub Total		$ 100,000

Overall Total	$2,533,600

FORM NUMBER P-37 (version 12/11/2019)

Subject:_New Hampshire Family Resource Center Facilitation Organization and Quality Specialist (SS-2022-DEHS-01-NEWHA)

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

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name New Hampshire Department of Health and Human Services		1.2 State Agency Address 129 Pleasant Street Concord, NH 03301-3857	
1.3 Contractor Name New Hampshire Children's Trust, Inc.		1.4 Contractor Address 10 Ferry Street, Suite 307 Concord, NH, 03301	
1.5 Contractor Phone Number (603) 224-1279	1.6 Account Number 05-095-090-9020-50400000 05-095-045-4500-72160000 05-95-92-920510-33820000	1.7 Completion Date June 30, 2023	1.8 Price Limitation $2,533,600
1.9 Contracting Officer for State Agency Nathan D. White, Director		1.10 State Agency Telephone Number (603) 271-9631	
1.11 Contractor Signature DocuSigned by: Cliff Simmonds 15G761A6FDA24C9... Date: 5/27/2021		1.12 Name and Title of Contractor Signatory Cliff Simmonds Executive Director	
1.13 State Agency Signature DocuSigned by: Christine Santaniello BD605455ECCD4DA... Date: 6/14/2021		1.14 Name and Title of State Agency Signatory Christine Santaniello Director	
1.15 Approval by the N.H. Department of Administration, Division of Personnel *(if applicable)* By: DocuSigned by: D5GA9202E32C4AE... Director, On: 6/14/2021			
1.16 Approval by the Attorney General (Form, Substance and Execution) *(if applicable)* By: On:			
1.17 Approval by the Governor and Executive Council *(if applicable)* G&C Item number: G&C Meeting Date:			

Contractor Initials DS CS
Date 5/27/2021

Contractor Initials DS CS
Date 5/27/2021

2. SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT B which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.17, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds affected by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT C which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3. The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

Contractor Initials DS CS

Date 5/27/2021

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

8.3. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT B. In addition, at the State's discretion, the Contractor shall, within 15 days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement.

10. DATA/ACCESS/CONFIDENTIALITY/ PRESERVATION.

10.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

10.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

10.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. INDEMNIFICATION. Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the

Contractor Initials CS

Date 5/27/2021

Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.
14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:
14.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than $1,000,000 per occurrence and $2,000,000 aggregate or excess; and
14.1.2 special cause of loss coverage form covering all property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the property.
14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.
14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

15. WORKERS' COMPENSATION.
15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A *("Workers' Compensation").*
15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

17. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

18. CHOICE OF LAW AND FORUM. This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

19. CONFLICTING TERMS. In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in EXHIBIT A) shall control.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

Contractor Initials DS CS
Date 5/27/2021

New Hampshire Department of Health and Human Services
New Hampshire Family Resource Center Facilitation Organization and Quality Specialist

EXHIBIT A

REVISIONS TO STANDARD CONTRACT PROVISIONS

1. Revisions to Form P-37, General Provisions

1.1. Paragraph 3, Effective Date/Completion of Services, is amended by adding subparagraph 3.3 as follows:

3.3. The parties may extend the Agreement for up to four (4) additional years from the Completion Date, contingent upon satisfactory delivery of services, available funding, agreement of the parties, and approval of the Governor and Executive Council.

1.2. Paragraph 12, Assignment/Delegation/Subcontracts, is amended by adding subparagraph 12.3 as follows:

12.3. Subcontractors are subject to the same contractual conditions as the Contractor and the Contractor is responsible to ensure subcontractor compliance with those conditions. The Contractor shall have written agreements with all subcontractors, specifying the work to be performed and how corrective action shall be managed if the subcontractor's performance is inadequate. The Contractor shall manage the subcontractor's performance on an ongoing basis and take corrective action as necessary. The Contractor shall annually provide the State with a list of all subcontractors provided for under this Agreement and notify the State of any inadequate subcontractor performance.

New Hampshire Department of Health and Human Services
New Hampshire Family Resource Center Facilitation Organization and Quality Specialist

EXHIBIT B

Scope of Services

1. Statement of Work

1.1. The Contractor shall provide services in this agreement to the Family Resource Centers (FRC) in New Hampshire.

1.2. The Contractor shall ensure services are available Statewide.

1.3. For the purposes of this agreement, all references to business hours shall mean Monday through Friday from 8:00 a.m. to 5:00 p.m., including state, federal and Contractor holidays.

1.4. The Contractor shall support each Family Resource Center (FRC) with their self-assessment to determine the level of readiness for each FRC to receive the Family Resource Center of Quality (FRC-Q) designation in accordance with National Family Support Network (NFSN) Standards of Quality for Family Strengthening and Support (Standards).

1.5. The Contractor shall perform an individual assessment of any FRC applying for FRC-Q designation to identify and document deficiencies in meeting standards and to assist each FRC throughout the application process.

1.6. The Contractor shall work with the Wellness and Primary Prevention Council (WPPC) and Family Support NH (FSNH) to provide support to FRCs in implementing and meeting the Standards for the purpose of acquiring an FRC-Q designation. The Contractor shall ensure support includes, but is not limited to:

1.6.1. Providing FRCs with information about the Standards: https://www.nationalfamilysupportnetwork.org/standards-of-quality;

1.6.2. Providing technical support to FRCs in the implementation of Standards;

1.6.3. Providing technical support to FRCs in the implementation of procedures to document practice of Standards;

1.6.4. Providing training and technical assistance to FRCs in the development of a written plan to meet Standards;

1.6.5. Traveling to any FRC requesting an in person consultation;

1.6.6. Assisting FRCs with completing the FRC-Q application;

1.6.7. Reviewing FRC-Q applications for accuracy;

1.6.8. Participating in the NFSN through a membership with FSNH; and

1.6.9. Providing FRCs with information and trainings on acquiring the FRC-Q designation.

1.7. The Contractor shall collaborate with other FRC technical assistance assets to assess the capacity of each FRC relative to the core and optional standards defined by the WPPC.

1.8. The Contractor shall work with the Department and FRCs to determine culturally appropriate process and outcome data collection and analysis.

1.9. The Contractor shall assist FRCs in increasing operational efficiencies.

1.10. The Contractor shall provide technical assistance for oversight as well as implementation of a quality improvement process.

1.11. The Contractor shall utilize a Community of Practice sharing model that allows FRC administrators and leadership to establish and strengthen cooperation, collaboration, and informal mentoring among FRCs.

1.12. The Contractor shall educate policymakers, communities, and community groups on FRC best practices.

1.13. The Contractor shall ensure priority is given to FRCs providing home services to:

1.13.1. Families for whom the Division of Children, Youth and Families (DCYF) has issued a letter of concern;

1.13.2. Families with cases reported by DCYF as unfounded but with reasonable concern; and

1.13.3. Recipients of Temporary Assistance to Needy Families (TANF) program services.

1.14. The Contractor shall utilize the Family Support Data System Quick Base data platform for the purposes of supporting quality improvement efforts, capable of collecting data on, but not limited to, the following:

1.14.1. Identifying FRC locations, statewide;

1.14.2. Identifying FRC-Q locations, statewide;

1.14.3. Identifying FRC-Q designation expiration dates;

1.14.4. Documenting trainings provided to FRCs through;

1.14.4.1. Notes from the training;

1.14.4.2. The number of training attendees; and

1.14.4.3. Identified action items;

1.14.5. Identifying which FRCs have completed the FRC-Q self-assessment;

1.14.6. Identifying FRCs that have completed the FRC-Q designation application;

1.14.7. Identifying FRCs with plans in place to become an FRC-Q;

1.14.8. Identifying individuals who have received Standards certification;

1.14.9. Documenting FRC and FRC-Q service outcomes;

1.14.10. Documenting FRC priorities; and

1.14.11. Identifying shared measurements among FRCs for family outcomes.

1.15. The Contractor shall provide upon request to the Department with aggregate data, information, and outcomes.

1.16. The Contractor shall coordinate data collection efforts programs including but not limited to:

1.16.1. Comprehensive Family Support Programs (CFSS).

1.16.2. NH Maternal Infant Early Childhood Home Visiting.

1.16.3. Healthy Families America Home Visiting Programs.

1.16.4. Community Collaboration to Strengthen and Preserve Families Programs.

1.17. The contractor shall provide Technical Assistance (TA) around data integrity and develop reports related to the data collection.

1.18. The contractor shall provide training to all new FRC staff who enter data into the Quick base platform

1.19. The contractor shall ensure data integrity for the CFSS program and provide the necessary reports monthly.

1.20. The contractor shall work with the Department to plan and align other data collection efforts for any other new programs administered through Family Resource Centers

1.21. The Contractor shall provide quality improvement training and resources to FRCs and FRC-Qs, including but not limited to:

1.21.1. Collecting and disseminating FRC-Q best practices and evidenced based program models;

1.21.2. Convening FRCs and FRC-Qs in a Community of Practice sharing model;

1.21.3. Promoting collaboration through shared learning opportunities and training with FRCs and FRC-Qs across state agencies in an effort to improve service outcomes;

1.21.4. Increasing FRC administrative and operational efficiencies; and

1.21.5. Providing technical assistance to ensure that each FRC-Q has a clear non-profit business model.

1.22. The contractor shall provide funding to FRC in year two of the contract, for their administrative needs to support the work of the FRC, including but not limited to:

1.22.1. Executive Director Salary

1.22.2. CFO salary

1.22.3. building repairs and maintenance

1.22.4. Distribution of funds shall be based on a formula with FRC-Q designation

1.23. The Contractor shall fund and support positions for the purposes of supporting kinship caregivers who are caring for kin. The Contractor shall ensure:

1.23.1. Navigators are utilized within FRCs and FRC-Qs to provide support to kinship caregivers who are caring for kin as a result of a placement.

1.23.2. Navigators connect with kinship caregivers, in person or by other electronic means such as Facetime and Zoom, for the purposes of:

1.23.2.1. Assessing kinship caregiver needs;

1.23.2.2. Providing outreach, engagement, and community support services and referrals; and

1.23.2.3. Utilizing or creating peer support groups for kinship caregivers.

1.23.3. Provide training to Navigators to provide consistency across Navigators through education and training, consistent with:

1.23.3.1. DCYF; and

1.23.3.2. TANF programs.

1.24. The Contractor shall market FRCs in order to raise public awareness, and raise awareness among statewide and potential partners. The Contractor shall ensure:

1.24.1. Public awareness activities align and are coordinated with other statewide family support and strengthening networks; and

1.24.2. Consistent marketing and branding of FRCs and FRC-Qs.

1.25. The Contractor shall utilize the Boundary Spanning Leadership framework to promote cross-system collaboration between FRCs, FRC-Qs and other child-welfare and family service agencies, businesses, philanthropic funders and other organizations providing family support and/or economic support services.

1.26. The Contractor may identify and assist FRCs and FRC-Qs in their applications for additional funding opportunities for FRC and FRCQ operations, programs, or quality improvement activities.

1.27. The Contractor shall facilitate the FRC-Q designation review process, including but not limited to:

1.27.1. Assembling FRC-Q designation review teams devised of members of the WPPC;

1.27.2. Providing reviewing teams with necessary site review tools;

1.27.3. Coordinating FRC site reviews;

1.27.4. Recording, publishing, and reviewing team minutes;

1.27.5. Developing a form to gather review team meeting feedback; and

1.27.6. Communicating results to FRC applicants.

1.28. The Contractor shall attend all Wellness and Primary Preservation Council (WPPC) meetings.

1.29. The Contractor shall attend all Family Support New Hampshire (FSNH) monthly meetings and provide progress reports on the number of FRCs achieving FRC-Q designation.

1.30. The Contractor shall attend any National Family Support Network meetings DHHS identifies as required.

1.31. The Contractor shall utilize project management best practices throughout the contract term.

1.32. The Contractor shall demonstrate an implementation of a Community of Practice sharing model among FRCs and FRC-Qs.

1.33. The Contractor shall document specific trainings, guidance, and supports for FRCs and FRC-Qs providing home visiting services.

1.34. The Contractor shall maintain the Family Support Data System data collection system in accordance with this Scope of Services.

1.35. The Contractor shall demonstrate an increase in the number of FRCs receiving the FRC-Q designation.

1.36. The Contractor shall maintain the training process and continue to develop the Kinship Navigation position based on evaluation of the program and staff performance.

1.37. The Contractor shall provide evidence of sufficient number of Navigators through subcontract.

1.38. Contractor shall support FRC-Q with the re-designation process every three (3) years.

1.39. Contractor shall provide support to FRC-Q to develop a work plan to increase best practice standards using the National standards of quality for family

strengthening and support, data outcomes, client satisfactory surveys and other evaluation tools.

1.40. The Contractor in collaboration with the Department shall design a Family Support NH (FSNH) satisfaction survey to ensure that the Facilitated Organization meets the needs of the Family Resource Centers.

1.41. The Contractor shall demonstrate an increase in Navigator positions and kinship Navigator support in each year of the contract term.

2. Exhibits Incorporated

2.1. The Contractor shall use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 CFR Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and in accordance with the attached Exhibit I, Business Associate Agreement, which has been executed by the parties.

2.2. The Contractor shall manage all confidential data related to this Agreement in accordance with the terms of Exhibit K, DHHS Information Security Requirements.

2.3. The Contractor shall comply with all Exhibits D through K, which are attached hereto and incorporated by reference herein.

3. Reporting Requirements

3.1. The Contractor shall submit monthly reports to the Department FSNH, WPPC, within fifteen (15) days following the end of the reporting period, to ensure adequate and efficient service delivery, which include, but are not limited to reports detailing the following:

3.1.1. The number of FRC-Q designation applications received;

3.1.2. The number of Vendor FRC and FRC-Q site reviews performed;

3.1.3. The number of FRCs receiving the FRC-Q designation;

3.1.4. Status updates on FRCs applying for the FRC-Q designation according to the FRCs individual written plan;

3.1.5. A comprehensive training plan for each FRC-Q within ninety (90) days of receipt of FRC-Q designation;

3.1.6. The number and topics of trainings provided to all FRCs and FRC-Qs;

3.1.7. The number of FRC and FRC-Q staff trained;

3.1.8. Progress made in developing shared family outcome measures;

3.1.9. The number of Navigator positions supported and/or funding; and

3.1.10. The number of trainings delivered to Navigators.

3.2. The Contractor shall provide a comprehensive annual report by June 30th of each year.

3.3. The Contractor shall submit quarterly project progress reports, within fifteen (15) days following the end of the reporting period, with a final report due thirty (30) days from contract completion date.

3.4. The Contractor shall submit monthly Kinship Navigator report, within fifteen (15) days following the end of the reporting period with a final report due thirty (30) days from contract completion date.

3.5. The Contractor shall provide an annual satisfaction survey report to the Department within thirty (30) days of calendar year.

3.6. The Contractor shall demonstrate an increase in the number of FRCs receiving FRC-Q designation by at least four (4), from an established baseline as of the contract effective date. Annual baselines are as follows:

3.6.1. Three (3) in 2022;

3.6.2. Three (3) in 2023

4. Performance Measures

4.1. The Contractor shall actively and regularly collaborate with the Department to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.

4.2. The Contractor may be required to provide other key data and metrics to the Department, in the aggregate and de-identified, including client-level demographic, performance, and service data.

4.3. Where applicable, the Contractor shall collect and share data with the Department, in the aggregate and de-identified, in a format specified by the Department.

5. Additional Terms

5.1. Impacts Resulting from Court Orders or Legislative Changes

5.1.1. The Contractor agrees that, to the extent future state or federal legislation or court orders may have an impact on the Services described herein, the State has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.

5.2. Federal Civil Rights Laws Compliance: Culturally and Linguistically Appropriate Programs and Services

5.2.1. The Contractor shall submit, within ten (10) days of the contract effective date, a detailed description of the communication access and language assistance services to be provided to ensure

meaningful access to programs and/or services to individuals with limited English proficiency; individuals who are deaf or have hearing loss; individuals who are blind or have low vision; and individuals who have speech challenges.

5.3. Credits and Copyright Ownership

5.3.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the Contract shall include the following statement, "The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services."

5.3.2. All materials produced or purchased under the contract shall have prior approval from the Department before printing, production, distribution or use.

5.3.3. The Department shall retain copyright ownership for any and all original materials produced, including, but not limited to:

5.3.3.1. Brochures.

5.3.3.2. Resource directories.

5.3.3.3. Protocols or guidelines.

5.3.3.4. Posters.

5.3.3.5. Reports.

5.3.4. The Contractor shall not reproduce any materials produced under the contract without prior written approval from the Department.

5.4. Operation of Facilities: Compliance with Laws and Regulations

5.4.1. In the operation of any facilities for providing services, the Contractor shall comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which shall impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit shall be required for the operation of the said facility or the performance of the said services, the Contractor shall procure said license or permit, and shall at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees

that, during the term of this Contract the facilities shall comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and shall be in conformance with local building and zoning codes, by-laws and regulations.

5.5. Eligibility Determinations

5.5.1. If the Contractor is permitted to determine the eligibility of individuals such eligibility determination shall be made in accordance with applicable federal and state laws, regulations, orders, guidelines, policies and procedures.

5.5.2. Eligibility determinations shall be made on forms provided by the Department for that purpose and shall be made and remade at such times as are prescribed by the Department.

5.5.3. In addition to the determination forms required by the Department, the Contractor shall maintain a data file on each recipient of services hereunder, which file shall include all information necessary to support an eligibility determination and such other information as the Department requests. The Contractor shall furnish the Department with all forms and documentation regarding eligibility determinations that the Department may request or require.

5.5.4. The Contractor understands that all applicants for services hereunder, as well as individuals declared ineligible have a right to a fair hearing regarding that determination. The Contractor hereby covenants and agrees that all applicants for services shall be permitted to fill out an application form and that each applicant or re-applicant shall be informed of his/her right to a fair hearing in accordance with Department regulations.

6. Records

6.1. The Contractor shall keep records that include, but are not limited to:

6.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the Contractor in the performance of the Contract, and all income received or collected by the Contractor.

6.1.2. All records must be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions,

labor time cards, payrolls, and other records requested or required by the Department.

6.1.3. Statistical, enrollment, attendance or visit records for each recipient of services, which records shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of services and all invoices submitted to the Department to obtain payment for such services.

6.1.4. Medical records on each patient/recipient of services.

6.2. During the term of this Contract and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the Contract for purposes of audit, examination, excerpts and transcripts. Upon the purchase by the Department of the maximum number of units provided for in the Contract and upon payment of the price limitation hereunder, the Contract and all the obligations of the parties hereunder (except such obligations as, by the terms of the Contract are to be performed after the end of the term of this Contract and/or survive the termination of the Contract) shall terminate, provided however, that if, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the Contractor as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

New Hampshire Department of Health and Human Services
New Hampshire Family Resource Center Facilitation Organization and Quality Specialist

EXHIBIT C

Payment Terms

1. This Agreement is funded by:
   1.1. 52% New Hampshire Overdose Data to Action Program (NH OD2A), as awarded on January 2021, by the Centers For Disease Control And Prevention, CFDA 93.136, FAIN#NU17CE924984.
   1.2. 16% Kinship Navigator Programs as awarded on October 2020, by the Administration for Children and Families, CFDA 93.556, FAIN#20011NHPKIN & 2101NHPKIN
   1.3. 32% General Funds
2. For the purposes of this Agreement:
   2.1. The Department has identified the Contractor as a sub-recipient, in accordance with 2 CFR 200.330.
   2.2. The Department has identified this Contract as NON-R&D, in accordance with 2 CFR §200.87.
   2.3. The de minimis Indirect Cost Rate of 10% applies in accordance with 2 CFR §200.414.
3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibits C-1, Budget through Exhibit C-8, Budget Sheets.
4. The Contractor shall submit an invoice in a form satisfactory to the Department by the fifteenth (15th) working day of the following month, which identifies and requests reimbursement for authorized expenses incurred in the prior month. The Contractor shall ensure the invoice is completed, dated and returned to the Department in order to initiate payment.
5. The Contractor shall provide backup documentation for all reimbursement requests.
6. In lieu of hard copies, all invoices may be assigned an electronic signature and emailed to BFAinvoices@dhhs.nh.gov, or invoices may be mailed to:

   Financial Manager
   Department of Health and Human Services
   129 Pleasant Street
   Concord, NH 03301
7. The Department 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, subject to Paragraph 4 of the General Provisions Form Number P-37 of this Agreement.

8. The final invoice shall be due to the Department no later than forty (40) days after the contract completion date specified in Form P-37, General Provisions Block 1.7 Completion Date.

9. The Contractor must provide the services in Exhibit B, Scope of Services, in compliance with funding requirements.

10. The Contractor agrees that funding under this Agreement may be withheld, in whole or in part in the event of non-compliance with the terms and conditions of Exhibit B, Scope of Services.

11. 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.

12. Notwithstanding Paragraph 17 of the General Provisions Form P-37, changes limited to adjusting amounts within the price limitation and adjusting encumbrances between State Fiscal Years and budget class lines through the Budget Office may be made by written agreement of both parties, without obtaining approval of the Governor and Executive Council, if needed and justified.

13. Audits

    13.1. The Contractor is required to submit an annual audit to the Department if **any** of the following conditions exist:

        13.1.1. Condition A - The Contractor expended $750,000 or more in federal funds received as a subrecipient pursuant to 2 CFR Part 200, during the most recently completed fiscal year.

        13.1.2. Condition B - The Contractor is subject to audit pursuant to the requirements of NH RSA 7:28, III-b, pertaining to charitable organizations receiving support of $1,000,000 or more.

        13.1.3. Condition C - The Contractor is a public company and required by Security and Exchange Commission (SEC) regulations to submit an annual financial audit.

    13.2. If Condition A exists, the Contractor shall submit an annual single audit performed by an independent Certified Public Accountant (CPA) to the

Department within 120 days after the close of the Contractor's fiscal year, conducted in accordance with the requirements of 2 CFR Part

13.3. 200, Subpart F of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards.

13.4. If Condition B or Condition C exists, the Contractor shall submit an annual financial audit performed by an independent CPA within 120 days after the close of the Contractor's fiscal year.

13.5. In addition to, and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department all payments made under the Contract to which exception has been taken, or which have been disallowed because of such an exception.

DocuSign Envelope ID: 16323FCF-E2D5-445A-9B5B-87629954C011

Exhibit C-1, Budget Sheet

New Hampshire Department of Health and Human Services

Contractor Name: New Hampshire Children's Trust, Inc.

Budget Request for: Facilitating Organization for Family Resource Centers - CDC SFY'22

Budget Period: SFY'22: July 1, 2021 - June 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	$ 50,954.00	$ -	$ 50,954.00	$ -	$ -	$ -	$ 50,954.00	$ -	$ 50,954.00
2. Employee Benefits	$ 11,974.00	$ -	$ 11,974.00	$ -	$ -	$ -	$ 11,974.00	$ -	$ 11,974.00
3. Consultants	$ 933.00	$ -	$ 933.00	$ -	$ -	$ -	$ 933.00	$ -	$ 933.00
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ 603.00	$ -	$ 603.00	$ -	$ -	$ -	$ 603.00	$ -	$ 603.00
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational, Program & Meeting	$ 2,312.00	$ -	$ 2,312.00	$ -	$ -	$ -	$ 2,312.00	$ -	$ 2,312.00
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 555.00	$ -	$ 555.00	$ -	$ -	$ -	$ 555.00	$ -	$ 555.00
6. Travel	$ 605.00	$ -	$ 605.00	$ -	$ -	$ -	$ 605.00	$ -	$ 605.00
7. Occupancy	$ 5,410.00	$ -	$ 5,410.00	$ -	$ -	$ -	$ 5,410.00	$ -	$ 5,410.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 742.00	$ -	$ 742.00	$ -	$ -	$ -	$ 742.00	$ -	$ 742.00
Postage	$ 336.00	$ -	$ 336.00	$ -	$ -	$ -	$ 336.00	$ -	$ 336.00
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ 105.00	$ -	$ 105.00	$ -	$ -	$ -	$ 105.00	$ -	$ 105.00
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ 1,427.00	$ -	$ 1,427.00	$ -	$ -	$ -	$ 1,427.00	$ -	$ 1,427.00
10. Marketing/Communications	$ 9,142.00	$ -	$ 9,142.00	$ -	$ -	$ -	$ 9,142.00	$ -	$ 9,142.00
11. Staff Education and Training	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Program Subcontracts	$ 13,033.00	$ -	$ 13,033.00	$ -	$ -	$ -	$ 13,033.00	$ -	$ 13,033.00
FRC Subcontracts	$ 530,960.00	$ -	$ 530,960.00	$ -	$ -	$ -	$ 530,960.00	$ -	$ 530,960.00
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Indirect As A Percent of Direct	$ -	$ 62,909.00	$ 62,909.00	$ -	$ -	$ -	$ -	$ 62,909.00	$ 62,909.00
TOTAL	**$ 629,091.00**	**$ 62,909.00**	**$ 692,000.00**	**$ -**	**$ -**	**$ -**	**$ 629,091.00**	**$ 62,909.00**	**$ 692,000.00**

Indirect As A Percent of Direct 10.0%

Contractor Initials CS
Date 5/27/2021

DocuSign Envelope ID: 16323FCF-E2D5-445A-9B5B-87629954C011

New Hampshire Department of Health and Human Services

Contractor Name: New Hampshire Children's Trust, Inc.

Budget Request for: Facilitating Organization for Family Resource Centers - CDC SFY'23

Budget Period: SFY'23: July 1, 2022 - June 30, 2023

	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	$ 52,991.00	$ -	$ 52,991.00	$ -	$ -	$ -	$ 52,991.00	$ -	$ 52,991.00
2. Employee Benefits	$ 12,453.00	$ -	$ 12,453.00	$ -	$ -	$ -	$ 12,453.00	$ -	$ 12,453.00
3. Consultants	$ 597.00	$ -	$ 597.00	$ -	$ -	$ -	$ 597.00	$ -	$ 597.00
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ 603.00	$ -	$ 603.00	$ -	$ -	$ -	$ 603.00	$ -	$ 603.00
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational, Program & Meeting	$ 2,312.00	$ -	$ 2,312.00	$ -	$ -	$ -	$ 2,312.00	$ -	$ 2,312.00
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 555.00	$ -	$ 555.00	$ -	$ -	$ -	$ 555.00	$ -	$ 555.00
6. Travel	$ 605.00	$ -	$ 605.00	$ -	$ -	$ -	$ 605.00	$ -	$ 605.00
7. Occupancy	$ 5,410.00	$ -	$ 5,410.00	$ -	$ -	$ -	$ 5,410.00	$ -	$ 5,410.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 742.00	$ -	$ 742.00	$ -	$ -	$ -	$ 742.00	$ -	$ 742.00
Postage	$ 336.00	$ -	$ 336.00	$ -	$ -	$ -	$ 336.00	$ -	$ 336.00
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ 105.00	$ -	$ 105.00	$ -	$ -	$ -	$ 105.00	$ -	$ 105.00
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ 1,427.00	$ -	$ 1,427.00	$ -	$ -	$ -	$ 1,427.00	$ -	$ 1,427.00
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Program Subcontracts	$ 18,767.00	$ -	$ 18,767.00	$ -	$ -	$ -	$ 18,767.00	$ -	$ 18,767.00
FRC Subcontracts	$ 532,188.00	$ -	$ 532,188.00	$ -	$ -	$ -	$ 532,188.00	$ -	$ 532,188.00
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Indirect As A Percent of Direct	$ -	$ 62,909.00	$ 62,909.00	$ -	$ -	$ -	$ -	$ 62,909.00	$ 62,909.00
TOTAL	**$ 629,091.00**	**$ 62,909.00**	**$ 692,000.00**	**$ -**	**$ -**	**$ -**	**$ 629,091.00**	**$ 62,909.00**	**$ 692,000.00**

Indirect As A Percent of Direct 10.0%

Contractor Initials CS

Date 5/27/2021

DocuSign Envelope ID: 16323FCF-E2D5-445A-9B5B-87629954C011

New Hampshire Department of Health and Human Services

Contractor Name: New Hampshire Children's Trust, Inc.

Budget Request for: Facilitating Organization for Family Resource Centers - DCYF Kinship SFY'22

Budget Period: SFY'22: July 1, 2021 - June 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	$ 37,247.00	$ -	$ 37,247.00	$ -	$ -	$ -	$ 37,247.00	$ -	$ 37,247.00
2. Employee Benefits	$ 8,753.00	$ -	$ 8,753.00	$ -	$ -	$ -	$ 8,753.00	$ -	$ 8,753.00
3. Consultants	$ 425.00	$ -	$ 425.00	$ -	$ -	$ -	$ 425.00	$ -	$ 425.00
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ 429.00	$ -	$ 429.00	$ -	$ -	$ -	$ 429.00	$ -	$ 429.00
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational, Program & Meeting	$ 704.00	$ -	$ 704.00	$ -	$ -	$ -	$ 704.00	$ -	$ 704.00
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 395.00	$ -	$ 395.00	$ -	$ -	$ -	$ 395.00	$ -	$ 395.00
6. Travel	$ 431.00	$ -	$ 431.00	$ -	$ -	$ -	$ 431.00	$ -	$ 431.00
7. Occupancy	$ 3,852.00	$ -	$ 3,852.00	$ -	$ -	$ -	$ 3,852.00	$ -	$ 3,852.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 528.00	$ -	$ 528.00	$ -	$ -	$ -	$ 528.00	$ -	$ 528.00
Postage	$ 239.00	$ -	$ 239.00	$ -	$ -	$ -	$ 239.00	$ -	$ 239.00
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ 75.00	$ -	$ 75.00	$ -	$ -	$ -	$ 75.00	$ -	$ 75.00
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ 1,016.00	$ -	$ 1,016.00	$ -	$ -	$ -	$ 1,016.00	$ -	$ 1,016.00
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Program Subcontracts	$ 5,710.00	$ -	$ 5,710.00	$ -	$ -	$ -	$ 5,710.00	$ -	$ 5,710.00
FRC Subcontracts	$ 121,832.00	$ -	$ 121,832.00	$ -	$ -	$ -	$ 121,832.00	$ -	$ 121,832.00
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Indirect As A Percent of Direct	$ -	$ 18,164.00	$ 18,164.00	$ -	$ -	$ -	$ -	$ 18,164.00	$ 18,164.00
TOTAL	**$ 181,636.00**	**$ 18,164.00**	**$ 199,800.00**	**$ -**	**$ -**	**$ -**	**$ 181,636.00**	**$ 18,164.00**	**$ 199,800.00**
Indirect As A Percent of Direct		10.0%							

Contractor Initials CS
Date 5/27/2021

DocuSign Envelope ID: 16323FCF-E2D5-445A-9B5B-87629954C011

New Hampshire Department of Health and Human Services

Contractor Name: New Hampshire Children's Trust, Inc.

Budget Request for: Facilitating Organization for Family Resource Centers - DCYF Kinship SFY'23

Budget Period: SFY'23: July 1, 2022 - June 30, 2023

	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	$ 37,247.00	$ -	$ 37,247.00	$ -	$ -	$ -	$ 37,247.00	$ -	$ 37,247.00
2. Employee Benefits	$ 8,753.00	$ -	$ 8,753.00	$ -	$ -	$ -	$ 8,753.00	$ -	$ 8,753.00
3. Consultants	$ 425.00	$ -	$ 425.00	$ -	$ -	$ -	$ 425.00	$ -	$ 425.00
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ 429.00	$ -	$ 429.00	$ -	$ -	$ -	$ 429.00	$ -	$ 429.00
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational, Program & Meeting	$ 704.00	$ -	$ 704.00	$ -	$ -	$ -	$ 704.00	$ -	$ 704.00
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 395.00	$ -	$ 395.00	$ -	$ -	$ -	$ 395.00	$ -	$ 395.00
6. Travel	$ 431.00	$ -	$ 431.00	$ -	$ -	$ -	$ 431.00	$ -	$ 431.00
7. Occupancy	$ 3,852.00	$ -	$ 3,852.00	$ -	$ -	$ -	$ 3,852.00	$ -	$ 3,852.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 528.00	$ -	$ 528.00	$ -	$ -	$ -	$ 528.00	$ -	$ 528.00
Postage	$ 239.00	$ -	$ 239.00	$ -	$ -	$ -	$ 239.00	$ -	$ 239.00
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ 75.00	$ -	$ 75.00	$ -	$ -	$ -	$ 75.00	$ -	$ 75.00
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ 1,016.00	$ -	$ 1,016.00	$ -	$ -	$ -	$ 1,016.00	$ -	$ 1,016.00
10. Marketing/Communications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11. Staff Education and Training	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Program Subcontracts	$ 5,710.00	$ -	$ 5,710.00	$ -	$ -	$ -	$ 5,710.00	$ -	$ 5,710.00
FRC Subcontracts	$ 121,832.00	$ -	$ 121,832.00	$ -	$ -	$ -	$ 121,832.00	$ -	$ 121,832.00
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Indirect As A Percent of Direct	$ -	$ 18,164.00	$ 18,164.00	$ -	$ -	$ -	$ -	$ 18,164.00	$ 18,164.00
TOTAL	**$ 181,636.00**	**$ 18,164.00**	**$ 199,800.00**	**$ -**	**$ -**	**$ -**	**$ 181,636.00**	**$ 18,164.00**	**$ 199,800.00**

Indirect As A Percent of Direct 10.0%

Contractor Initials CS
Date 5/27/2021

DocuSign Envelope ID: 16323FCF-E2D5-445A-9B5B-87629954C011

New Hampshire Department of Health and Human Services

Contractor Name: New Hampshire Children's Trust, Inc.

Budget Request for: Facilitating Organization for Family Resource Centers - General Funds SFY'22

Budget Period: SFY'22: July 1, 2021 - June 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	$ 25,715.00	$ -	$ 25,715.00	$ -	$ -	$ -	$ 25,715.00	$ -	$ 25,715.00
2. Employee Benefits	$ 6,043.00	$ -	$ 6,043.00	$ -	$ -	$ -	$ 6,043.00	$ -	$ 6,043.00
3. Consultants	$ 457.00	$ -	$ 457.00	$ -	$ -	$ -	$ 457.00	$ -	$ 457.00
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ 461.00	$ -	$ 461.00	$ -	$ -	$ -	$ 461.00	$ -	$ 461.00
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational, Program & Meeting	$ 3,766.00	$ -	$ 3,766.00	$ -	$ -	$ -	$ 3,766.00	$ -	$ 3,766.00
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 425.00	$ -	$ 425.00	$ -	$ -	$ -	$ 425.00	$ -	$ 425.00
6. Travel	$ 463.00	$ -	$ 463.00	$ -	$ -	$ -	$ 463.00	$ -	$ 463.00
7. Occupancy	$ 4,139.00	$ -	$ 4,139.00	$ -	$ -	$ -	$ 4,139.00	$ -	$ 4,139.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 567.00	$ -	$ 567.00	$ -	$ -	$ -	$ 567.00	$ -	$ 567.00
Postage	$ 257.00	$ -	$ 257.00	$ -	$ -	$ -	$ 257.00	$ -	$ 257.00
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ 80.00	$ -	$ 80.00	$ -	$ -	$ -	$ 80.00	$ -	$ 80.00
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ 1,091.00	$ -	$ 1,091.00	$ -	$ -	$ -	$ 1,091.00	$ -	$ 1,091.00
10. Marketing/Communications	$ 70,825.00	$ -	$ 70,825.00	$ -	$ -	$ -	$ 70,825.00	$ -	$ 70,825.00
11. Staff Education and Training	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Program Subcontracts	$ 12,420.00	$ -	$ 12,420.00	$ -	$ -	$ -	$ 12,420.00	$ -	$ 12,420.00
FRC Subcontracts	$ 168,746.00	$ -	$ 168,746.00	$ -	$ -	$ -	$ 168,746.00	$ -	$ 168,746.00
13. Other (specific details mandatory)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Indirect As A Percent of Direct	$ -	$ 29,545.00	$ 29,545.00	$ -	$ -	$ -	$ -	$ 29,545.00	$ 29,545.00
TOTAL	**$ 295,455.00**	**$ 29,545.00**	**$ 325,000.00**	**$ -**	**$ -**	**$ -**	**$ 295,455.00**	**$ 29,545.00**	**$ 325,000.00**

Indirect As A Percent of Direct 10.0%

Contractor Initials CS

Date 5/27/2021

DocuSign Envelope ID: 16323FCF-E2D5-445A-9B5B-87629954C011

New Hampshire Department of Health and Human Services

Contractor Name: New Hampshire Children's Trust, Inc.

Budget Request for: Facilitating Organization for Family Resource Centers - General Funds SFY'23

Budget Period: SFY'23: July 1, 2022 - June 30, 2023

	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	$ 28,875.00	$ -	$ 28,875.00	$ -	$ -	$ -	$ 25,715.00	$ -	$ 25,715.00
2. Employee Benefits	$ 6,783.00	$ -	$ 6,783.00	$ -	$ -	$ -	$ 6,043.00	$ -	$ 6,043.00
3. Consultants	$ 457.00	$ -	$ 457.00	$ -	$ -	$ -	$ 457.00	$ -	$ 457.00
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ 461.00	$ -	$ 461.00	$ -	$ -	$ -	$ 461.00	$ -	$ 461.00
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational, Program & Meeting	$ 3,766.00	$ -	$ 3,766.00	$ -	$ -	$ -	$ 3,766.00	$ -	$ 3,766.00
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 425.00	$ -	$ 425.00	$ -	$ -	$ -	$ 425.00	$ -	$ 425.00
6. Travel	$ 463.00	$ -	$ 463.00	$ -	$ -	$ -	$ 463.00	$ -	$ 463.00
7. Occupancy	$ 4,139.00	$ -	$ 4,139.00	$ -	$ -	$ -	$ 4,139.00	$ -	$ 4,139.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 567.00	$ -	$ 567.00	$ -	$ -	$ -	$ 567.00	$ -	$ 567.00
Postage	$ 257.00	$ -	$ 257.00	$ -	$ -	$ -	$ 257.00	$ -	$ 257.00
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ 80.00	$ -	$ 80.00	$ -	$ -	$ -	$ 80.00	$ -	$ 80.00
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ 1,091.00	$ -	$ 1,091.00	$ -	$ -	$ -	$ 1,091.00	$ -	$ 1,091.00
10. Marketing/Communications	$ 78,648.00	$ -	$ 78,648.00	$ -	$ -	$ -	$ 70,825.00	$ -	$ 70,825.00
11. Staff Education and Training	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Program Subcontracts	$ 15,113.00	$ -	$ 15,113.00	$ -	$ -	$ -	$ 12,420.00	$ -	$ 12,420.00
FRC Subcontracts	$ 154,330.00	$ -	$ 154,330.00	$ -	$ -	$ -	$ 168,746.00	$ -	$ 168,746.00
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Indirect As A Percent of Direct	$ -	$ 29,545.00	$ 29,545.00	$ -	$ -	$ -	$ -	$ 29,545.00	$ 29,545.00
TOTAL	**$ 295,455.00**	**$ 29,545.00**	**$ 325,000.00**	**$ -**	**$ -**	**$ -**	**$ 295,455.00**	**$ 29,545.00**	**$ 325,000.00**
Indirect As A Percent of Direct		10.0%							

Contractor Initials CS
Date 5/27/2021

DocuSign Envelope ID: 16323FCF-E2D5-445A-9B5B-87629954C011

New Hampshire Department of Health and Human Services

Contractor Name: New Hampshire Children's Trust, Inc.

Budget Request for: Facilitating Organization for Family Resource Centers - Governor's Commission SFY'22

Budget Period: SFY'22: July 1, 2021 - June 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	$ 5,651.00	$ -	$ 5,651.00	$ -	$ -	$ -	$ 5,651.00	$ -	$ 5,651.00
2. Employee Benefits	$ 1,328.00	$ -	$ 1,328.00	$ -	$ -	$ -	$ 1,328.00	$ -	$ 1,328.00
3. Consultants	$ 189.00	$ -	$ 189.00	$ -	$ -	$ -	$ 189.00	$ -	$ 189.00
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ 122.00	$ -	$ 122.00	$ -	$ -	$ -	$ 122.00	$ -	$ 122.00
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational, Program & Meeting	$ 334.00	$ -	$ 334.00	$ -	$ -	$ -	$ 334.00	$ -	$ 334.00
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 112.00	$ -	$ 112.00	$ -	$ -	$ -	$ 112.00	$ -	$ 112.00
6. Travel	$ 123.00	$ -	$ 123.00	$ -	$ -	$ -	$ 123.00	$ -	$ 123.00
7. Occupancy	$ 1,096.00	$ -	$ 1,096.00	$ -	$ -	$ -	$ 1,096.00	$ -	$ 1,096.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 150.00	$ -	$ 150.00	$ -	$ -	$ -	$ 150.00	$ -	$ 150.00
Postage	$ 68.00	$ -	$ 68.00	$ -	$ -	$ -	$ 68.00	$ -	$ 68.00
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ 21.00	$ -	$ 21.00	$ -	$ -	$ -	$ 21.00	$ -	$ 21.00
Board Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9. Software	$ 289.00	$ -	$ 289.00	$ -	$ -	$ -	$ 289.00	$ -	$ 289.00
10. Marketing/Communications	$ 14,281.00	$ -	$ 14,281.00	$ -	$ -	$ -	$ 14,281.00	$ -	$ 14,281.00
11. Staff Education and Training	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12. Subcontracts/Agreements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Program Subcontracts	$ 1,883.00	$ -	$ 1,883.00	$ -	$ -	$ -	$ 1,883.00	$ -	$ 1,883.00
FRC Subcontracts	$ 65,262.00	$ -	$ 65,262.00	$ -	$ -	$ -	$ 65,262.00	$ -	$ 65,262.00
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Indirect As A Percent of Direct	$ -	$ 9,091.00	$ 9,091.00	$ -	$ -	$ -	$ -	$ 9,091.00	$ 9,091.00
TOTAL	**$ 90,909.00**	**$ 9,091.00**	**$ 100,000.00**	**$ -**	**$ -**	**$ -**	**$ 90,909.00**	**$ 9,091.00**	**$ 100,000.00**

Indirect As A Percent of Direct 10.0%

Contractor Initials CS

5/27/2021
Date

New Hampshire Department of Health and Human Services
Exhibit D

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The Vendor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS

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

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). The January 31, 1989 regulations were amended and published as Part II of the May 25, 1990 Federal Register (pages 21681-21691), and require certification by grantees (and by inference, sub-grantees and sub-contractors), prior to award, that they will maintain a drug-free workplace. Section 3017.630(c) of the regulation provides that a grantee (and by inference, sub-grantees and sub-contractors) that is a State may elect to make one certification to the Department in each federal fiscal year in lieu of certificates for each grant during the federal fiscal year covered by the certification. The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment. Contractors using this form should send it to:

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

1. The grantee certifies that it will or will continue to provide a drug-free workplace by:
   - 1.1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
   - 1.2. Establishing an ongoing drug-free awareness program to inform employees about
     - 1.2.1. The dangers of drug abuse in the workplace;
     - 1.2.2. The grantee's policy of maintaining a drug-free workplace;
     - 1.2.3. Any available drug counseling, rehabilitation, and employee assistance programs; and
     - 1.2.4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
   - 1.3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
   - 1.4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
     - 1.4.1. Abide by the terms of the statement; and
     - 1.4.2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
   - 1.5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 1.4.2 from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency

DS
CS

Vendor Initials _____
Date 5/27/2021

has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

1.6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 1.4.2, with respect to any employee who is so convicted

1.6.1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

1.6.2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

1.7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.

2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code) (list each location)

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

Vendor Name:

DocuSigned by:
Cliff Simmonds
15C701A3FDAB1C0...

5/27/2021
Date

Name: Cliff Simmonds
Title: Executive Director

New Hampshire Department of Health and Human Services
Exhibit E

CERTIFICATION REGARDING LOBBYING

The Vendor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

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

Programs (indicate applicable program covered):
*Temporary Assistance to Needy Families under Title IV-A
*Child Support Enforcement Program under Title IV-D
*Social Services Block Grant Program under Title XX
*Medicaid Program under Title XIX
*Community Services Block Grant under Title VI
*Child Care Development Block Grant under Title IV

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor).

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement (and by specific mention sub-grantee or sub-contractor), the undersigned shall complete and submit Standard Form LLL, (Disclosure Form to Report Lobbying, in accordance with its instructions, attached and identified as Standard Exhibit E-I.)

3. The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Vendor Name:

DocuSigned by:
Cliff Simmonds
15C7B1A5EBA24C0...

5/27/2021
Date

Name: Cliff Simmonds
Title: Executive Director

DS
CS
Vendor Initials

5/27/2021
Date

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of Executive Office of the President, Executive Order 12549 and 45 CFR Part 76 regarding Debarment, Suspension, and Other Responsibility Matters, and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal (contract), the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the NH Department of Health and Human Services' (DHHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when DHHS determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, DHHS may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the DHHS agency to whom this proposal (contract) is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76. See the attached definitions.

6. The prospective primary participant agrees by submitting this proposal (contract) that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHHS.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by DHHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or involuntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and

Contractor Initials DS CS
Date 5/27/2021

information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, DHHS may terminate this transaction for cause or default.

PRIMARY COVERED TRANSACTIONS

11. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
    - 11.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
    - 11.2. have not within a three-year period preceding this proposal (contract) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or a contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
    - 11.3. are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (I)(b) of this certification; and
    - 11.4. have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

12. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal (contract).

LOWER TIER COVERED TRANSACTIONS

13. By signing and submitting this lower tier proposal (contract), the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:
    - 13.1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
    - 13.2. where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal (contract).

14. The prospective lower tier participant further agrees by submitting this proposal (contract) that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

Contractor Name:

DocuSigned by:
Cliff Simmonds
15C761A5FBA24C0...

5/27/2021
Date

Name: Cliff Simmonds
Title: Executive Director

DS
CS

Contractor Initials

5/27/2021
Date

New Hampshire Department of Health and Human Services
Exhibit G

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

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

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

- the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. Section 3789d) which prohibits recipients of federal funding under this statute from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act requires certain recipients to produce an Equal Employment Opportunity Plan;

- the Juvenile Justice Delinquency Prevention Act of 2002 (42 U.S.C. Section 5672(b)) which adopts by reference, the civil rights obligations of the Safe Streets Act. Recipients of federal funding under this statute are prohibited from discriminating, either in employment practices or in the delivery of services or benefits, on the basis of race, color, religion, national origin, and sex. The Act includes Equal Employment Opportunity Plan requirements;

- the Civil Rights Act of 1964 (42 U.S.C. Section 2000d, which prohibits recipients of federal financial assistance from discriminating on the basis of race, color, or national origin in any program or activity);

- the Rehabilitation Act of 1973 (29 U.S.C. Section 794), which prohibits recipients of Federal financial assistance from discriminating on the basis of disability, in regard to employment and the delivery of services or benefits, in any program or activity;

- the Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12131-34), which prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation;

- the Education Amendments of 1972 (20 U.S.C. Sections 1681, 1683, 1685-86), which prohibits discrimination on the basis of sex in federally assisted education programs;

- the Age Discrimination Act of 1975 (42 U.S.C. Sections 6106-07), which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance. It does not include employment discrimination;

- 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Executive Order No. 13279 (equal protection of the laws for faith-based and community organizations); Executive Order No. 13559, which provide fundamental principles and policy-making criteria for partnerships with faith-based and neighborhood organizations;

- 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations); and Whistleblower protections 41 U.S.C. §4712 and The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) the Pilot Program for Enhancement of Contract Employee Whistleblower Protections, which protects employees against reprisal for certain whistle blowing activities in connection with federal grants and contracts.

The certificate set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment.

DS
CS
Contractor Initials

Date 5/27/2021

New Hampshire Department of Health and Human Services
Exhibit G

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

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

1. By signing and submitting this proposal (contract) the Contractor agrees to comply with the provisions indicated above.

Contractor Name:

DocuSigned by:
Cliff Simmonds
15C761A6FBA24C0...

5/27/2021
Date

Name: Cliff Simmonds
Title: Executive Director

DS
CS
Contractor Initials

Date 5/27/2021

New Hampshire Department of Health and Human Services
Exhibit H

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

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

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

Contractor Name:

DocuSigned by:
Cliff Simmonds
15C701A0FBA21C0...

5/27/2021
Date

Name: Cliff Simmonds
Title: Executive Director

DS
CS

Contractor Initials
Date 5/27/2021

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT BUSINESS ASSOCIATE AGREEMENT

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

(1) Definitions.

a. "Breach" shall have the same meaning as the term "Breach" in section 164.402 of Title 45, Code of Federal Regulations.

b. "Business Associate" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.

c. "Covered Entity" has the meaning given such term in section 160.103 of Title 45, Code of Federal Regulations.

d. "Designated Record Set" shall have the same meaning as the term "designated record set" in 45 CFR Section 164.501.

e. "Data Aggregation" shall have the same meaning as the term "data aggregation" in 45 CFR Section 164.501.

f. "Health Care Operations" shall have the same meaning as the term "health care operations" in 45 CFR Section 164.501.

g. "HITECH Act" means the Health Information Technology for Economic and Clinical Health Act, TitleXIII, Subtitle D, Part 1 & 2 of the American Recovery and Reinvestment Act of 2009.

h. "HIPAA" means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 and the Standards for Privacy and Security of Individually Identifiable Health Information, 45 CFR Parts 160, 162 and 164 and amendments thereto.

i. "Individual" shall have the same meaning as the term "individual" in 45 CFR Section 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.501(g).

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

k. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR Section 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.

l. "Required by Law" shall have the same meaning as the term "required by law" in 45 CFR Section 164.103.

m. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his/her designee.

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

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

p. Other Definitions - All terms not otherwise defined herein shall have the meaning established under 45 C.F.R. Parts 160, 162 and 164, as amended from time to time, and the HITECH
Act.

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

a. Business Associate shall not use, disclose, maintain or transmit Protected Health Information (PHI) except as reasonably necessary to provide the services outlined under Exhibit A of the Agreement. Further, Business Associate, including but not limited to all its directors, officers, employees and agents, shall not use, disclose, maintain or transmit PHI in any manner that would constitute a violation of the Privacy and Security Rule.

b. Business Associate may use or disclose PHI:
   I. For the proper management and administration of the Business Associate;
   II. As required by law, pursuant to the terms set forth in paragraph d. below; or
   III. For data aggregation purposes for the health care operations of Covered Entity.

c. To the extent Business Associate is permitted under the Agreement to disclose PHI to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable assurances from the third party that such PHI will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the third party; and (ii) an agreement from such third party to notify Business Associate, in accordance with the HIPAA Privacy, Security, and Breach Notification Rules of any breaches of the confidentiality of the PHI, to the extent it has obtained knowledge of such breach.

d. The Business Associate shall not, unless such disclosure is reasonably necessary to provide services under Exhibit A of the Agreement, disclose any PHI in response to a request for disclosure on the basis that it is required by law, without first notifying Covered Entity so that Covered Entity has an opportunity to object to the disclosure and to seek appropriate relief. If Covered Entity objects to such disclosure, the Business

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

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

(3) Obligations and Activities of Business Associate.

a. The Business Associate shall notify the Covered Entity's Privacy Officer immediately after the Business Associate becomes aware of any use or disclosure of protected health information not provided for by the Agreement including breaches of unsecured protected health information and/or any security incident that may have an impact on the protected health information of the Covered Entity.

b. The Business Associate shall immediately perform a risk assessment when it becomes aware of any of the above situations. The risk assessment shall include, but not be limited to:

- The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification;
- The unauthorized person used the protected health information or to whom the disclosure was made;
- Whether the protected health information was actually acquired or viewed
- The extent to which the risk to the protected health information has been mitigated.

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

c. The Business Associate shall comply with all sections of the Privacy, Security, and Breach Notification Rule.

d. Business Associate shall make available all of its internal policies and procedures, books and records relating to the use and disclosure of PHI received from, or created or received by the Business Associate on behalf of Covered Entity to the Secretary for purposes of determining Covered Entity's compliance with HIPAA and the Privacy and Security Rule.

e. Business Associate shall require all of its business associates that receive, use or have access to PHI under the Agreement, to agree in writing to adhere to the same restrictions and conditions on the use and disclosure of PHI contained herein, including the duty to return or destroy the PHI as provided under Section 3 (l). The Covered Entity shall be considered a direct third party beneficiary of the Contractor's business associate agreements with Contractor's intended business associates, who will be receiving PHI

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

f. Within five (5) business days of receipt of a written request from Covered Entity, Business Associate shall make available during normal business hours at its offices all records, books, agreements, policies and procedures relating to the use and disclosure of PHI to the Covered Entity, for purposes of enabling Covered Entity to determine Business Associate's compliance with the terms of the Agreement.

g. Within ten (10) business days of receiving a written request from Covered Entity, Business Associate shall provide access to PHI in a Designated Record Set to the Covered Entity, or as directed by Covered Entity, to an individual in order to meet the requirements under 45 CFR Section 164.524.

h. Within ten (10) business days of receiving a written request from Covered Entity for an amendment of PHI or a record about an individual contained in a Designated Record Set, the Business Associate shall make such PHI available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under 45 CFR Section 164.526.

i. Business Associate shall document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR Section 164.528.

j. Within ten (10) business days of receiving a written request from Covered Entity for a request for an accounting of disclosures of PHI, Business Associate shall make available to Covered Entity such information as Covered Entity may require to fulfill its obligations to provide an accounting of disclosures with respect to PHI in accordance with 45 CFR Section 164.528.

k. In the event any individual requests access to, amendment of, or accounting of PHI directly from the Business Associate, the Business Associate shall within two (2) business days forward such request to Covered Entity. Covered Entity shall have the responsibility of responding to forwarded requests. However, if forwarding the individual's request to Covered Entity would cause Covered Entity or the Business Associate to violate HIPAA and the Privacy and Security Rule, the Business Associate shall instead respond to the individual's request as required by such law and notify Covered Entity of such response as soon as practicable.

l. Within ten (10) business days of termination of the Agreement, for any reason, the Business Associate shall return or destroy, as specified by Covered Entity, all PHI received from, or created or received by the Business Associate in connection with the Agreement, and shall not retain any copies or back-up tapes of such PHI. If return or destruction is not feasible, or the disposition of the PHI has been otherwise agreed to in the Agreement, Business Associate shall continue to extend the protections of the Agreement, to such PHI and limit further uses and disclosures of such PHI to ~~those~~ purposes that make the return or destruction infeasible, for so long as Business

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

(4) Obligations of Covered Entity

a. Covered Entity shall notify Business Associate of any changes or limitation(s) in its Notice of Privacy Practices provided to individuals in accordance with 45 CFR Section 164.520, to the extent that such change or limitation may affect Business Associate's use or disclosure of PHI.

b. Covered Entity shall promptly notify Business Associate of any changes in, or revocation of permission provided to Covered Entity by individuals whose PHI may be used or disclosed by Business Associate under this Agreement, pursuant to 45 CFR Section 164.506 or 45 CFR Section 164.508.

c. Covered entity shall promptly notify Business Associate of any restrictions on the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(5) Termination for Cause

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

(6) Miscellaneous

a. Definitions and Regulatory References. All terms used, but not otherwise defined herein, shall have the same meaning as those terms in the Privacy and Security Rule, amended from time to time. A reference in the Agreement, as amended to include this Exhibit I, to a Section in the Privacy and Security Rule means the Section as in effect or as amended.

b. Amendment. Covered Entity and Business Associate agree to take such action as is necessary to amend the Agreement, from time to time as is necessary for Covered Entity to comply with the changes in the requirements of HIPAA, the Privacy and Security Rule, and applicable federal and state law.

c. Data Ownership. The Business Associate acknowledges that it has no ownership rights with respect to the PHI provided by or created on behalf of Covered Entity.

d. Interpretation. The parties agree that any ambiguity in the Agreement shall be resolved to permit Covered Entity to comply with HIPAA, the Privacy and Security Rule.

e. Segregation. If any term or condition of this Exhibit I or the application thereof to any person(s) or circumstance is held invalid, such invalidity shall not affect other terms or conditions which can be given effect without the invalid term or condition; to this end the terms and conditions of this Exhibit I are declared severable.

f. Survival. Provisions in this Exhibit I regarding the use and disclosure of PHI, return or destruction of PHI, extensions of the protections of the Agreement in section (3) I, the defense and indemnification provisions of section (3) e and Paragraph 13 of the standard terms and conditions (P-37), shall survive the termination of the Agreement.

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

Department of Health and Human Services	NEW HAMPSHIRE CHILDREN'S TRUST
The State	Name of the Contractor
DocuSigned by: Christine Santaniello BD6054FFEGEB4B4...	DocuSigned by: Cliff Simmonds 15C701ACFBA24C0...
Signature of Authorized Representative	Signature of Authorized Representative
Christine Santaniello	Cliff Simmonds
Name of Authorized Representative	Name of Authorized Representative
Director	Executive Director
Title of Authorized Representative	Title of Authorized Representative
6/14/2021	5/27/2021
Date	Date

New Hampshire Department of Health and Human Services
Exhibit J

CERTIFICATION REGARDING THE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) COMPLIANCE

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees of individual Federal grants equal to or greater than $25,000 and awarded on or after October 1, 2010, to report on data related to executive compensation and associated first-tier sub-grants of $25,000 or more. If the initial award is below $25,000 but subsequent grant modifications result in a total award equal to or over $25,000, the award is subject to the FFATA reporting requirements, as of the date of the award.
In accordance with 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), the Department of Health and Human Services (DHHS) must report the following information for any subaward or contract award subject to the FFATA reporting requirements:

1. Name of entity
2. Amount of award
3. Funding agency
4. NAICS code for contracts / CFDA program number for grants
5. Program source
6. Award title descriptive of the purpose of the funding action
7. Location of the entity
8. Principle place of performance
9. Unique identifier of the entity (DUNS #)
10. Total compensation and names of the top five executives if:
    - 10.1. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than $25M annually and
    - 10.2. Compensation information is not already available through reporting to the SEC.

Prime grant recipients must submit FFATA required data by the end of the month, plus 30 days, in which the award or award amendment is made.
The Contractor identified in Section 1.3 of the General Provisions agrees to comply with the provisions of The Federal Funding Accountability and Transparency Act, Public Law 109-282 and Public Law 110-252, and 2 CFR Part 170 (Reporting Subaward and Executive Compensation Information), and further agrees to have the Contractor's representative, as identified in Sections 1.11 and 1.12 of the General Provisions execute the following Certification:
The below named Contractor agrees to provide needed information as outlined above to the NH Department of Health and Human Services and to comply with all applicable provisions of the Federal Financial Accountability and Transparency Act.

Contractor Name:

DocuSigned by:
Cliff Simmonds
15C707AC5B424C0...

5/27/2021
Date

Name: Cliff Simmonds
Title: Executive Director

DS
CS
Contractor Initials

5/27/2021
Date

New Hampshire Department of Health and Human Services
Exhibit J

FORM A

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

1. The DUNS number for your entity is: 104201111

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

   X NO _____ YES

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

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

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

   _____ NO _____ YES

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

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

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

   Name: _____ Amount: _____

   Name: _____ Amount: _____

   Name: _____ Amount: _____

   Name: _____ Amount: _____

   Name: _____ Amount: _____

Contractor Initials DS CS

Date 5/27/2021

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.).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

16. The Contractor must ensure that all End Users:

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

    b. safeguard this information at all times.

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

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

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

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

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

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

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

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

V. LOSS REPORTING

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

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

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

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

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

VI. PERSONS TO CONTACT

A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov

B. DHHS Security Officer:

DHHSInformationSecurityOffice@dhhs.nh.gov

DocuSign Envelope ID: 16323FCF-E2D5-445A-9B5B-87629954C011

State of New Hampshire

Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NEW HAMPSHIRE CHILDREN'S TRUST, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on February 09, 2010. 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: **625893**

Certificate Number: **0005381031**

IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 14th day of June A.D. 2021.

William M. Gardner
Secretary of State

CERTIFICATE OF AUTHORITY

I, Sarah Fox, hereby certify that:
(Name of the elected Officer of the Corporation/LLC; cannot be contract signatory)

1. I am a duly elected Clerk/Secretary/Officer of NH Children's Trust .
(Corporation/LLC Name)

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on April 22, 2021, at which a quorum of the Directors/shareholders were present and voting.
(Date)

VOTED: Cliff Simmonds, Executive Director (may list more than one person)
(Name and Title of Contract Signatory)

is duly authorized on behalf of New Hampshire Children's Trust to enter into contracts or agreements with the State
(Name of Corporation/ LLC)

of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority **remains valid for thirty (30)** days from the date of this Certificate of Authority. I further certify that it is understood 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 in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated:6-14-21

Sarah Fox

Signature of Elected Officer
Name: Sarah Fox
Title: NH Children's Trust,
Board of Directors

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 06/14/2021

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		
E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425	CONTACT NAME: Eleanor Spinazzola PHONE (A/C, No, Ext): (603) 293-2791 FAX (A/C, No): (603) 293-7188 E-MAIL ADDRESS: Eleanorspinazzola@esinsurance.net	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Twin City Fire Insuance Co	29459
INSURED	INSURER B : Hartford Underwriters Insuranc	30104
New Hampshire Children's Trust 10 Ferry St Ste 307 Concord NH 03301	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 2021 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:	Y		04SBAAC7049	05/09/2021	05/09/2022	EACH OCCURRENCE	$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 2,000,000
							GENERAL AGGREGATE	$ 4,000,000
							PRODUCTS - COMP/OP AGG	$ 4,000,000
							DATA BREACH	$ 10,000
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						~~COMBINED SINGLE LIMIT~~ (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		04WECAD0ZWK	05/09/2021	05/09/2022	[X] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 100,000
							E.L. DISEASE - EA EMPLOYEE	$ 100,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000

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

Certificate holder is an additional insured (CGL) as required by a signed contract with the named insured. 30 day cancellation notice.

CERTIFICATE HOLDER

NH DHHS; State of New Hampshire
129 Pleasant St
Concord NH 03301

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

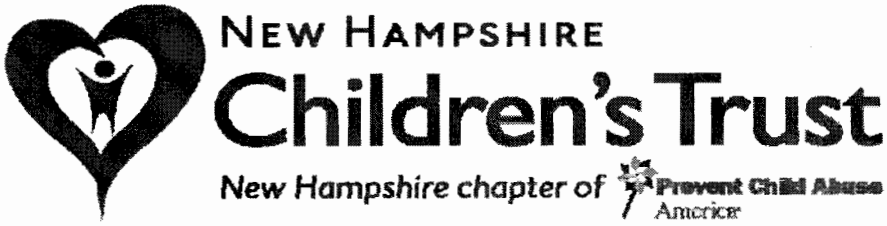
Fairley Kennedy

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

New Hampshire Children's Trust
Mission

New Hampshire Children's Trust is leading the drive to ensure safe, stable, and nurturing relationships and environments for children by educating, advocating, and collaborating.



NEW HAMPSHIRE CHILDREN'S TRUST, INC.

Financial Statements
For the Year Ended December 31, 2019

(With Independent Auditors' Report Thereon)

CONTENTS

	Page
INDEPENDENT AUDITORS' REPORT	2
FINANCIAL STATEMENTS:	
Statement of Financial Position	3
Statement of Activities	4
Statement of Functional Expenses	5
Statement of Cash Flows	6
Notes to Financial Statements	7

MELANSON

INDEPENDENT AUDITORS' REPORT

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

Report on the Financial Statements

We have audited the accompanying financial statements of New Hampshire Children's Trust, Inc., which comprise the statement of financial position as of December 31, 2019, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

MELANSON

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of New Hampshire Children's Trust, Inc. as of December 31, 2019, and the changes in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited New Hampshire Children's Trust, Inc.'s 2018 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated May 6, 2019. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2018 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Melanson

Manchester, New Hampshire
November 9, 2020

NEW HAMPSHIRE CHILDREN'S TRUST, INC.

Statement of Financial Position
December 31, 2019
(with comparative totals as of December 31, 2018)

	2019			
	Without Donor Restrictions	With Donor Restrictions	2019 Total	2018 Total
ASSETS				
Current Assets:				
Cash and cash equivalents	$ 150,745	$ 48,349	$ 199,094	$ 346,711
Accounts receivable	178,907	-	178,907	6,902
Loan receivable	10,201	-	10,201	10,100
Prepaid expenses	3,578	-	3,578	5,300
Total Current Assets	343,431	48,349	391,780	369,013
Noncurrent Assets:				
Property and Equipment:				
Property and equipment	37,177	-	37,177	22,097
Less: accumulated depreciation	(18,434)	-	(18,434)	(18,125)
Property and equipment, net	18,743	-	18,743	3,972
Beneficial interest held in trust	-	1,480,609	1,480,609	1,368,489
Security deposit	2,520	-	2,520	2,520
Total Noncurrent Assets	21,263	1,480,609	1,501,872	1,374,981
TOTAL ASSETS	$ 364,694	$ 1,528,958	$ 1,893,652	$ 1,743,994
LIABILITIES AND NET ASSETS				
Current Liabilities:				
Accounts payable	$ 3,146	$ -	$ 3,146	$ 7,546
Accrued expenses	18,785	-	18,785	25,994
Total Current Liabilities	21,931	-	21,931	33,540
Net Assets:				
Without donor restrictions:				
Undesignated	162,750	-	162,750	127,603
Board designated	180,013	-	180,013	180,013
With donor restrictions:				
Time or purpose restricted	-	48,349	48,349	34,349
Beneficial interest held in trust	-	1,480,609	1,480,609	1,368,489
Total Net Assets	342,763	1,528,958	1,871,721	1,710,454
TOTAL LIABILITIES AND NET ASSETS	$ 364,694	$ 1,528,958	$ 1,893,652	$ 1,743,994

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

NEW HAMPSHIRE CHILDREN'S TRUST, INC.

Statement of Activities
For the Year Ended December 31, 2019
(with comparative totals for the year ended December 31, 2018)

	2019			
	Without Donor Restrictions	With Donor Restrictions	2019 Total	2018 Total
SUPPORT AND REVENUE				
Support:				
Contributions	$ 157,313	$ 42,850	$ 200,163	$ 189,993
Grants	520,385	-	520,385	208,859
Designated endowment distributions	38,477	-	38,477	37,930
In-kind contributions	5,878	-	5,878	27,773
Revenue:		-		
Service fees	24,763	-	24,763	40,007
Other income	-	-	-	1
Net Assets Released From Restriction	26,850	(26,850)	-	-
Total Support and Revenue	773,666	16,000	789,666	504,563
EXPENSES				
Program Services:				
Family strengthening and support	482,383		482,383	221,710
Community education and advocacy	106,083		106,083	148,598
Total Program Services	588,466	-	588,466	370,308
Supporting Services:				
General and administrative	133,030	-	133,030	137,517
Fundraising	76,450	-	76,450	90,386
Total Supporting Services	209,480	-	209,480	227,903
Total Expenses	797,946	-	797,946	598,211
Change in Net Assets from Operations	(24,280)	16,000	(8,280)	(93,648)
Non-operating Activities:				
Interest	3,968	-	3,968	1,470
Beneficial interest (See Note 5)	55,459	110,120	165,579	(60,314)
Total Non-operating Activities	59,427	110,120	169,547	(58,844)
CHANGE IN NET ASSETS	35,147	126,120	161,267	(152,492)
NET ASSETS, BEGINNING OF YEAR	307,616	1,402,838	1,710,454	1,862,946
NET ASSETS, END OF YEAR	$ 342,763	$ 1,528,958	$ 1,871,721	$ 1,710,454

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

NEW HAMPSHIRE CHILDREN'S TRUST, INC.

Statement of Functional Expenses
For the Year Ended December 31, 2019
(with comparative totals for the year ended December 31, 2018)

	2019							
	Program Services			Supporting Services				
	Family Strengthening and Support	Community Education and Advocacy	Total Program Services	General and Administrative	Fundraising	Total Supporting Services	2019 Total	2018 Total
Personnel expense:								
Salaries	$ 224,174	$ 77,785	$ 301,959	$ 56,268	$ 49,238	$ 105,506	$ 407,465	$ 357,324
Payroll taxes	16,345	6,043	22,388	3,284	3,603	6,887	29,275	25,950
Employee benefits	21,273	7,378	28,651	5,224	5,330	10,554	39,205	43,707
Subtotal personnel expense	261,792	91,206	352,998	64,776	58,171	122,947	475,945	426,981
Awards	274	-	274	-	-	-	274	263
Board expenses	1,451	24	1,475	2,556	17	2,573	4,048	1,121
Conferences hosted	23,402	-	23,402	-	-	-	23,402	24,510
Dues and subscriptions	777	7	784	2,620	198	2,818	3,602	3,936
Depreciation	-	-	-	5,436	-	5,436	5,436	2,054
Educational supplies	7,506	-	7,506	-	-	-	7,506	662
Equipment	2,418	1,525	3,943	1,014	762	1,776	5,719	11,414
Event space rental	85	-	85	-	375	375	460	1,060
Facilitating organization subcontracts with FRCs	59,495	-	59,495	-	-	-	59,495	-
Information technology	3,307	1,382	4,689	688	825	1,513	6,202	5,967
In-kind services and donations:								
Baby hats	-	-	-	-	-	-	-	19,782
Professional services	-	-	-	4,664	-	4,664	4,664	3,508
Public service announcements	-	-	-	-	-	-	-	3,585
Supplies	1,214	-	1,214	-	-	-	1,214	898
Insurance	567	179	746	1,333	98	1,431	2,177	2,187
Marketing/advertising	5,009	2,035	7,044	31	83	114	7,158	211
Miscellaneous	405	12	417	271	545	816	1,233	1,588
Office expense	25,337	1,339	26,676	6,796	2,537	9,333	36,009	17,824
Postage and mailing	715	117	832	106	1,242	1,348	2,180	2,276
Printing and copying	99	17	116	19	8	27	143	1,922
Professional and contracted services	32,632	158	32,790	35,929	5,175	41,104	73,894	22,651
Professional development	18,381	402	18,783	2,907	325	3,232	22,015	6,258
Program supplies	2,593	-	2,593	-	345	345	2,938	3,198
Refreshments	3,264	28	3,292	200	83	283	3,575	1,300
Rent	25,814	6,450	32,264	3,072	4,353	7,425	39,689	24,215
Telephone and internet	2,504	944	3,448	499	597	1,096	4,544	4,216
Travel	3,342	258	3,600	113	711	824	4,424	4,624
Total	$ 482,383	$ 106,083	$ 588,466	$ 133,030	$ 76,450	$ 209,480	$ 797,946	$ 598,211

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

NEW HAMPSHIRE CHILDREN'S TRUST, INC.

Statement of Cash Flows
For the Year Ended December 31, 2019
(with comparative totals for the year ended December 31, 2018)

	2019	2018
Cash Flows From Operating Activities:		
Change in net assets	$ 161,267	$ (152,492)
Adjustments to reconcile change in net assets to net cash used by operating activities:		
Depreciation	5,436	2,054
Change in beneficial interest	(112,120)	114,764
(Increase) Decrease In:		
Accounts receivable	(172,005)	(3,402)
Loan receivable	(101)	(100)
Prepaid expenses	1,722	(1,719)
Increase (Decrease) In:		
Accounts payable	(4,400)	(3,736)
Accrued expenses	(7,209)	3,250
Deferred revenue	-	(1,500)
Net Cash Used By Operating Activities	(127,410)	(42,881)
Cash Flows From Investing Activities:		
Purchases of fixed assets	(20,207)	(2,943)
Net Cash Used By Investing Activities	(20,207)	(2,943)
Net Change in Cash and Cash Equivalents	(147,617)	(45,824)
Cash and Cash Equivalents, Beginning of Year	346,711	392,535
Cash and Cash Equivalents, End of Year	$ 199,094	$ 346,711

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

NEW HAMPSHIRE CHILDREN'S TRUST, INC.

Notes to Financial Statements
For the Year Ended December 31, 2019

1. Organization

Vision for New Hampshire – We envision a New Hampshire where all children grow up free from abuse and neglect.

Mission – We lead the drive to ensure safe, stable, and nurturing relationships and environments for children by educating, advocating, and collaborating.

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

2. Summary of Significant Accounting Policies

The Organization prepares its financial statements in accordance with Generally Accepted Accounting Principles promulgated in the United States of America (GAAP) for not-for-profit organizations. The significant accounting and reporting policies used by the Organization are described subsequently to enhance the usefulness and understandability of the financial statements.

Change in Accounting Principle

ASU 2014-09 and ASU 2018-08 Revenue Recognition

The Organization has adopted Accounting Standards Update (ASU) No. 2014-09, *Revenue from Contracts with Customers (Topic 606)*, as amended, and ASU No. 2018-08 *Not-for-Profit Entities: Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made (Topic 605)*, as management believes these standards improve the usefulness and understandability of the Organization's financial reporting. ASU 2014-09 and 2018-08 have been implemented in 2019, and the presentation in these financial statements has been adjusted accordingly. Analysis of various provisions of these standards resulted in no significant changes in the way the Organization recognizes revenue and, therefore, no changes to the previously issued audited financial statements (presented in these financial statements as comparative financial information) were required on a retrospective basis. The presentation and disclosures of revenue have been enhanced in accordance with the new standards.

ASU 2018-13 Changes to the Disclosure Requirements for Fair Value Measurement
In 2019, the Organization has adopted Financial Accounting Standards Board Accounting Standards Update (ASU) 2018-13, *Fair Value Measurement (Topic 820): Disclosure Framework – Changes to the Disclosure Requirements for Fair Value Measurement*, which modifies the disclosure requirements for fair value measurements, and removed disclosures related to transfers between Level 1 and Level 2 of the fair value hierarchy, the policy for timing transfers between levels, the valuation process of Level 3 fair value measurements, and a roll forward of Level 3 investments. The adoption of this ASU did not have a significant impact on the financial statements.

Comparative Financial Information
The accompanying financial statements include certain prior-year summarized comparative information in total, but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America (GAAP). Accordingly, such information should be read in conjunction with the audited financial statements for the year ended December 31, 2018, from which the summarized information was derived.

Cash and Cash Equivalents
All cash and highly liquid financial instruments with original maturities of three months or less, and which are neither held for nor restricted by donors for long-term purposes, are considered to be cash and cash equivalents.

Accounts Receivable
Accounts receivable consist primarily of noninterest-bearing amounts due for services and programs. The adequacy of the allowance for doubtful accounts for receivables is reviewed on an ongoing basis by the Organization's management and adjusted as required through the provision for doubtful accounts (bad debt expense). At December 31, 2019 and 2018, management believes all receivables to be fully collectable.

Property and Equipment
Property and equipment additions over $500 are recorded at cost, if purchased, and at fair value at the date of donation, if donated. Depreciation is computed using the straight-line method over the estimated useful lives of the assets ranging from 3 to 5 years, or in the case of capitalized leased assets or leasehold improvements, the lesser of the useful life of the asset or the lease term. When assets are sold or otherwise disposed of, the cost and related depreciation is removed, and any resulting gain or loss is included in the Statement of Activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed.

The carrying values of property and equipment are reviewed for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to

the extent carrying value exceeds the fair value of the asset. There were no indicators of asset impairment in 2019 or 2018.

Beneficial Interest Held in Trust

The Organization is the beneficiary of an agency endowment fund held at the New Hampshire Charitable Foundation. The beneficial interest in the trust is reported at its fair value, which is estimated as the fair value of the underlying trust assets. Distributions of income from the trust assets are to be used to plan and initiate programs to prevent child abuse and neglect. The value of the beneficial interest in the trust is adjusted annually for the change in its estimated fair value. Those changes in value are reported as changes in net assets with donor restrictions. The assets in the trust will never be distributed to the Organization.

Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor- (or grantor-) imposed restrictions.

Net Assets Without Donor Restrictions

Net assets available for use in general operations and not subject to donor- (or certain grantor-) imposed restrictions. The Board has designated, from net assets without donor restrictions, net assets for an operating reserve.

Net Assets With Donor Restrictions

Net assets subject to donor- (or certain grantor-) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Revenue and Revenue Recognition

The Organization recognizes contributions when cash, securities or other assets, an unconditional promise to give, or a notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met.

A portion of our revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/ or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when we have incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as refundable advances in the Statement of Financial Position.

Revenue from training and conferences is recognized when the performance obligations of providing the trainings and conferences are met. The performance obligation of delivering training and workshops is received and consumed by the registrants; therefore, the revenue is recognized when the course occurs.

Donated Services and In-Kind Contributions

Volunteers contribute significant amounts of time to program services, administration, and fundraising and development activities; however, the financial statements do not reflect the value of these contributed services because they do not meet recognition criteria prescribed by Generally Accepted Accounting Principles. Generally Accepted Accounting Principles allow recognition of contributed services only if (a) the services create or enhance nonfinancial assets and (b) the services would have been purchased if not provided by contribution, require specialized skills, and are provided by individuals possessing those skills. Donated professional services are recorded at the respective fair values of the services received. Contributed goods are recorded at fair value at the date of donation and as expenses when placed in service or distributed. Donated use of facilities is reported as a contribution and as an expense at the estimated fair value of similar space for rent under similar conditions. If the use of the space is promised unconditionally for a period greater than one year, the amount is reported as a contribution and an unconditional promise to give at the date of the gift, and the expense is reported over the term of use.

Functional Allocation of Expenses

The costs of program and supporting services activities have been summarized on a functional basis in the Statement of Activities. The Statement of Functional Expenses presents the natural classification detail of expenses by function. Certain costs have been allocated among the programs and supporting services benefited. Therefore, expenses require allocation on a reasonable basis that is consistently applied. Although most expenses are directly charged, certain expenses are allocated. The expenses that are allocated include utilities, repairs and maintenance, depreciation, certain insurances, interest, salaries and wages, benefits, and payroll taxes, which are allocated on the basis of estimates of time and effort.

Measure of Operations

The Statement of Activities reports all changes in net assets, including changes in net assets from operating and non-operating activities. Operating activities consist of those items attributable to the Organization's ongoing programs and services. Non-operating activities are limited to resources outside of those programs and services and are comprised of non-recurring gains and losses on sales and dispositions, investment income, and changes in the beneficial interest held in trust.

Income Taxes

The Organization has been recognized by the Internal Revenue Service (IRS) as exempt from federal income taxes under Internal Revenue Code (IRC) Section 501(a) as an

organization described in IRC Section 501(c)(3), qualifies for charitable contribution deductions, and has been determined not to be a private foundation. The Organization is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. In addition, the Organization is subject to income tax on net income that is derived from business activities that are unrelated to its exempt purpose. In 2019 and 2018, the Organization was not subject to unrelated business income tax and did not file an Exempt Organization Business Income Tax Return (Form 990-T) with the IRS.

Estimates

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

Financial Instruments and Credit Risk

Deposit concentration risk is managed by placing cash and money market accounts with financial institutions believed to be creditworthy. The Organization carefully manages its bank accounts and monitors deposits to ensure insurance limits are not exceeded. To date, no losses have been experienced in any of these accounts. Credit risk associated with receivables is considered to be limited due to high historical collection rates.

Fair Value Measurements and Disclosures

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

- Level 1 – Quoted prices (unadjusted) in active markets for identical assets or liabilities that are accessible at the measurement date.
- Level 2 – Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. These include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices

that are observable for the asset or liability, and market-corroborated inputs.

- Level 3 – Unobservable inputs for the asset or liability. In these situations, inputs are developed using the best information available in the circumstances.

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

New Accounting Standards to be Adopted in the Future

Leases

In February 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2016-02, *Leases*. The ASU requires all leases with lease terms more than 12 months to be capitalized as a right of use asset and lease liability on the Statement of Financial Position at the date of lease commencement. Leases will be classified as either finance leases or operating leases. This distinction will be relevant for the pattern of expense recognition in the Statement of Activities. This ASU will be effective for the Organization for the year ending December 31, 2022. The Organization is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

Credit Losses

In June 2016, the FASB issued ASU 2016-13, *Measurement of Credit Losses on Financial Instruments*. The ASU requires a financial asset (including trade receivables) measured at amortized cost basis to be presented at the net amount expected to be collected. Thus, the Statement of Activities will reflect the measurement of credit losses for newly-recognized financial assets as well as the expected increases or decreases of expected credit losses that have taken place during the period. This ASU will be effective for the Organization for the year ending December 31, 2023. The Organization is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

Contributed Nonfinancial Assets

In September 2020, the FASB issued Accounting Standards Update (ASU) No. 2020-07, *Not-for-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*, intended to improve transparency in the reporting of contributed nonfinancial assets, also known as gifts-in-kind, for not-for-profit organizations. Examples of contributed nonfinancial assets include fixed assets such as

land, buildings, and equipment; the use of fixed assets or utilities; material and supplies, such as food, clothing, or pharmaceuticals; intangible assets; and recognized contributed services. The ASU requires a not-for-profit organization to present contributed nonfinancial assets as a separate line item in the Statement of Activities, apart from contributions of cash or other financial assets. It also requires certain disclosures for each category of contributed nonfinancial assets recognized. The amendments in this ASU should be applied on a retrospective basis and are effective for annual reporting periods beginning after June 15, 2021. Early adoption is permitted. The Organization is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

3. Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the Statement of Financial Position date, are comprised of the following at December 31, 2019 and 2018:

	2019	2018
Cash and cash equivalents	$ 199,094	$ 346,711
Accounts receivable	178,907	6,902
Financial assets available within one year	$ 378,001	$ 353,613
Additional liquidity resources:		
Bank line of credit	$ 50,000	$ 50,000
Total financial assets and liquidity resources available within one year	$ 428,001	$ 403,613

Beneficial interest held in trust, included in net assets with donor restrictions, is not a liquid asset as it is not available for spending by the Organization (see Note 5). Time and purpose restricted net assets, included in net assets with donor restrictions, are expected to be met in less than one year and, therefore, are available for spending.

The Organization regularly monitors liquidity required to meet it operating needs and other contractual commitments, while also striving to maximize the investment of its available funds. In addition to financial assets available to meet general expenditures over the next year, the Organization operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources.

4. Loan Receivable

In 2016, the Organization entered into a one-year, unsecured $10,000 loan agreement with the New Hampshire Community Loan Fund (the Fund). The Organization has renewed the loan agreement annually and the loan has a current maturity date of June 30, 2020, which was extended to June 30, 2021 subsequent to year end. Interest is compounded annually at a rate of 1% per annum. The Fund is a nonprofit voluntary corporation that provides services to lower income households and disadvantaged people in the form of housing, educational resources, and financing for community based development projects. The Organization believes the Fund directly implements the Center for the Study of Social Policy's Strengthening Families' Protective Factors by providing concrete supports to these families in times of need and increasing their social connections. Through the Fund's financial support of other community organizations, it also helps indirectly with the implementation of the Strengthening Families Framework last two Protective Factors: Parental Resilience, Knowledge of Parenting and Child Development, and Social and Emotional Competence of Children.

As discussed in Note 2, the Organization is required to report its fair value measurements in one of three levels, which are based on the ability to observe in the marketplace the inputs to the Organization's valuation techniques. Level 3 is for assets measured using inputs that are unobservable, and is used in situations for which there is little, if any, market activity for the asset. Using Level 3 valuation technique, the estimated fair value of the loan receivable at December 31, 2019 and 2018 has been determined to be $10,201 and $10,100, respectively.

5. Beneficial Interest Held in Trust

The Organization is the beneficiary of an agency endowment fund created by New Hampshire RSA 169-C:39-c and held at the New Hampshire Charitable Foundation (the Foundation). Pursuant to the terms of the resolution establishing this fund, property contributed to the New Hampshire Charitable Foundation is held as a separate fund specifically for the benefit of the Organization. A second agency endowment fund, the Lucy Fowlkes Breed Legacy Fund, was created in 2010. In accordance with its spending policy, the Foundation makes distributions from these funds to the Organization.

The beneficial interest held in trust is reported at its fair value, which is estimated as the fair value of the underlying trust assets. As discussed in Note 2, because there are no observable market transactions for assets similar to the beneficial interest held in trust and because the trust cannot be redeemed, the valuation technique used by the Organization is a Level 3 fair value measure.

	General Endowment	Lucy Fowlkes Breed Legacy Fund	Total
Beneficial interest held in trust, beginning of year	$ 1,356,032	$ 12,457	$ 1,368,489
Contributions	-	2,000	2,000
Investment return	173,281	1,642	174,923
Amount distributed to the Organization	(54,954)	(505)	(55,459)
Foundation fees	(9,244)	(100)	(9,344)
Beneficial interest held in trust, end of year	$ 1,465,115	$ 15,494	$ 1,480,609

The change in the fair value of the beneficial interest held in trust is recognized in net assets with donor restrictions in the Statement of Activities.

6. Accrued Expenses

Accrued expenses at December 31, 2019 and 2018 consist primarily of accrued salaries and accrued earned time.

7. Line of Credit

The Organization has a line of credit with a bank that is secured by all assets of the Organization. The line is stated for maximum borrowings of $50,000 with monthly payments of 2.00% of the outstanding principal balance or $25, whichever is greater, plus all accrued interest. Interest is variable based upon changes in an independent index, which is the highest Wall Street Journal Prime Rate, and is calculated using a rate of 1.5% over the index. At December 31, 2019 and 2018, the balance on this line of credit was $0. The line was not utilized in 2019 or 2018. In May 2020, the line was increased to a maximum borrowing of $300,000.

8. Net Assets

Board Designated Net Assets

Board designated net assets have been established to 1) meet the Organization's operational demands given its uneven annual cash flow cycle; 2) be prepared for managing uncertainties associated with federal funding; and 3) be positioned to take advantage of opportunities for new initiatives and program expansion. Board policy states that any interim use of these funds, when used to assist with the Organization's

cash flow, should be replaced within sixty days. The balance of board designated net assets at December 31, 2019 and 2018 was $180,013 and $180,013, respectively.

Net Assets With Donor Restrictions

Net assets with donor restrictions are restricted for the following at December 31, 2019 and 2018:

	2019	2018
Subject to expenditure for a specified purpose		
Strengthening Families Framework	$ 29,500	$ 24,499
Summit sponsorships	7,850	9,850
New Hampshire Family Now podcasts	7,000	-
My Voice Matters	3,000	-
Other	999	-
	48,349	34,349
Perpetual in nature		
Beneficial interest held in trust	1,480,609	1,368,489
Total	$ 1,528,958	$ 1,402,838

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purpose or by occurrence of the passage of time or other events specified by the donors as follows for the years ended December 31, 2019 and 2018:

	2019	2018
Satisfaction of purpose restrictions		
Strengthening Families Framework	$ 10,000	$ 22,000
Summit sponsorships	9,850	-
My Voice Matters	-	4,482
Other	7,000	10,000
Total	$ 26,850	$ 36,482

9. Grants

The Organization was awarded a federal Community-Based Child Abuse Prevention (CBCAP) grant from the U.S. Department of Health and Human Services in the amount of $207,303 during the year ended December 31, 2018 for the period October 1, 2018 through September 30, 2019. These funds are from the Child Abuse Prevention and Treatment Act Title II program and are allocated to states on a per child formula. Since 1996, the Governor of New Hampshire has designated New Hampshire Children's Trust, Inc. as the State Lead Agency eligible to apply for and receive these funds. The CBCAP

funds are used to strengthen and improve prevention programs and activities. The Organization has drawn down the full amount of the funding as of December 31, 2019. The Organization was awarded $207,971 during the year ended December 31, 2019, for the period October 1, 2019 through September 30, 2020. Whereas CBCAP is a cost-reimbursable grant, $155,978 and $155,477 have not been recognized at December 31, 2019 and 2018, respectively, because qualifying expenditures have not yet been incurred. No amounts have been received in advance under our federal and state contracts and grants.

In June 2019, the Organization was awarded a grant with the State of New Hampshire Department of Health and Human Services to provide Family Resource Center (FRC) facilitation and organization services in an amount not to exceed $1,004,646 and with a completion date of June 30, 2021. In December 2019, the grant was amended to increase the funding to $3,021,874, retroactive to October 1, 2019 with no change to the completion date. Under this grant, the Organization provides coordination, support, training, and technical assistance for the implementation of operational and quality control standards for all FRC's statewide in order to increase the number of FRC's receiving the Family Resource Center of Quality (FRC-Q) designation and standardize FRC and FRC-Q delivery of services. The Organization also provides support to kinship caregivers who are caring for family members because of the placement by the Division of Children, Youth and Families (DCYF). Whereas this is a cost-reimbursable grant, $2,732,595 has not been recognized at December 31, 2019 because qualifying expenditures have not yet been incurred.

Grant revenue from federal agencies is subject to independent audit under the Office of Management and Budget's Uniform Grant Guidance, and review by grantor agencies. The review could result in the disallowance of expenditures under the terms of the grant or reductions of future grant funds. Based on prior experience, the Organization's management believes that costs ultimately disallowed, if any, would not materially affect the financial position of the Organization.

At December 31, 2019 and 2018, contributions approximately $40,000 and $0, respectively, have not been recognized in the accompanying Statement of Activities because the conditions on which they depend has not yet been met.

10. Donated Professional Services and Materials

The Organization benefits from personal services provided by a substantial number of volunteers. Those volunteers have donated significant amounts of time and services in the Organization's program operations and in its fundraising campaigns. The following donated services and goods met the criteria for recognition in these financial statements for the year ended December 31, 2019 and 2018 based upon Generally Accepted Accounting Principles:

Description/purpose	2019	2018
Knitted baby caps for Period of Purple Crying CLICK campaign	$ -	$ 19,782
Radio station public service announcements	-	3,585
Legal consultation	4,147	3,419
Gifts for Unsung Hero Award recipients	1,214	898
Subscription Fees	517	-
Child and family development specialists	-	89
Total	$ 5,878	$ 27,773

In 2019, the Organization no longer accepted donations of knitted baby caps and, instead, instructed individuals to donate the knitted baby caps directly to The National Center on Shaken Baby Syndrome which then distributes them to hospitals both locally and across the country.

11. Retirement Plan

The Organization participates in a tax-deferred annuity plan qualified under Section 403(b) of the Internal Revenue Code. The plan covers full-time employees of the Organization who have worked at least 1,000 hours during the 12-month period immediately following the date of hire. The Organization contributed 0% and 3% in 2019 and 2018, respectively, of gross salaries to the plan for qualified employees. Employees may make contributions to the plan up to the maximum amount allowed by the Internal Revenue Code.

12. Designated Funds with New Hampshire Charitable Foundation

The Organization is the beneficiary of three designated funds held at the New Hampshire Charitable Foundation (the Foundation). Under these agreements, amounts that are donor designated for this purpose are transferred permanently to the Foundation. In accordance with FASB ASC 958-605-25, amounts received for the endowment fund are not recorded as income and are not included as assets in these financial statements. Rather, the contributions are recorded as assets and as income of

the Foundation. The fair market value of these endowment funds was as follows at December 31, 2019 and 2018:

	2019	2018
GPCF Child Abuse Fund	$ 308,888	$ 285,967
Lou and Lutza Smith Endowment Fund	430,025	698,115
Lou and Lutza Smith Administrative Endowment Fund	286,620	265,351
Total	$ 1,025,533	$ 1,249,433

In accordance with its spending policy, the Foundation makes distributions from the funds to the Organization to offset its supporting services expenses. Total distributions received were $38,477 and $37,930 for the years ended December 31, 2019 and 2018, respectively.

13. Operating Leases

In August 2016, the Organization renewed the lease on its office space for a five-year period. As part of the agreement, the Organization is also required to pay monthly estimated real estate taxes based on its proportionate share of the leased office space. In July 2019, the Organization amended the lease agreement, which included moving its office space to a larger suite, but at the same location, and extending the term until December 2022. Rent expense, under this agreement, was $39,689 for the year ended December 31, 2019. In July 2020, the Organization amended its office space lease agreement to occupy additional office space. Rent expense, under this new agreement, is $5,361 per month.

The following is a schedule of future minimum rental payments as of December 31, 2019:

Year	Amount
2020	$ 55,470
Total future minimum rental payments	$ 55,470

In 2018, the Organization entered into a 48-month non-cancellable lease agreement for office equipment, scheduled to expire in 2022. Fixed monthly rental payments are $394. In July 2020, the Organization amended the lease agreement to include the cost of additional office equipment, increasing the fixed monthly rental payments to $518.

14. Concentrations of Risk

A material part of the Organization's revenue is dependent upon government sources, the loss of which would have a materially adverse effect on the Organization. During the years ended December 31, 2019 and 2018, federal grants accounted for 65.9% and 41.4%, respectively, of total operating revenues.

15. Agency Agreement with New Hampshire Division for Children, Youth, and Families

The Organization acts as an agent on behalf of the New Hampshire Division for Children, Youth, and Families (DCYF), where the Organization purchases goods or pays for services when authorized and requested by DCYF. These requests are referred to as "flex fund" requests and DCYF reimburses the Organization for the purchases or payments. DCYF determines the families that are eligible to receive the goods or services. Whereas the Organization is acting in a fiscal agent capacity, the activity under this agreement is not recorded as revenues and expenses, in accordance with accounting standards. Total activity in 2019 and 2018 amounted to $49,508 and $63,207, respectively.

16. Subsequent Events

The COVID-19 outbreak in the United States has resulted in economic uncertainties. The disruption is expected to be temporary, but there is considerable uncertainty around the duration and scope. The extent of the impact of COVID-19 on our operational and financial performance will depend on certain developments, including the duration and spread of the outbreak, impact on those we service, our funders, employees and vendors, all of which are uncertain and cannot be predicted. At this point, the extent to which COVID-19 may impact our financial condition or results of operations is uncertain.

In March 2020, the Organization entered into a $1 million Preschool Development Subcontract with the State of New Hampshire Department of Health and Human Services to pass through to New Hampshire family resource centers. This contract has expanded the Organization's work to training, supporting, and promoting New Hampshire's family resource centers.

Subsequent events have been evaluated through November 9, 2020, the date the financial statements were available to be issued.

2021 NH Children's Trust, Inc. Board of Directors
10 Ferry Street, Suite 307, Concord, NH 03301
Phone: (603) 224-1279 Fax: (603) 223-9847
www.nhchildrenstrust.org info@nhchildrenstrust.org

Name/Title	Workplace
BRIAN BEALS	Coös County Family Health Services
JENN CRONIN *Chair*	Express Employment
CLAUDIA FERBER	Volunteer , Beasley and Ferber PA
JANICE FITZPATRICK *Treasurer*	NEA-New Hampshire
SARAH FOX, Esq. *Secretary*	Winnisquam Regional School District
SOOZE HODGSON, MD	Volunteer, Retired Pediatrician
MARY JANE KEANE	Volunteer
MARK KNIGHTS, Esq. *Vice Chair*	Nixon Peabody
ERIN MASKWA	Measured Progress
ADAM MEMMOLO	Grappone Auto
JOPSEPH MENDOLA	The Norwood Group
MANDI WERNER, Esq.	Assistant Rockingham County Attorney

CLIFF SIMMONDS

MISSION STATEMENT

My mission as a nonprofit professional is to increase the impact of an organization and the effectiveness of their staff, programs and key stakeholders. I seek a leadership position that requires my extensive nonprofit management experience, communications skills, leadership ability and passion for the nonprofit sector to forge effective strategies for meeting organizational goals and objectives.

QUALIFICATIONS SUMMARY

- Innovative team leader and motivator with strong management skills and over 25 years experience spanning the environmental, nonprofit and business sectors.
- Highly accomplished Executive Director with 12 years experience successfully directing two premier nonprofit organizations in New England.
- Proven track record building relationships in the community and creatively accomplishing goals through fundraising initiatives, program management and outreach.
- Raised over $12 million for charitable organizations to date through personal solicitation, capital campaigns and grant development.

BUSINESS EXPERIENCE

New Hampshire Children's Trust, Concord, NH **2019 - present**
Executive Director

- Responsible for overseeing the administration, programs and strategic plan of the organization, while being the face of the NHCT working closely with the Board of Directors, government officials, community partners and the public.
- Work to increase and promote the visibility and the engagement of the Trust with local, state and national partners, donors and volunteers. Other duties include fundraising, marketing and community outreach.

Agassiz Village, Lexington, MA **2010-2019**
Executive Director

- Currently, leading the reorganization, financial growth and stabilization of this 75 year old residential summer camp for underserved youth in the greater Boston area.
- Successfully overcame $50,000 deficit while creating a $190,000 budget surplus and doubling program participation in less than two years.
- Leading an extensive strategic planning process in conjunction with Harvard Business School to develop a long-range plan for growth.
- Cultivating key partnerships and strategic alliances with other Boston area nonprofit organizations to expand resources and increase mission delivery.

Beaver Brook Association, Hollis, NH **2000-2010**
Executive Director
www.beaverbrook.org

(Beaver Brook Association is a nonprofit, environmental education and land stewardship organization with a mission to promote an understanding of interrelationships in the natural world and to encourage conservation of natural resources through education and land stewardship.)

- Led the successful reorganization and expansion of operations, programming and funds development doubling program participation, donor base and revenues in three years.
- Implemented Board governance protocols and operational procedures to improve efficiencies and minimize expenses. Restructuring education programs led to a 325% increase in revenues with a minimal increase in expenses.
- Spearheaded the development and execution of the organization's first capital campaign—reaching a goal of $1.7 million. Led effort to place conservation easements on organization's holdings using funds from the campaign.
- Increased volunteer base from 50 to 200 volunteers through program development and outreach initiatives. Created the Eco-Team volunteer program that expanded our corporate volunteer corps and increased corporate support.
- Built a successful grant writing program and cultivated corporate sponsorships and gifts.
- Managed administrative staff of eight and more than 30 seasonal educators and presenters.

Environmental Resources Management, Ewing, NJ **1994-1999**
Community Relations Manager

- Counseled major corporate clients from the utilities, pharmaceutical, petrochemical, telecommunications and manufacturing industries on community relations outreach strategies. Managed more than $500,000 in project budgets.
- Developed and implemented comprehensive strategic communications plans for the successful completion of client projects, including hazardous waste clean up, eco-restoration and facilities siting.
- Plan implementation included organizing community action panels and public meetings, developing communications materials and orchestrating consensus building among community and governmental leaders.

Dynamac Corporation, Philadelphia, PA **1992-1994**
Community Relations Specialist

- Managed community and media relations for more than 24 United States Environmental Protection Agency (US EPA) hazardous waste sites under the Superfund law.
- Developed communications strategies and plans to aid in the successful clean up of contaminated sites, including the second-most contaminated site in the US.
- Organized public meetings and developed and distributed communications materials in support of US EPA's technical plans and investigations. Demonstrated a strong proficiency in disseminating technical data and jargon for public consumption.

Walter E. Fernald School, Waltham, MA **1988-1992**
Director of Communications and Volunteer Services
(The oldest publicly funded facility for adults with mental retardation in the western hemisphere, dating back to 1848.)

- Managed all internal and external communications for a facility with 2,300 employees and 700 residents, including media relations, special events and communications and marketing materials.
- Developed and maintained an extensive volunteer services program, resulting in growth from 50 to 1,000 volunteers in less than three years.
- Successfully developed media crisis management protocols to improve the reputation of the facility and gain support of key stakeholders, donors and families.

United Way of Stamford, Stamford, CT **1987-1988**
Communications Associate and Photographer

- Developed, wrote and designed newsletters, campaign updates and brochures

- Assisted in planning and implementing special events

EDUCATION

Antioch College, Institute for Nonprofit Management Leadership Training
Duquesne University, B.A., Public Relations
New England College, Minor, Environmental Science

RECOGNITION
Honored by the Nashua River Watershed Association as one of the "Forty on our Fortieth" award recipients
Souhegan Valley Chamber of Commerce Business of the Year Award – Beaver Brook Association

DocuSign Envelope ID: 16323FCF-E2D5-445A-9B5B-87629954C011

NH Children's Trust
Facilitating Organization for Family Resource Centers
Gen'l Funds, Gov. Com., CDC, DCYF Kinship Funding
SFY'22

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Cliff Simmonds	Executive Director	$ 124,373	6.745 %	$ 8,389
		(projected estimate)		