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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

Lori A. Shibinette
Commissioner

Patricia M. Tilley
Director

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October 18, 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 Public Health Services, to enter into amendments to existing contracts with the Contractors listed below to expand the workforce of Community Collaboration services, by providing a service array of best practice parental assistance programming to the Manchester and Winnipesauke communities to reduce child maltreatment and the risk of children entering foster care, and to address influencing factors due to COVID-19 as they relate to priority populations, including racial and ethnic minorities and rural populations, by increasing the total price limitation by $559,950 from $3,128,266 to $3,688,216 with no changes to the contract completion date of June 30, 2023, effective upon Governor and Council approval. 100% Federal Funds.

The original contracts were approved by Governor and Council on July 31, 2019, item #18, amended on August 26, 2020, item #19, and most recently amended on February 3, 2021, item #11.

Contractor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount
Amoskeag Health, Manchester, NH	157274-B001	Greater Manchester Area	$1,576,341	$275,000	$1,851,341
Lakes Region Community Services Council, Laconia, NH	177251-B002	Winnipesaukee Region	$1,551,925	$284,950	$1,836,875
		Total:	**$3,128,266**	**$559,950**	**$3,688,216**

Funds are available in the following accounts for State Fiscal Years 2022 and 2023, 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

The purpose of this request is to expand the workforce that supports underserved families and to provide direct services to families impacted by economic, mental health and health issues due to COVID-19. Community Collaboration Navigator staff supports family connections to needed services, which may include mental health, health care, substance use disorder services, financial and budgeting supports, food programs, and other resources. Services will focus on providing resources to families with young children, and on creating system-level changes that ensure a more coordinated service delivery for families.

Approximately 400 families will be served during State Fiscal Years 2022 and 2023.

The Contractors use community and state networks to connect families to the services they need to support self-sufficiency and economic stability. The Contractors will continue supporting the development of collaborative educational programs and professional partnerships within the targeted communities. This includes designing prevention programs, parent education programs, and programs that offer alternatives to out-of-home placement for children. The Contractors define strengths and gaps among service providers and identify training needs. Additionally, the Contractors promote prevention and service programs through outreach and marketing in order to increase parent and community awareness of available services.

The Department will monitor services by:

- Reviewing the process and outcome measures identified in the quarterly reports submitted by the Contractors;
- Meeting with the Contractors monthly to ensure compliance with contractual requirements; and
- Ensuring the Contractors participate in trainings as determined by the Department.

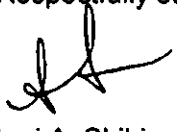
Should the Governor and Executive Council not authorize this request, New Hampshire children and their families may not receive prevention services within the targeted communities identified by the Department as needing the greatest amount of prevention supports and services.

Areas served: Greater Manchester and Winnipesaukee public health regions.

Source of Federal Funds: Assistance Listing Number #93.391, FAIN #NH75OT000031.

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

Respectfully submitted,



Lori A. Shibinette
Commissioner

FINANCIAL DETAIL ATTACHMENT SHEET
COMMUNITY COLLABORATION
SFY 22-23 CONTRACT AMENDMENT #3

05-95-042-421010-2958 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: HUMAN SERVICES DIV, CHILD PROTECTION, CHILD-FAMILY SERVICES (100% GENERAL FUNDS)

1. Amoskeag Health, Vendor # 157274-B001

Fiscal Year	Class / Account	Class Title	Job Number	Federal	General	Current Modified Budget	Increased (Decrease) Amount	Revised Modified Budget
SFY 2020	645-504004	General Funds for Other	42105746		$400,000.00	$400,000.00	$0.00	$400,000.00
SFY 2021	645-504004	General Funds for Other	42105746		$300,000.00	$300,000.00	$0.00	$300,000.00
					Subtotal	*$700,000.00*	*$0.00*	$700,000.00

2. Lakes Region Community Services, Vendor # 177251-B002

Fiscal Year	Class / Account	Class Title	Job Number	Federal	General	Current Modified Budget	Increased (Decrease) Amount	Revised Modified Budget
SFY 2020	645-504004	General Funds for Other	42105746		$400,000.00	$400,000.00	$0.00	$400,000.00
SFY 2021	645-504004	General Funds for Other	42105746		$300,000.00	$300,000.00	$0.00	$300,000.00
					Subtotal	*$700,000.00*	*$0.00*	*$700,000.00*
					TOTAL 2958 AU:	*$1,400,000.00*	*$0.00*	*$1,400,000.00*

05-95-9090-902010-7047 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISON OF PUBLIC HEALTH, COMMUNTIY COLLABORATION 100% GENERAL FUNDS

1. Amoskeag Health, Vendor # 157274-B001

Fiscal Year	Class / Account	Class Title	Job Number	Federal	General	Current Modified Budget	Increased (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500731	Contracts for Program Services	TBD		$225,000.00	$225,000.00	$0.00	$225,000.00
SFY 2023	074-500731	Contracts for Program Services	TBD		$225,000.00	$225,000.00	$0.00	$225,000.00
					Subtotal	*$450,000.00*	*$0.00*	*$450,000.00*

2. Lakes Region Community Services, Vendor # 177251-B002

Fiscal Year	Class / Account	Class Title	Job Number	Federal	General	Current Modified Budget	Increased (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500731	Contracts for Program Services	TBD		$225,000.00	$225,000.00	$0.00	$225,000.00
SFY 2023	074-500731	Contracts for Program Services	TBD		$225,000.00	$225,000.00	$0.00	$225,000.00
					Subtotal	*$450,000.00*	*$0.00*	*$450,000.00*
					Total 7047 AU:	*$900,000.00*	*$0.00*	*$900,000.00*

05-95-9090-902010-7047 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISON OF PUBLIC HEALTH, COMMUNTIY COLLABORATION 100% FEDERAL FUNDS

1. Amoskeag Health, Vendor # 157274-B001

Fiscal Year	Class / Account	Class Title	Job Number	Federal	General	Current Modified Budget	Increased (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500731	Contracts for Program Services	90070470	$100,000.00		$100,000.00	$0.00	$100,000.00
SFY 2021	102-500731	Contracts for Program Services	90070470	$176,341.00		$176,341.00	$0.00	$176,341.00
SFY 2022	074-500731	Contracts for Program Services	90070470	$75,000.00		$75,000.00	$0.00	$75,000.00
SFY 2023	074-500731	Contracts for Program Services	90070470	$75,000.00		$75,000.00	$0.00	$75,000.00
					Subtotal	*$426,341.00*	*$0.00*	$426,341.00

2. Lakes Region Community Services, Vendor # 177251-B002

Fiscal Year	Class / Account	Class Title	Job Number	Federal	General	Current Modified Budget	Increased (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500731	Contracts for Program Services	90070470	$100,000.00		$100,000.00	$0.00	$100,000.00
SFY 2021	102-500731	Contracts for Program Services	90070470	$151,925.00		$151,925.00	$0.00	$151,925.00
SFY 2022	074-500731	Contracts for Program Services	90070470	$75,000.00		$75,000.00	$9,950.00	$84,950.00
SFY 2023	074-500731	Contracts for Program Services	90070470	$75,000.00		$75,000.00	$0.00	$75,000.00
					Subtotal	*$401,925.00*	*$9,950.00*	*$411,875.00*
					TOTAL 7047 AU :	*$828,266.00*	*$9,950.00*	*$838,216.00*

05-95-9090-901010-5771 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: PUBLIC HEALTH DIV, BUREAU OF POLICY & PERFORMANCE, PH COVID-19 HEALTH DISPARITIES 100% FEDERAL FUNDS CFDA #93.391, FAIN# NH75OT000031, DHHS, Center for Disease Control and Prevention

1. Amoskeag Health, Vendor # 157274-B001

Fiscal Year	Class / Account	Class Title	Job Number	Federal	General	Current Modified Budget	Increased (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500731	Contracts for Program Services	TBD	$137,500.00		$0.00	$137,500.00	$137,500.00
SFY 2023	074-500731	Contracts for Program Services	TBD	$137,500.00		$0.00	$137,500.00	$137,500.00
					Subtotal	*$0.00*	*$275,000.00*	$275,000.00

2. Lakes Region Community Services, Vendor # 177251-B002

Fiscal Year	Class / Account	Class Title	Job Number	Federal	General	Current Modified Budget	Increased (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500731	Contracts for Program Services	TBD	$137,500.00		$0.00	$137,500.00	$137,500.00
SFY 2023	074-500731	Contracts for Program Services	TBD	$137,500.00		$0.00	$137,500.00	$137,500.00
					Subtotal:	*$0.00*	*$275,000.00*	*$275,000.00*
					TOTAL 5771 AU:	*$0.00*	*$550,000.00*	*$550,000.00*
					GRAND TOTAL:	$3,128,266.00	$559,950.00	$3,688,216.00

State of New Hampshire
Department of Health and Human Services
Amendment #3

This Amendment to the Community Collaborations to Strengthen and Preserve Families contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Amoskeag Health ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 31, 2019, (Item #18), as amended on August 26, 2020, (Item #19), and as amended on February 3, 2021 (Item #11), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

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

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

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

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

   Amoskeag Health

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

   $1,851,341.

3. Modify Exhibit A, Scope of Services, Section 3, Subsection 3.5, Paragraph 3.3.1, to read:

   3.5.1. PFS-2 Concrete Supports Subscale Survey; and

4. Modify Exhibit A, Scope of Services, Section 3, Subsection 3.5, Paragraph 3.3.2, to read:

   3.5.2. PFS-2, Retrospective (pre/post) Survey

5. Modify Exhibit A, Scope of Services, Section 3, Subsection 3.7, Paragraph 3.8.2, to read:

   3.7.2. Explore, incorporate, and document concepts, methods, population and performance-based data and tools that make cross-sectoral work more successful and increase the value of the collective impact.

6. Modify Exhibit A, Scope of Services, Section 3, Subsection 3.7, Paragraph 3.9.3, to read:

   3.7.3. Conduct a needs assessment/environmental scan of: services, CIT child-abuse neglect prevention focus evidence-based practices, training and technical assistance needs of community providers.

7. Modify Exhibit A, Scope of Services, Section 4, to read:

   4. Reporting Requirements

   4.1. The Contractor shall review and utilize the NH Division of Public Health Services Equity Review Toolkit for guidance on ensuring equity in community engagement and the collection of data, including Race, Ethnicity and Linguistic (REAL) and Sexual Orientation and Gender Identity (SOGI) data, prior to work plan development or programming implementation.

   4.2. The Contractor shall submit annual and interim reports on process and outcome measures for each area under study, for quality improvement and recommendations. The Contractor shall ensure reports include:

   4.2.1. The number of Family Support Specialist, Community Health Worker and Case Manager positions supported with COVID-19 Health Disparities and Community

Collaborations grant funding;

4.2.2. The number and type of trainings provided to Family Support Specialists, Community Health Workers and Case Managers through COVID-19 Health Disparities and Community Collaborations funding;

4.2.3. The number of agency and Community Health Worker staff enrolled as providers of NH EASY, which supports individual connections to economic supports thereby minimizing COVID-19 impacts;

4.2.4. The total number of cases per Community Health Worker;

4.2.5. The total number of COVID-19 encounters per Community Health Worker;

4.2.6. The demographics of family members served including, but not limited to:

4.2.6.1. Race;

4.2.6.2. Ethnicity; and

4.2.6.3. Primary language spoken;

4.2.7. The number of COVID-19 encounters providing communication about COVID-19 risk factors, mitigation and prevention; and

4.2.8. The number of other navigation and support services provided to address COVID-19 risk factors, which include, but are not limited to:

4.2.8.1. Employment services.

4.2.8.2. Economic services.

4.2.8.3. Child care services.

4.2.8.4. Health care services.

4.3. The Contractor shall provide a quarterly summary of PFS-2 Surveys completed under the Community Collaborations project that includes:

4.3.1. The percentage of families with increased protective factors; and

4.3.2. Types of needs identified for families served.

8. Modify Exhibit A, Scope of Services, by adding Section 6, to read:

6. Contract Monitoring Provisions

6.1. The Contractor shall submit quarterly reports that identify contract activities conducted in the previous quarter.

6.2. The Contractor shall participate in monthly meetings with the Department to ensure compliance with the contractual requirements.

6.3. The Contractor shall participate in trainings as determined by the Department.

9. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 2, to read:

2. This agreement is funded by:

2.1 23% Federal funds from Community Collaboration to Strengthen and Preserve Families in NH: A Prevention, Public Health, Cross-Sector Approach, as awarded on June 30, 2021 by the U.S Department of Health & Human Services, Administration for Children and Families, ALN 93.670, FAIN 90CA1858.

2.2 15% Federal funds from NH Initiative to Address COVID-19 Health Disparities, as awarded on June 1, 2021, by the U.S Department of Health & Human Services, Centers for Disease Control and Prevention, ALN 93.391, FAIN NH75OT000031.

2.3 62% General funds

10. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 4, to read:

4. Payment for said services shall be made monthly as follows:

4.1. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibits B-1, Budget through Exhibit B-5, Amendment #3, Budget.

4.2. The Contractor shall submit an invoice and supporting documents to the Department no later than the fifteenth (15th) working day of each month. The Contractor shall:

4.2.1. Ensure the invoice is presented in a form that is provided by the Department or is otherwise acceptable to the Department.

4.2.2. Ensure the invoice identifies and requests payment for allowable expenses incurred in the previous month.

4.2.3. Provide supporting documentation of allowable costs that may include, but are not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.

4.2.4. Ensure the invoice is completed, signed, dated and returned to the Department with the supporting documentation for authorized expenses, in order to initiate payment.

4.3. The Department shall make payment to the Contractor within thirty (30) days of receipt of each invoice and supporting documents, subsequent to approval of the submitted invoice and supporting documents, and if sufficient funds are available.

11. Modify Exhibit B-4, Amendment #2, Budget, by replacing it in its entirety with Exhibit B-4, Amendment #3, Budget, which is attached hereto and incorporated by reference herein.

12. Modify Exhibit B-5, Amendment #2, Budget, by replacing it in its entirety with Exhibit B-5, Amendment #3, Budget, which is attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

10/19/2021
Date

DocuSigned by:
Patricia M. Tilley
Name: Patricia M. Tilley
Title: Director

Amoskeag Health

10/18/2021
Date

DocuSigned by:
Kris McCracken
Name: Kris McCracken
Title: President/CEO

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

OFFICE OF THE ATTORNEY GENERAL

10/21/2021
Date

DocuSigned by:
J. Christopher Marshall
Name: J. Christopher Marshall
Title: Assistant Attorney General

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

New Hampshire Department of Health and Human Services

Bidder/Program Name: Amoskeag Health

Budget Request for: RFP-2019-DPHS-23-COMMU-02-A03

Budget Period: SFY 2022 July 1, 2021 - June 30, 2022

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 168,195.04	$ 16,819.50	$ 185,014.54		$ -	$ -	$ 168,195.04	$ 16,819.50	$ 185,014.54
2. Employee Benefits	$ 35,320.96	$ 3,532.10	$ 38,853.05		$ -	$ -	$ 35,320.96	$ 3,532.10	$ 38,853.05
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ 8,750.00	$ 875.00	$ 9,625.00	$ -	$ -	$ -	$ 8,750.00	$ 875.00	$ 9,625.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ 4,500.00	$ 450.00	$ 4,950.00	$ -	$ -	$ -	$ 4,500.00	$ 450.00	$ 4,950.00
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 1,000.00	$ 100.00	$ 1,100.00	$ -	$ -	$ -	$ 1,000.00	$ 100.00	$ 1,100.00
6. Travel	$ 7,000.00	$ 700.00	$ 7,700.00	$ -	$ -	$ -	$ 7,000.00	$ 700.00	$ 7,700.00
7. Occupancy	$ 4,716.00	$ 471.60	$ 5,187.60	$ -		$ -	$ 4,716.00	$ 471.60	$ 5,187.60
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 600.00	$ 60.00	$ 660.00	$ -	$ -	$ -	$ 600.00	$ 60.00	$ 660.00
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ 334.75	$ 33.48	$ 368.23	$ -	$ -	$ -	$ 334.75	$ 33.48	$ 368.23
Board Expenses	$ 18,000.00	$ 1,800.00	$ 19,800.00	$ -	$ -	$ -	$ 18,000.00	$ 1,800.00	$ 19,800.00
9. Software	$ 8,280.00	$ 828.00	$ 9,108.00	$ -	$ -	$ -	$ 8,280.00	$ 828.00	$ 9,108.00
10. Marketing/Communications	$ 1,500.00	$ 150.00	$ 1,650.00	$ -	$ -	$ -	$ 1,500.00	$ 150.00	$ 1,650.00
11. Staff Education and Training	$ 1,230.52	$ 123.05	$ 1,353.57	$ -	$ -	$ -	$ 1,230.52	$ 123.05	$ 1,353.57
12. Subcontracts/Agreements	$ 138,300.00	$ 13,830.00	$ 152,130.00	$ -	$ -	$ -	$ 138,300.00	$ 13,830.00	$ 152,130.00
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 397,727.27	$ 39,772.73	$ 437,500.00	$ -	$ -	$ -	$ 397,727.27	$ 39,772.73	$ 437,500.00
Indirect As A Percent of Direct		10.0%							

Contractor Initials: DS

Date: 10/18/2021

New Hampshire Department of Health and Human Services

Bidder/Program Name: Amoskeag Health

Budget Request for: RFP-2019-DPHS-23-COMMU-02-A03

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

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total	Direct Incremental	Indirect Fixed	Total
1. Total Salary/Wages	$ 173,242.16	$ 17,324.22	$ 190,566.38		$ -	$ -	$173,242.16	$ 17,324.22	$ 190,566.38
2. Employee Benefits	$ 34,648.43	$ 3,638.09	$ 38,286.52		$ -	$ -	$ 36,380.85	$ 3,638.09	$ 40,018.94
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rental	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ 6,500.00	$ 650.00	$ 7,150.00	$ -	$ -	$ -	$ 6,500.00	$ 650.00	$ 7,150.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ 2,283.51	$ 228.35	$ 2,511.86	$ -	$ -	$ -	$ 2,283.51	$ 228.35	$ 2,511.86
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 1,000.00	$ 100.00	$ 1,100.00	$ -	$ -	$ -	$ 1,000.00	$ 100.00	$ 1,100.00
6. Travel	$ 7,000.00	$ 700.00	$ 7,700.00	$ -	$ -	$ -	$ 7,000.00	$ 700.00	$ 7,700.00
7. Occupancy	$ 4,716.00	$ 471.60	$ 5,187.60	$ -		$ -	$ 4,716.00	$ 471.60	$ 5,187.60
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ 600.00	$ 60.00	$ 660.00	$ -	$ -	$ -	$ 600.00	$ 60.00	$ 660.00
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Insurance	$ 334.75	$ 33.48	$ 368.23	$ -	$ -	$ -	$ 334.75	$ 33.48	$ 368.23
Board Expenses	$ 18,000.00	$ 1,800.00	$ 19,800.00	$ -	$ -	$ -	$ 18,000.00	$ 1,800.00	$ 19,800.00
9. Software	$ 6,870.00	$ 687.00	$ 7,557.00	$ -	$ -	$ -	$ 6,870.00	$ 687.00	$ 7,557.00
10. Marketing/Communications	$ 500.00	$ 50.00	$ 550.00	$ -	$ -	$ -	$ 500.00	$ 50.00	$ 550.00
11. Staff Education and Training	$ 2,000.00	$ 200.00	$ 2,200.00	$ -	$ -	$ -	$ 2,000.00	$ 200.00	$ 2,200.00
12. Subcontracts/Agreements	$ 138,300.00	$ 13,830.00	$ 152,130.00	$ -	$ -	$ -	$ 138,300.00	$ 13,830.00	$ 152,130.00
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 395,994.85	$ 39,772.73	$ 435,767.58	$ -	$ -	$ -	$ 397,727.27	$ 39,772.73	$ 437,500.00
Indirect As A Percent of Direct		10.0%							

Contractor Initials DS

Date 10/18/2021

State of New Hampshire

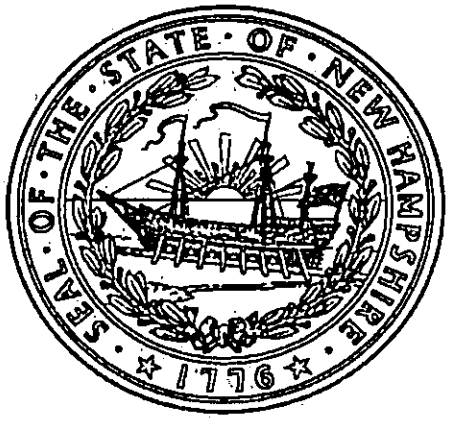
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that AMOSKEAG HEALTH is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on May 07, 1992. 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: **175115**

Certificate Number: **0005447341**



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 23rd day of September A.D. 2021.

William M. Gardner

Secretary of State

CERTIFICATE OF AUTHORITY

I, David Crespo hereby certify that:

1. I am a duly elected Clerk/Secretary/Officer of Amoskeag Health.

Kris McCracken, President and CEO of Amoskeag Health is duly authorized on behalf of Amoskeag Health to enter into contracts or agreements with the State 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 affect the purpose of this vote.

2. 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: 10/11/2021

Signature of Elected Officer
Name: David Crespo
Title: Board Secretary, Amoskeag Health

DocuSign Envelope ID: 1A7FB8FA-1FF0-4420-B306-913ED8CE3320

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 09/23/2021

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 Optisure Risk Partner, LLC d/b/a Aspen Insurance Agency 40 Stark Street Manchester NH 03101	CONTACT NAME: Kim Bilodeau PHONE (A/C, No, Ext): (603) 647-0800 FAX (A/C, No): (603) 647-0330 E-MAIL ADDRESS: kim.bilodeau@optisure.com
INSURED AMOSKEAG HEALTH & CHILD HEALTH SERVICES INC 145 HOLLIS ST MANCHESTER NH 03101-1235	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A: Selective Insurance Company INSURER B: Comp-SIGMA Ltd INSURER C: Hanover Professionals Direct INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: CL2172615069 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:			S 2438257	11/01/2020	11/01/2021	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Non-Owned Auto Credit	$ 1,000,000 $ $ 10,000 $ $ 3,000,000 $ 3,000,000 $
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [X] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			S 2438257	11/01/2020	11/01/2021	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Auto Elite Pac	$ 1,000,000 $ $ $ $
A	[X] UMBRELLA LIAB [X] OCCUR EXCESS LIAB CLAIMS-MADE [ ] DED [ ] RETENTION $			S 2438257	11/01/2020	11/01/2021	EACH OCCURRENCE AGGREGATE 	$ 4,000,000 $ 4,000,000 $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		HCHS20200000383	02/01/2021	02/01/2022	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 500,000 $ 500,000 $ 500,000
C	FTCA Gap Excess Prof Liability FTCA Gap Professional Liability			L3VA515491 & L1V0305375	07/01/2021	07/01/2022	Each Incident Aggregate	$1,000,000 $3,000,00

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

CERTIFICATE HOLDER

State of New Hampshire Dept of Health & Human Services

129 Pleasant Street
Concord NH 03301

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

AMOSKEAG HEALTH

MISSION

To improve the health and well-being of our patients and the communities we serve by providing exceptional care and services that are accessible to all.

VISION

We envision a healthy and vibrant community with strong families and tight social fabric that ensures everyone has the tools they need to thrive and succeed.

CORE VALUES

We believe in:

- Promoting wellness and empowering patients through education
- Removing barriers so that our patients achieve and maintain their best possible health
- Providing exceptional, evidence-based and patient-centered care
- Fostering an environment of respect, integrity and caring where all people are treated equally with dignity and courtesy

BerryDunn

[redacted]

AMOSKEAG HEALTH

FINANCIAL STATEMENTS

June 30, 2020 and 2019

With Independent Auditor's Report

[redacted]

BerryDunn

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Amoskeag Health

We have audited the accompanying financial statements of Amoskeag Health, which comprise the balance sheets as of June 30, 2020 and 2019, and the related statements of operations, functional expenses, changes in net assets and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Amoskeag Health as of June 30, 2020 and 2019, and the results of its operations, changes in its net assets and its cash flows for the years then ended, in accordance with U.S. generally accepted accounting principles.

Change in Accounting Principle

As discussed in Note 1 to the financial statements, during the year ended June 30, 2020, Amoskeag Health adopted new accounting guidance, Financial Accounting Standards Board Accounting Standards Update No. 2018-08, *Not-for-Profit Entities (Topic 958), Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. Our opinion is not modified with respect to this matter.

Berry Dunn McNeil & Parker, LLC

Portland, Maine
November 3, 2020

AMOSKEAG HEALTH

Balance Sheets

June 30, 2020 and 2019

ASSETS

	2020	2019
Current assets		
Cash and cash equivalents	$ 3,848,925	$ 1,368,835
Patient accounts receivable, net	1,650,543	1,890,683
Grants and other receivables	985,801	1,063,463
Other current assets	114,920	174,461
Total current assets	6,600,189	4,497,442
Property and equipment, net	4,249,451	4,397,203
Total assets	$10,849,640	$ 8,894,645

LIABILITIES AND NET ASSETS

Current liabilities		
Line of credit	$ 450,000	$ 450,000
Accounts payable and accrued expenses	526,311	576,623
Accrued payroll and related expenses	1,473,665	1,210,890
Deferred revenue	308,131	-
Paycheck Protection Program refundable advance	1,467,800	-
Current maturities of long-term debt	42,505	46,368
Total current liabilities	4,268,412	2,283,881
Long-term debt, less current maturities	1,556,661	1,594,959
Total liabilities	5,825,073	3,878,840
Net assets		
Without donor restrictions	4,711,819	4,409,285
With donor restrictions	312,748	606,520
Total net assets	5,024,567	5,015,805
Total liabilities and net assets	$10,849,640	$ 8,894,645

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

AMOSKEAG HEALTH

Statements of Operations

Years Ended June 30, 2020 and 2019

	2020	2019
Operating revenue		
Patient service revenue	$11,473,557	$10,543,526
Provision for bad debts	(681,463)	(380,456)
Net patient service revenue	10,792,094	10,163,070
Grants, contracts and support	8,754,060	8,260,664
Provider Relief Funds	214,172	-
Other operating revenue	264,523	546,428
Net assets released from restriction for operations	380,447	1,066,720
Total operating revenue	20,405,296	20,036,882
Operating expenses		
Salaries and wages	12,918,995	11,994,846
Employee benefits	2,423,466	2,270,095
Program supplies	519,960	525,199
Contracted services	2,190,239	2,175,172
Occupancy	725,333	716,607
Other	811,140	841,861
Depreciation and amortization	426,791	428,159
Interest	86,838	100,845
Total operating expenses	20,102,762	19,052,784
Excess of revenue over expenses	302,534	984,098
Net assets released from restriction for capital acquisition	-	32,976
Increase in net assets without donor restrictions	$ 302,534	$ 1,017,074

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

AMOSKEAG HEALTH

Statements of Functional Expenses

Years Ended June 30, 2020 and 2019

	2020											
	Healthcare Services								Administrative and Support Services			
	Non-clinical Support Services	Enabling Services	Behavioral Health	Pharmacy	Medical	Special Medical Programs	Community Services	Total Healthcare Services	Facility	Marketing and Fundraising	Administration	Total
Salaries and wages	$ 1,718,516	$ 526,822	$ 1,927,974	$ 79,500	$ 5,631,705	$ 842,162	$ 236,825	$10,963,504	$ 125,802	$ 158,008	$ 1,671,681	$12,918,995
Employee benefits	323,122	98,862	360,012	14,705	984,467	154,645	42,814	1,978,627	23,506	28,852	392,481	2,423,466
Program supplies	1,308	2,966	58,720	197,339	231,140	7,369	8,622	507,464	1,419	-	11,077	519,960
Contracted services	152,425	265,070	197,932	338,328	474,948	361,030	166,451	1,956,184	14,136	14,036	205,883	2,190,239
Occupancy	114,192	15,814	99,973	4,020	635,524	109,571	-	979,094	(524,235)	16,216	254,258	725,333
Other	69,816	5,692	87,212	435	101,999	20,137	42,731	328,022	55,165	22,673	405,280	811,140
Depreciation and amortization	205	-	11,358	-	50,809	569	1,224	64,165	241,318	462	120,846	426,791
Interest	-	-	-	-	-	-	-	-	62,889	-	23,949	86,838
Total	$ 2,379,584	$ 915,226	$ 2,743,181	$ 634,327	$ 8,110,592	$ 1,495,483	$ 498,667	$16,777,060	$ -	$ 240,247	$ 3,085,455	$20,102,762

	2019											
	Healthcare Services								Administrative and Support Services			
	Non-clinical Support Services	Enabling Services	Behavioral Health	Pharmacy	Medical	Special Medical Programs	Community Services	Total Healthcare Services	Facility	Marketing and Fundraising	Administration	Total
Salaries and wages	$ 1,697,621	$ 510,217	$ 1,752,659	$ 34,993	$ 5,377,237	$ 845,292	$ 115,735	$10,333,754	$ 120,979	$ 144,863	$ 1,395,250	$11,994,846
Employee benefits	323,075	97,869	330,299	6,406	932,471	164,397	20,419	1,874,936	22,428	27,986	344,745	2,270,095
Program supplies	1,047	5,896	39,987	254,261	217,078	5,211	1,030	524,510	412	120	157	525,199
Contracted services	76,373	251,088	202,352	336,857	445,115	395,557	220,523	1,927,865	21,225	21,502	204,580	2,175,172
Occupancy	121,143	16,549	105,959	4,260	687,382	116,132	-	1,051,425	(516,379)	17,186	164,375	716,607
Other	58,708	6,528	109,127	482	137,613	31,160	25,718	369,336	56,513	36,580	379,432	841,861
Depreciation and amortization	-	-	3,530	-	45,077	474	-	49,081	255,603	-	123,475	428,159
Interest	-	-	-	-	-	-	-	-	39,219	-	61,626	100,845
Total	$ 2,277,967	$ 888,147	$ 2,543,913	$ 637,259	$ 7,841,973	$ 1,558,223	$ 383,425	$16,130,907	$ -	$ 248,237	$ 2,673,640	$19,052,784

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

AMOSKEAG HEALTH

Statements of Changes in Net Assets

Years Ended June 30, 2020 and 2019

	2020	2019
Net assets without donor restrictions		
Excess of revenue over expenses	$ 302,534	$ 984,098
Net assets released from restriction for capital acquisition	-	32,976
Increase in net assets without donor restrictions	302,534	1,017,074
Net assets with donor restrictions		
Contributions	86,675	1,000,880
Net assets released from restriction for operations	(380,447)	(1,066,720)
Net assets released from restriction for capital acquisition	-	(32,976)
Decrease in net assets with donor restrictions	(293,772)	(98,816)
Change in net assets	8,762	918,258
Net assets, beginning of year	5,015,805	4,097,547
Net assets, end of year	$ 5,024,567	$ 5,015,805

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

AMOSKEAG HEALTH

Statements of Cash Flows

Years Ended June 30, 2020 and 2019

	2020	2019
Cash flows from operating activities		
Change in net assets	$ 8,762	$ 918,258
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Depreciation and amortization	426,791	428,159
Equity in loss from limited liability company	6,877	-
(Increase) decrease in the following assets		
Patient accounts receivable	240,140	(105,792)
Grants and other receivables	77,662	(539,790)
Other current assets	40,441	10,551
Increase (decrease) in the following liabilities		
Accounts payable and accrued expenses	(50,312)	(6,838)
Accrued payroll and related expenses	262,775	94,484
Deferred revenue	308,131	-
Net cash provided by operating activities	1,321,267	799,032
Cash flows from investing activities		
Distribution from limited liability company	12,223	-
Capital expenditures	(274,832)	(174,314)
Net cash used by investing activities	(262,609)	(174,314)
Cash flows from financing activities		
Payments on line of credit	-	(235,000)
Proceeds from Paycheck Protection Program refundable advance	1,467,800	-
Payments on long-term debt	(46,368)	(66,375)
Net cash provided (used) by financing activities	1,421,432	(301,375)
Net increase in cash and cash equivalents	2,480,090	323,343
Cash and cash equivalents, beginning of year	1,368,835	1,045,492
Cash and cash equivalents, end of year	$ 3,848,925	$ 1,368,835
Supplemental disclosures of cash flow information		
Cash paid for interest	$ 86,838	$ 100,845
Non-cash transactions		
Line of credit refinanced as long-term debt	$ -	$ 500,000

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

Organization

Amoskeag Health (the Organization) is a not-for-profit corporation organized in New Hampshire. The Organization is a Federally Qualified Health Center (FQHC) providing high-quality, comprehensive, and family-oriented primary health care and support services, which meet the needs of a diverse community, regardless of age, ethnicity or income.

1. Summary of Significant Accounting Policies

Basis of Presentation

The financial statements of the Organization have been prepared in accordance with U.S. generally accepted accounting principles (U.S. GAAP), which requires the Organization to report information in the financial statements according to the following net asset classifications:

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

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

Uncertainty Related to COVID-19

On March 11, 2020, the World Health Organization declared the 2019 Novel Coronavirus Disease (COVID-19) a global pandemic. The COVID-19 pandemic has impacted and could further impact the Organization's operations as a result of quarantines and travel and logistics restrictions. The extent to which the COVID-19 pandemic impacts the Organization's business, results of operations and financial condition will depend on future developments, which are highly uncertain and cannot be predicted, including, but not limited to the duration, spread, severity, and impact of the COVID-19 pandemic, the effects of the COVID-19 pandemic on the Organization's members and the remedial actions and stimulus measures adopted by local and federal governments. Therefore, the Organization cannot reasonably estimate the impact at this time.

Income Taxes

The Organization is a public charity under Section 501(c)(3) of the Internal Revenue Code. As a public charity, the Organization is exempt from state and federal income taxes on income earned in accordance with its tax-exempt purpose. Unrelated business income is subject to state and federal income tax. Management has evaluated the Organization's tax positions and concluded that the Organization has no unrelated business income or uncertain tax positions that require adjustment to the financial statements.

Use of Estimates

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents

Cash and cash equivalents consist of demand deposits, money market funds and petty cash.

The Organization has cash deposits in major financial institutions which exceed federal depository insurance limits. The Organization has not experienced losses in such accounts and management believes the credit risk related to these deposits is minimal.

Grants and Other Receivables

Grants and other receivables are stated at the amount management expects to collect from outstanding balances. All such amounts are considered collectible.

A portion of the Organization's revenue is derived from cost-reimbursable grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as deferred revenue. The Organization has been awarded cost reimbursable grants of $5,557,242 and $4,529,840 that have not been recognized at June 30, 2020 and 2019, respectively, because qualifying expenditures have not yet been incurred. The Organization also has been awarded $4,410,210 in cost-reimbursable grants with a project period beginning July 1, 2020.

The Organization receives a significant amount of grants from the U.S. Department of Health and Human Services (HHS). As with all government funding, these grants are subject to reduction or termination in future years. For the years ended June 30, 2020 and 2019, grants from HHS (including both direct awards and awards passed through other organizations) represented approximately 58% and 61%, respectively, of grants, contracts and support revenue.

Investment in Limited Liability Company

The Organization was one of eight partners in Primary Health Care Partners (PHCP), a limited liability company organized in New Hampshire. The Organization's investment in PHCP was reported on the equity method due to the Organization's ability to exercise significant influence over reporting and financial policies. The Organization's investment in PHCP amounted to $22,589 at June 30, 2019. PHCP was terminated on December 31, 2019 due to changes in the regulatory environment in New Hampshire. The Organization's capital balance was distributed to the Organization during 2020.

Property and Equipment

Property and equipment are carried at cost. Maintenance, repairs and minor renewals are expensed as incurred and renewals and betterments are capitalized. Provision for depreciation is computed using the straight-line method over the useful lives of the related assets. The Organization's capitalization policy is applicable for acquisitions greater than $1,000.

Provider Relief Funds

The Coronavirus Aid, Relief, and Economic Security (CARES) Act and the Paycheck Protection Program and Health Care Enhancement Act (PPPHCE) Act established the Provider Relief Fund (PRF) to support healthcare providers in the battle against the COVID-19 outbreak. The PRF is being administered by HHS. The Organization received PRF in the amount of $214,172 during the year ended June 30, 2020. These funds are to be used for qualifying expenses and to cover lost revenue due to COVID-19. The PRF are considered conditional contributions and are recognized as income when qualifying expenditures have been incurred. Management believes the Organization met the conditions necessary to recognize these contributions as revenue as of June 30, 2020, based on its understanding of the requirements related to lost revenues. Management believes the position taken is a reasonable interpretation of the rules, subject to further clarification, which is expected from HHS.

Subsequent reports to HHS are required for the period ending December 31, 2020. On September 19, 2020 and October 22, 2020, HHS issued reporting requirements which revised the previous definition of qualifying expenditures related to lost revenue. Due to the complexity of the reporting requirements and the continued issuance of clarifying guidance, there is at least a reasonable possibility the amount of income recognized related to lost revenues may change by a material amount. Any difference between amounts previously estimated and amounts subsequently determined to be recoverable or payable will be included in income in the year that such amounts become known.

Paycheck Protection Program

On April 23, 2020, the Organization qualified for and received a loan in the amount of $1,467,800 pursuant to the Paycheck Protection Program (PPP), a program implemented by the U.S. Small Business Administration (SBA) under the CARES Act and the PPPHCE Act. The loan is unsecured, has a two-year term with a maturity date of April 2022, bears an annual interest rate of 1%, and shall be payable monthly with the first six monthly payments deferred. The principal amount of the PPP is subject to forgiveness, upon the Organization's request, to the extent that the proceeds are used to pay qualifying expenditures, including payroll costs, interest on mortgages, rent and utilities, incurred by the Organization.

The Organization has utilized $1,088,067 of the total available PPP for qualifying expenditures as of June 30, 2020 and anticipates utilizing the remaining funds in the first quarter of fiscal year 2021. It is the Organization's intent to apply for forgiveness at that time. Forgiveness is subject to the sole approval of the SBA. The Organization has chosen to follow the conditional contribution model for the PPP and has opted to not record any income until forgiveness is received. The full amount of the PPP received is reported as a refundable advance in the current liabilities section of the balance sheet at June 30, 2020.

COVID-19 Emergency Healthcare System Relief Fund Loan

During July, 2020, the Organization qualified for and received a loan in the amount of $250,000 from the COVID-19 Emergency Healthcare System Relief Fund (Relief Loan), a program implemented by the State of New Hampshire, Department of Health and Human Services. The Relief Loan is unsecured, is interest free, and has a maturity date of 180 days after the expiration of the State of Emergency declared by the Governor at which time the loan is due in full. The principal amount of the Relief Loan has the potential to be converted to a grant at the discretion of the Governor if certain criteria are met. The Organization submitted an application to convert the Relief Loan to a grant which was approved.

Patient Service Revenue

Patient service revenue is reported at the estimated net realizable amounts from patients, third-party payers, and others for services rendered, including estimated retroactive adjustments under reimbursement agreements with third-party payers. Retroactive adjustments are accrued on an estimated basis in the period the related services are rendered and adjusted in future periods as final settlements are determined.

340B Drug Pricing Program

The Organization, as an FQHC, is eligible to participate in the 340B Drug Pricing Program. The program requires drug manufacturers to provide outpatient drugs to FQHCs and other identified entities at a reduced price. The Organization contracts with local pharmacies under this program. The local pharmacies dispense drugs to eligible patients of the Organization and bill Medicare, Medicaid managed care companies and commercial insurances on behalf of the Organization. Reimbursement received by the pharmacies is remitted to the Organization, less dispensing and administrative fees.

Contributions

During 2020, the Organization adopted Financial Accounting Standards Board Accounting Standards Update (ASU) No. 2018-08, *Not-for-Profit Entities (Topic 958), Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. ASU No. 2018-08 applies to all entities that receive or make contributions and clarifies the definition of transactions accounted for as an exchange transaction subject to applicable guidance for revenue recognition, and transactions that should be accounted for as contributions (non-exchange transactions) subject to the contribution accounting model.

Further, ASU No. 2018-08 provides criteria for evaluating whether contributions are unconditional or conditional. Conditional contributions specify a barrier that the recipient must overcome and a right of return that releases the donor from its obligation if the barrier is not achieved, otherwise the contribution is unconditional. Unconditional promises to give cash and other assets are reported at fair value at the date the promise is received, which is then treated as cost. Conditional contributions received prior to incurring qualifying expenditures are reported as deferred revenue. The adoption of ASU No. 2018-08 was effective for the year ended June 30, 2020, and thus had no impact on the Organization's 2019 net assets, results of its operations, or cash flows. Prior to the adoption of ASU No. 2018-08, the Organization reported grant awards in net assets with donor restrictions, with releases from restriction when qualifying expenditures were incurred.

Contributions are reported as net assets with donor restrictions if they are received with donor stipulations that limit use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified as net assets without donor restrictions and reported in the statements of operations as net assets released from restriction.

Functional Expenses

The financial statements report certain categories of expenses that are attributable to more than one program or supporting function. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include depreciation, interest, and office and occupancy costs, which are allocated on a square-footage basis, as well as the shared systems technology fees for the Organization's medical records and billing system, which are allocated based on the percentage of patients served by each function.

Excess of Revenue Over Expenses

The statements of operations reflect the excess of revenue over expenses. Changes in net assets without donor restrictions which are excluded from the excess of revenue over expenses include contributions of long-lived assets (including assets acquired using contributions which, by donor restriction, were to be used for the purposes of acquiring such assets).

Subsequent Events

For purposes of the preparation of these financial statements, management has considered transactions or events occurring through November 3, 2020, the date that the financial statements were available to be issued. Management has not evaluated subsequent events after that date for inclusion in the financial statements.

2. Availability and Liquidity of Financial Assets

The Organization regularly monitors liquidity required to meet its operating needs and other contractual commitments. The Organization has various sources of liquidity at its disposal, including cash and cash equivalents and a line of credit.

The Organization had working capital of $2,331,777 and $2,213,561 at June 30, 2020 and 2019, respectively. The Organization had average days (based on normal expenditures) cash and cash equivalents on hand (including investments and assets limited as to use for working capital) of 150 and 113 at June 30, 2020 and 2019, respectively.

Financial assets available for general expenditure within one year were as follows:

	2020	2019
Cash and cash equivalents	$ 3,848,925	$ 1,368,835
Patient accounts receivable, net	1,650,543	1,890,683
Grants and other receivables	985,801	1,063,463
Financial assets available	6,485,269	4,322,981
Less net assets with donor restrictions	312,748	606,520
Financial assets available for general expenditure	$ 6,172,521	$ 3,716,461

The Organization's goal is generally to have, at the minimum, the Health Resources and Services Administration recommended days cash on hand for operations of 30 days. At June 30, 2020, average days cash on hand was higher than the Organization's goal due to various COVID related relief payments disclosed in Note 1.

The Organization has a $1,000,000 line of credit, as discussed in more detail in Note 5. As of June 30, 2020, $550,000 remained available on the line of credit.

3. Patient Accounts Receivable

Patient accounts receivable consisted of the following as of June 30:

	2020	2019
Patient service accounts receivable	$ 2,977,166	$ 3,115,302
Contract 340B pharmacy program receivables	117,989	106,443
Total patient accounts receivable	3,095,155	3,221,745
Allowance for doubtful accounts	(1,444,612)	(1,331,062)
Patient accounts receivable, net	$ 1,650,543	$ 1,890,683

The Organization grants credit without collateral to its patients, most of whom are local residents and are insured under third-party payer agreements. Primary payers representing 10% or more of the Organization's gross patient accounts receivable are as follows:

	2020	2019
Medicare	15 %	13 %
Medicaid	22 %	26 %

Patient accounts receivable are stated at the amount management expects to collect from outstanding balances. Patient accounts receivable are reduced by an allowance for uncollectible accounts. In evaluating the collectability of patient accounts receivable, the Organization analyzes its past history and identifies trends for each individual payer. Management regularly reviews data about revenue in evaluating the sufficiency of the allowance for uncollectible accounts. Amounts not collected after all reasonable collection efforts have been exhausted are applied against the allowance for uncollectible accounts.

A reconciliation of the allowance for uncollectible accounts follows as of June 30:

	2020	2019
Balance, beginning of year	$ 1,331,062	$ 1,219,080
Provision for bad debts	681,463	380,456
Write-offs	(567,913)	(268,474)
Balance, end of year	$ 1,444,612	$ 1,331,062

The increase in the allowance is due to an increase in balances over 240 days old.

4. Property and Equipment

Property and equipment consist of the following as of June 30:

	2020	2019
Land	$ 81,000	$ 81,000
Building and leasehold improvements	5,165,754	5,125,647
Furniture and equipment	2,355,196	2,120,471
Total cost	7,601,950	7,327,118
Less accumulated depreciation	3,352,499	2,929,915
Property and equipment, net	$ 4,249,451	$ 4,397,203

Property and equipment acquired with Federal grant funds are subject to specific federal standards for sales and other dispositions. In many cases, the Federal government retains a residual ownership interest in the assets, requiring prior approval and restrictions on disposition.

5. Line of Credit

The Organization has a $1,000,000 line of credit demand note with a local banking institution subject to an annual review as of December 31. The line of credit is collateralized by all assets. The interest rate is LIBOR plus 3.5% (5.3% at June 30, 2020). There was an outstanding balance on the line of credit of $450,000 at June 30, 2020 and 2019.

The Organization has a 30-day paydown requirement on the line of credit. For the year ended June 30, 2020, the Organization received a waiver from the bank for the paydown requirement.

6. Long-Term Debt

Long-term debt consists of the following as of June 30:

	2020	2019
Note payable, with a local bank (see terms below)	**$ 1,598,648**	$ 1,634,694
Note payable, New Hampshire Health and Education Facilities Authority (NHHEFA), payable in monthly installments of $513, including interest at 1.00%, due July 2020, collateralized by all business assets	**518**	6,633
Total long-term debt	**1,599,166**	1,641,327
Less current maturities	**42,505**	46,368
Long-term debt, less current maturities	**$ 1,556,661**	$ 1,594,959

The Organization has a promissory note with Citizens Bank, N. A. (Citizens), collateralized by real estate, for $1,670,000 with NHHEFA participating in the lending for $450,000 of the note payable. Monthly payments of $8,595, including interest fixed at 3.76%, are based on a 25 year amortization schedule and are to be paid through April 2026, at which time a balloon payment will be due for the remaining balance. The note is collateralized by real estate.

Scheduled principal repayments of long-term debt for the next five years and thereafter follows as of June 30, 2020:

2021	$ 42,505
2022	43,616
2023	45,308
2024	46,912
2025	48,886
Thereafter	1,371,939
Total	$ 1,599,166

The Organization is required to meet an annual minimum working capital and debt service coverage debt covenants as defined in the loan agreement with Citizens. In the event of default, Citizens has the option to terminate the agreement and immediately request payment of the outstanding debt without notice of any kind to the Organization. The Organization was in compliance with all loan covenants at June 30, 2020.

7. Net Assets

Net assets were as follows as of June 30:

	2020	2019
Net assets without donor restrictions		
Undesignated	$ 462,368	$ 12,082
Designated for working capital	4,249,451	4,397,203
Total	$ 4,711,819	$ 4,409,285
Net assets with donor restrictions for specific purpose		
Temporary in nature		
Healthcare services	$ 80,961	$ 364,936
Child health services	130,429	140,226
Total	211,390	505,162
Permanent in nature		
Available to borrow for working capital as needed	101,358	101,358
Total	$ 312,748	$ 606,520

8. Patient Service Revenue

Patient service revenue follows for the years ended June 30:

	2020	2019
Gross charges	$18,001,613	$18,103,265
Contract 340B pharmacy revenue	1,508,541	1,553,866
Total gross revenue	19,510,154	19,657,131
Contractual adjustments	(6,016,154)	(7,174,190)
Sliding fee scale discounts	(2,020,443)	(1,939,415)
Total patient service revenue	$11,473,557	$10,543,526

Revenue from Medicaid accounted for approximately 55% and 53% of the Organization's gross patient service revenue for the years ended June 30, 2020 and 2019, respectively. No other individual payer represented more than 10% of the Organization's gross patient service revenue.

Laws and regulations governing the Medicare, Medicaid and 340B programs are complex and subject to interpretation. The Organization believes that it is in compliance with all laws and regulations. Compliance with such laws and regulations can be subject to future government review and interpretation, as well as significant regulatory action including fines, penalties and exclusion from the Medicare, Medicaid and 340B. Differences between amounts previously estimated and amounts subsequently determined to be recoverable or payable are included in patient service revenue in the year that such amounts become known.

A summary of the payment arrangements with major third-party payers follows:

Medicare

The Organization is reimbursed for the care of qualified patients on a prospective basis, with retroactive settlements related to vaccine costs only. The prospective payment is based on a geographically-adjusted rate determined by Federal guidelines. Overall, reimbursement is subject to a maximum allowable rate per visit.

Medicaid and Other Payers

The Organization also has entered into payment agreements with Medicaid and certain commercial insurance carriers, health maintenance organizations and preferred provider organizations. The basis for payment to the Organization under these agreements includes prospectively determined rates per visit and contractually obligated payment rates which may be less than the Organization's public fee schedule.

Charity Care

The Organization provides care to patients who meet certain criteria under its sliding fee discount policy without charge or at amounts less than its established rates. Because the Organization does not pursue collection of amounts determined to qualify as charity care, they are not reported as net patient service revenue. The Organization estimates the costs associated with providing charity care by calculating the ratio of total cost to total charges, and then multiplying that ratio by the gross uncompensated charges associated with providing care to patients eligible for free care. The estimated cost of providing services to patients under the Organization sliding fee discount policy amounted to $2,432,740 and $2,217,386 for the years ended June 30, 2020 and 2019, respectively.

The Organization is able to provide these services with a component of funds received through local community support and federal and state grants.

9. Retirement Plan

The Organization has a defined contribution plan under Internal Revenue Code Section 403(b) that covers substantially all employees. The Organization contributed $285,796 and $309,981 for the years ended June 30, 2020 and 2019, respectively.

10. Medical Malpractice Insurance

The Organization is protected from medical malpractice risk as an FQHC under the Federal Tort Claims Act (FTCA). The Organization has additional medical malpractice insurance, on a claims-made basis, for coverage outside the scope of the protection of the FTCA. As of the year ended June 30, 2020, there were no known malpractice claims outstanding which, in the opinion of management, will be settled for amounts in excess of both FTCA and additional medical malpractice insurance coverage, nor are there any unasserted claims or incidents which require loss accrual. The Organization intends to renew the additional medical malpractice insurance coverage on a claims-made basis and anticipates that such coverage will be available.

11. Lease Commitments

The Organization leases office space under noncancelable operating leases. Future minimum lease payments under these lease agreements are as follows:

2021	$ 194,822
2022	178,451
2023	147,032
2024	94,357
Total	$ 614,662

Rent expense amounted to $226,805 and $223,302 for the years ended June 30, 2020 and 2019, respectively.

AMOSKEAG HEALTH

AMOSKEAG HEALTH BOARD OF DIRECTORS

*Kathleen Davidson: Board Chair

*Christian Scott: Board Vice-Chair

*David Crespo: Board Secretary

*Richard Elwell: Board Treasurer

Angella Chen-Shadeed

David Hildenbrand

Madhab Gurung

Debra Manning

Gail Tudor

Obhed Giri

Dawn McKinney

Thomas Lavoie

Jill Bille

Oreste Mosca

KIMBERLEY T. RYBCZYK

OBJECTIVE

To always continue to grow as a social worker in my field to improve the lives of children and their families, with a concentration in young children. To always find a way to help remove barriers for people trying to access services for physical, social, psychological, cultural and medical and health.

SKILLS & ABILITIES

I Have a good understanding and use of Epic, Social Solutions, Excel, Access, Word, Citrix, CPS, EMR, Outlook, QuickBase. Good verbal skills and communication on different levels.

Ability to interact with people of varied educational, socioeconomic and ethnic backgrounds, skilled levels and value systems. Ability to work with frequent interruptions, respond appropriately to unexpected situations, a team player, objective, articulate, organized, flexible with well-developed work habits and listening skills.

EXPERIENCE

CHILD HEALTH SERVICES: FSW / CASE MANAGER 1984-2014

Child Health Services @ MCHC: LEAD CASE MANAGER 2014 – Current

Supervisor of Project LAUNCH CHW's in the Behavioral Health Strategy for MCHC/CHS Project LAUNCH 2015 – 7/1/18 (Grant Ended)

CHW Supervisor / Early Childhood Specialty Case Manager – 7/1/14 – 7/1/21

Community Services Manager / Early Childhood Specialist CM – 7/1/21 - Current

Representative at Weed & Seed Committee – 2010 – Current
Representative at MCoC (Manchester Continuum of Care) – 2014 - Current

NHAIMH Member - ECFMH Certification

Representative & Member of Infant Mental Health Team / Greater Manchester Family Wellness Collaborative

Started as an Intern and progressed throughout 3 levels of social service positions at CHS and further through MCHC / Amoskeag Health currently.

Train & Mentor staff about all different roles in the social work department as well as long term background on formally known as Child Health Service agency, AH - The Dr. Selma Deitch Center for Children & Teens.

Coordinated and Managed Preschool Dental Program at CHS for 28 years.

Care Coordination in a pediatric clinic for clients from low-income families acting as a liaison between various members of the CHS/MCHC/AH teams and advocate for the clients with other service providers in the community.

Management Team Member with MCHC/AH

REFERENCES : REFERENCES AVAILABLE UPON REQUEST

Ivette Arroyo

Diligent focused Community Health Worker with ability to develop strong connections within targeted population to maximize outreach and services. Effective at multitasking, highly capable at interacting with people from all walks of life and diverse cultural background. Solid understanding of social and human services programs. Skilled at finding and implementing the best possible solutions. Professional and proactive in advocating for vulnerable and high risk population.

Highlights

- Community Development
- Housing Programs
- Attentive listener
- Sensitive
- Strong communicator
- Community outreach expert
- Team player
- Exceptional organizational skills
- Data Collection and analysis
- Client Centered
- Detail Oriented
- Empathetic
- Bilingual – fluency level in Spanish

Amoskeag Health – January 2015 – Present

LAUNCH Navigator

- Work exclusively with families of young children ages (0-8)
- Evaluate and address family needs through ongoing case management services
- Maintain case records in QuickBase and EMR
- Collaborate with team to address family needs and develop effective plan
- Participate in trainings to support children and families

Community Health Worker

- Interviewed clients individually and with families to determine what services would best address their needs.
- Evaluated and addressed individual client needs and concerns
- Communicated with public social and welfare agencies to obtain and provide information
- Set up family meetings with guidance from physicians
- Collaborated with treatment team to asses and develop an effective plan for client
- Provided support to vulnerable population and connected them with community resources.
- Maintained thorough case history records and wrote detailed reports
- Presented case history material for review and discussion with other staff members

Language Assistance Coordinator May 2017- February 2019

- Progressed through a series of promotions, culminating in responsibility for the coordination of 12 interpreters, delivering communication services for 8000+ patients.
- Communicate scheduling changes with appropriate staff.
- Trained new personnel to scheduling functions
- Develop and maintain relationship with community and state agencies for Communication Assistance needs.
- REAL (Race, Ethnicity, and Language) data collection and analysis - presented to senior management

Medical Interpreter January, 2015-2017

- Provides interpreting services with accuracy to patients with Limited English Language Proficiency.
- Relays medical information between patient and provider.
- Supports review of short translation as directed by manager.

- Identify, document and respond to client needs
- Set up appointments.

Cigna Healthcare,

Data Entry Analysis, Hooksett, NH 2005-2013

- Claim data analyses - identified performance gaps such as missed opportunities for client eligibility
- Support business operations by performing general administrative tasks: photocopying, faxing, mail distribution.
- Streamlined the filing system, coordinated and maintained client records
- Performed inventory of office supplies.
- Assist in member material document audits.
- Participates in team and other internal meetings and may present on specific topics.

EDUCATION:

- Southern NH University (Duet program), Manchester NH — June 2018 – October 2019
  Associates in Healthcare Management

- Southern New Hampshire AHEC, Manchester, NH — June 2018- July 2018
  Community Health Worker Certificate

- Southern New Hampshire AHEC, Manchester, NH — Nov. 2014 – Dec. 2015
  Medical Interpreter Certificate

LARA K. QUIROGA, M.ED.

Expertise Highlights

Childhood Trauma	Children & Families in Poverty	Group Facilitation
Early Childhood Policy	Child Development	Quality Improvement Processes
Early Care & Education Administration	Professional Development	Project Management

Professional Experience

AMOSKEAG HEALTH– MANCHESTER, NH *2013 - present*

Director of Community-Integrated Health & Wellbeing

- Lead Amoskeag Health's efforts to coordinate community-based programs and services designed to improve the health and wellbeing of the community at the individual, family, and population levels.
- Responsible for all aspects of innovative community-based programming, including planning, developing, implementing, and evaluating programs to meet the mission, vision and strategic goals of Amoskeag Health, Community Schools Project, Adverse Childhood Experiences Response Team (ACERT™), and the LAUNCH Manchester Strategic Plan.
- Engage in outreach, strategic partnerships, and developing and recommending long-term strategies and goals to expand Amoskeag Health's role as a leader in community wellness

Director of Strategic Initiatives for Children

- Provide leadership in efforts to improve young child wellness and local service infrastructure, including implementing evidence-based and promising practices and facilitating the establishment of interagency collaborations with other community-based, child- and family-serving public agencies
- Responsible for development and oversight of local system of care activities to improve outcomes for young children through improved collaboration, integration, and infrastructure development, including the Adverse Childhood Experiences Response Team (ACERT™) in collaboration with Manchester Police Department and YWCA NH
- Guide the development and implementation of the Strategic Plan and coordinate data and evaluation for performance reporting and evaluation purposes

Project LAUNCH Director

- Lead all Project LAUNCH (Linking Actions for Unmet Needs in Children's Health) activities within the locally-funded community and ensure their effective and efficient service delivery, including improving a system of developmental screening, enhanced home visiting, mental health consultation in early care and education, integration of behavioral health into primary care, and parenting skills training
- Convene and lead a Local Council on Young Child Wellness to develop and implement a Strategic Plan
- Provide leadership in all local facets of young child wellness efforts and facilitate efforts to improve local infrastructure
- Guide the development and implementation of the Strategic Plan and coordinate data and evaluation for performance reporting and evaluation purposes
- Promote the Project LAUNCH mission through upholding standards of cultural competence, system of care principles, family involvement, and integrative practices

TUFTS UNIVERSITY– MEDFORD, MA *2011 - 2013*

Communications and Project Administrator: Office of the President

- Conceptualize and manage implementation of a coordinated system of communications for the university's strategic initiatives, including diversity, sustainability, administrative effectiveness, strategic planning, and capital planning

- Support various committees led by the President and Chief of Staff, including the President's Council on Diversity and Council on Campus Sustainability
- Coordinate with the Office of the Provost regarding strategic plan development aligned to the university's mission and vision and initiatives of the President's Office
- Collaborate with the Office of Institutional Research to gather and analyze data to be used as an evidence base for a range of on-going and one-time projects
- Write and disseminate a broad range of communications and correspondence including reports, announcements, and messages to the Tufts community
- Manage content on the President's Office website

Accreditation Coordinator: Office of Institutional Research and Evaluation

- Provide support to the chair of the NEASC steering committee and assist the chairs of the 11 standard working groups in facilitating meetings and writing reports
- Serve as a resource for information on the accreditation process and the development of a comprehensive learning outcomes assessment system
- Coordinate and disseminate information to all individuals, committees, and agencies involved with the accreditation process
- Create, manage, organize, and update an accreditation wiki for internal university use and a virtual workroom for visiting accreditation team
- Manage and schedule the accreditation site visit
- Coordinate the preparation of and edit Tufts' accreditation self-study

SOUTHERN NEW HAMPSHIRE UNIVERSITY– MANCHESTER, NH *2007 - 2011*

Community Outreach Coordinator: School of Education

- Support collaboration with community partners, state organizations, and accrediting agencies
- Develop and assist in offering outreach programs and events supporting the professional development of students, teachers, parents, and faculty/staff
- Assist in School of Education's reaccreditation preparation through the NH Department of Education
- Serve as writer and content editor for the university semi-annual magazine and editor of School of Education monthly newsletter
- Coordinate with the Offices of Admissions and Transfer Admissions to streamline activities for prospective students, including open house and orientation events
- Developed two university-wide articulation agreements, including dual admission protocol and transfer credit equivalents, with local community colleges

Adjunct Faculty: School of Education and College of Online and Continuing Education

- Develop syllabus for course offering, including required reading and writing assignments, quizzes, exams, observations, and class content for undergraduate and graduate level coursework in the field of Child Development and Early Childhood Education
  - Administration of Child Development Programs
  - Behavior Theory and Practice
  - Child Assessment
  - Cognitive Development of Young Children
  - Family and Culture
  - Theories of Play
  - Infants and Toddlers
  - Language and Cognitive Development
  - Psychosocial Development

MANCHESTER COMMUNITY COLLEGE– MANCHESTER, NH *2006 - 2008*

Adjunct Faculty: Early Childhood Education Department

- Teach undergraduate level coursework in the field of Early Childhood Education
  - ECE 100 Early Child Growth & Development
  - ECE 116 Child Health, Safety, & Nutrition
  - ECE 250 Childcare Administration and Management

VNA CHILD CARE AND FAMILY RESOURCE CENTER– MANCHESTER, NH *2001 - 2007*

Program Manager: Education and Professional Development

- Supervise over 50 staff and monitor classrooms to ensure provision of developmentally appropriate care and education to approximately 200 children and families
- Coordinate and provide professional development and training for over 50 teaching staff
- Provide evaluation and assistance to teachers who care for children with behavioral issues, including involvement on Universal, Targeted, and Intensive PBIS Teams to develop school-wide behavior expectations and individualized behavior intervention plans based on functional behavioral assessment
- Liaise with representatives from the Manchester School District to ensure consistent implementation of the Early Reading First program, including Curiosity Corner curriculum, PPVT-4 and PALS-PreK assessments, and professional development
- Coordinate with local school district to ensure children with special needs receive services and in accordance with IEP/IFSP activities/goals
- Increase capacity for and design quality initiatives including literacy, math, science, gross motor, and language arts
- Monitor day to day operational expenditures and discrepancies and provide input into annual budget planning

HEAD START/EARLY HEAD START, SOUTHERN NH SERVICES, INC. – MANCHESTER, NH *1999 - 2001*

Systems Coordinator

- Develop and implement community collaborations and agreements
- Monitor a multimillion-dollar budget and assist in development and writing of federal grant proposals
- Collaborate with Management Team to revise various program systems
- Plan and coordinate monthly Parent Policy Committee meetings

Center Director

- Responsible for daily operations, management, and quality child care of the center
- Supervise teaching and family service staff
- Design and implement staff training
- Assist in recruitment of eligible families in community for program enrollment

Teacher

- Caregiver in Head Start and Early Head Start programs
- Plan and implement developmentally appropriate curriculum
- Home visit with families enrolled in program
- Select and order equipment for model infant/toddler and preschool classrooms

KIDS CARROUSEL – MANCHESTER, NH *1998 - 1999*

Teacher

- Plan and implement daily schedule and lesson plans
- Supervise two assistants with responsibility for sixteen toddlers
- Develop job description for Assistant Teacher position

Selected Trainer/Consultant Work

SERESC PRESCHOOL TECHNICAL ASSISTANCE NETWORK– BEDFORD, NH *2009 - 2010*
GROW, LEARN, & PLAY AT MOORE CENTER SERVICES, INC. – MANCHESTER, NH *2009*
VNA CHILD CARE AND FAMILY RESOURCE CENTER– MANCHESTER, NH *2007 - 2010*
EASTERSEALS CHILD DEVELOPMENT & FAMILY RESOURCE CENTER– MANCHESTER, NH *2014 -*

Education

SOUTHERN NEW HAMPSHIRE UNIVERSITY– MANCHESTER, NH
Master of Education in Child Development with a concentration in Administration, 2007
Thesis: *The Influence of Teacher Education Level on Early Childhood Education Program Quality*

GRANITE STATE COLLEGE– MANCHESTER, NH
Bachelor of Science in Early Childhood Education Administration, 2004

Professional Summary

AWARDS

- Henry Morgan Award (achievement in professional development and commitment to improving the quality of care and education in NH)
- 2015, 2016, 2018, and 2019 NH Early Learning Champion Award

SELECTED BOARDS, COMMUNITY AFFILIATIONS, AND ACTIVITIES

- Vice Chair of Manchester Community Resource Center Board of Directors (2018-present)
- Member of governor-appointed Council on Thriving Children (2020-present)
- Member of City of Manchester Office of Youth Services Advisory Board
- NH Children's Trust Board of Directors (ex-officio Board Chair 2016-2019; Board member 2011-2019)
- Leadership Greater Manchester Class of 2019
- Presenter at the National Center for School Mental Health Annual Conference on Advancing School Mental Health (2019)
- Co-Chair of Spark NH Policy Committee (2017-2018)
- Presenter at the Zero to Three National Training Institute (2016)
- Presenter at the Pyramid Model Consortium National Training Institute on Effective Practices: Addressing Challenging Behavior (2016, 2018)
- Presenter at the NAEYC Annual Conference (2008, 2009, 2010) and NAEYC Professional Development Institute (2010)

Sahira Garcia

About Me:

I am an outgoing person, I love meeting new people and learning new things.

Education:

2018- CHW Training (Manchester NH)

2008- LNA Health Careers (Manchester NH)

1996-2001 Facultad de Ciencias de la Administracion (Mexico).

1993-1996 Centro de Bachillerato Tecnologico Industrial y de servicios No.97 (Mexico).

1990-1993 Benemerito de las Americas (Mexico).

1984-1990 Tomas Lopez Garcia (Mexico)

Work Experience:

CHW- Amoskeag Health – (8/2019-7/2020), Returned 7/2021- Current

LNA- Maple Leaf - 2020 - Current

Front Desk Staff Manchester Community Health Center – (11/2018-8/2019)

LNA- Holy Cross - (2017-2018)

LNA- St. Joseph Residence 2016 - Current

LNA- Catholic Charities (Shared Nursing Services Program) – (2013-2015)

LNA- St. Teresa Rehabilitation & Nursing Center – (2008 to 2013)

Dietary Aide- Mount Carmel Rehabilitation & Nursing Center – (2007-2008)

Dietary Aide & Cook- St. Teresa Rehabilitation & Nursing Center- (2006-2007)

Dietary Aide & Cook- Arbors Care Center (NJ)

Employee- Mc Donald's (NJ)

Employee- Town and Country (NJ)

Teacher Aide- Centro de Desarrollo Infantil No.1 (Mexico)

Tara Paladino

Education

UNIVERSITY OF NEW HAMPSHIRE – DURHAM, NH

Bachelor of Arts: Psychology/Human Development & Family Studies (Concentration in Family Support) **MAY 2018**
Minor: Women's Studies **GPA: 3.89**

- Completed Certified Family Life Educator (CFLE) curriculum
- College of Liberal Arts Student Ambassador
- Student Admissions Representative
- Program Coordinator, UNH VOX

Master of Social Work **MAY 2021**

- Member, Phi Alpha Honor Society **GPA: 4.0**
- Participant, UNH Primary Care Behavioral Health (PCBH) Grant Program

Related Experience

LAUNCH MANCHESTER – AMOSKEAG HEALTH CENTER – MANCHESTER, NH **SEPTEMBER 2020-PRESENT**

MSW INTERN (09/20-5/21) / EARLY CHILDHOOD SPECIALIST (5/21-9/21) / FAMILY AND COMMUNITY ENGAGEMENT SUPERVISOR (9/21-PRESENT)

- Facilitate Queen City Family Advisory Council meetings and convene Family Engagement Workgroup
- Oversee food access work within LAUNCH Manchester
- Critically assess and evaluate existing programs/access in Manchester and develop solutions
- Engage in statewide grantee meetings and participate in grant application process
- Support early childhood programming within Amoskeag Health
- Assist in program development, implementation, and data collection efforts

DOVER CHILDREN'S HOME – DOVER, NH **SEPTEMBER 2017- PRESENT**

INTERN (09/17-05/18) / OVERNIGHT COUNSELOR (05/18-07/18) / CASE MANAGER (07/18-04/19) / SUPERVISOR (04/19-3/20) / RELIEF STAFF (3/20-PRESENT)

- Collaborate with case managers, Clinical Director, and Program Director to provide therapeutic, trauma-informed treatment to 10-12 residents, ages 14-20, in an intermediate level group home
- Utilize strengths-based approach to address behavioral, emotional, and cognitive issues that arise with residents
- Assess treatment progress and goals on a consistent basis to best support residents and their individual needs
- Maintain resident charts and files to track progress and input Medicaid reimbursable language
- Form meaningful relationships with residents to provide stable, normative adult contact
- Work with the state's Juvenile Justice System as well as DCYF to coordinate care for residents with input from individualized treatment teams
- Possess familiarity with state rules and regulations around out of home placement, child welfare, and juvenile probation.

UNITED WAY OF THE GREATER SEACOAST – PORTSMOUTH, NH **FEBRUARY 2020- MAY 2020**

MSW INTERN

- Work with team to plan and coordinate local events
- Coalition work focused on program evaluation and a strong relationship between communities and social services
- Problem solve to best meet needs of United Way's identified communities/populations
- Participate in United Way's Venture Fund process/possess knowledge of funding sources and grant process

MANCHESTER FAMILY JUSTICE CENTER – MANCHESTER, NH **SEPTEMBER 2019- JANUARY 2020**

MSW INTERN

- Work alongside agency staff to conduct long and short-term case management
- Conduct outreach on behalf of clients as well as support clients in self-advocacy
- Engage with partner agencies to strengthen partnerships and connect clients with area resources
- Conduct client intakes and offer support in disclosures and reporting
- Utilize EmpowerDB program to document case notes, action plans, and maintain files
- Provide trauma-informed, strengths-based support and utilize empowerment model
- Possess knowledge of domestic violence and the cycle of power and control

Cammie Switzer, MSW

EDUCATION

University of New Hampshire, Durham, NH, MSW, May 2018
Virginia Commonwealth University, Bachelor of Fine Arts, Richmond, VA, May 2011

COMMUNITY

- Mission in Action Committee Member, Congregational Church in Exeter, December 2018-Present
  - Provide knowledge of area social service agencies and support members in making funding recommendations to local non-profits

EXPERIENCE

***Community Engagement Manager,* Amoskeag Health, January 2020-Present**

- Oversee awards and activities of the Community Collaborations to Strengthen and Preserve Families Grant, the Preschool Development Grant, NH Charitable Foundation Grant, City of Manchester ARPA Grant, NH Children's Health Foundation Grant, Early Childhood Connector Grant
- Coordinate planning and implementation activities with other local child and family serving agencies
- Communicate regularly with stakeholders and participate on relevant committees
- Convene and facilitate cross sector leadership teams and working groups
- Coordinate local level work with the state level infrastructure
- Ensure that local voice is heard and leveraged when appropriate during all decision-making processes
- Address issues necessary to resolve local barriers
- Work to continually engage and support LAUNCH partners
- Develop and execute contracts
- Ensure billing is complete and budgets are maintained
- Promote the initiative and its theory of change with others

***Consultant, Preschool Development Grant*, United Way of the Greater Seacoast, May 2019-January 2020**

- Support two early childhood coalitions in Somersworth and Rochester; provide project management support, meeting facilitation, event coordination, development of marketing materials, manage social media account, review budget, draft contracts and MOUs
- Create and implement data collection tools (survey, focus group questions) and evaluate results and processes for quality improvement
- Support Welcome Families Website project with writing RFP, data collection and evaluation of grant process, support weekly meetings and facilitate discussions

***Evaluation Staff*, New England Regional Genetic Network, University of New Hampshire, June 2018-January 2020**

- Supported writing of HRSA renewal grant and telehealth Request for Proposals
- Conduct needs assessment for regional launch of telehealth sites
- Conduct needs assessment with Family Voices groups throughout New England and make recommendations for programmatic funds based on findings
- Provide on-going evaluation of activities (trainings, webinars, events) and make recommendations to management team

***Family Outreach Therapist*, Seacoast Mental Health, September 2018-May 2019**

- Evaluate youth symptoms through initial biopsychosocial, provide preliminary diagnosis, and develop a treatment plan to ensure youth and family goals achieved
- Encourage youth treatment adherence through use of various modalities including CBT, mindfulness, and attachment focused therapies
- Conduct family needs assessment and provide on-going targeted case management services

***Research Associate*, Institute for Health Policy and Practice, University of New Hampshire, May-September 2018**

- Provide project management for the Behavioral Health Learning Collaborative including: data collection, planning, CEU application, follow-up, and evaluation of programming

CONTRACTOR NAME

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Lara Quiroga	Director of Community-Integrated Health and Wellbeing	$89,107.20	25%	$22,276.80
Cammie Switzer	Community Engagement Manager	$64,896.00	25%	$16,224.00
Kim Rybczyk	Community Based Supports Manager	$64,480.00	15%	$9,672.00
Tara Paladino	Family and Community Engagement Supervisor	$52,000	50%	$26,000.00
Ivette Arroyo Velazquez	LAUNCH Navigator	$41,600	100%	$41,600.00
Sahira Garcia	LAUNCH CHW	$34,382.40	10%	$3,224.00

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

Lori A. Shibinette
Commissioner

Lisa M. Morris
Director

29 HAZEN DRIVE, CONCORD, NH 03301
603-271-4501 1-800-852-3345 Ext. 4501
Fax: 603-271-4827 TDD Access: 1-800-735-2964
www.dhhs.nh.gov

December 9, 2020

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 Public Health Services, to enter into **Sole Source** amendments to existing contracts for the provision of Community Collaboration services by providing parental assistance programming to the Winnipesauke and Manchester communities to reduce child maltreatment and the risk of children entering foster care, by increasing the total price limitation by $1,200,000 from $1,928,266 to $3,128,266 and by extending the completion dates from June 30, 2021, to June 30, 2023, effective upon Governor and Council approval. 70% General Funds and 30% Federal Funds.

The original contracts were approved by Governor and Council on July 31, 2019 (Item #18), and most recently amended with Governor and Council approval on August 26, 2020, item #19.

Vendor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount
Amoskeag Community Health	157274-B001	Manchester	$976,341	$600,000	$1,576,341
Lakes Region Community Services	177251-B002	Laconia	$951,925	$600,000	$1,551,925
		Total:	**$1,928,266**	**$1,200,000**	**$3,128,266**

Funds are anticipated to be available in 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 a previous amendment increased funding by more than ten percent (10%) of the total contract price limitation. The previous amendment added additional funding for the Contractors to design evidence-based programs.

The purpose of this request is to extend the agreements and to add reporting requirements. The two Community Collaborations contracts are currently bringing various agencies and representatives together to create an upstream approach for the prevention of child maltreatment services. These contracts are focused on providing services to early childhood families and creating system level changes to ensure a more coordinated service delivery for families. The Contractors use community and state networks to connect families to the services they need to support self-sufficiency and economic stability.

Approximately 400 families will be served from July 31, 2019, through June 30, 2023.

The Contractors will continue to support the development of collaborative educational programs and professional partnerships within the targeted communities. These programs and partnerships include designing prevention programs, parent education, and programs that offer alternatives to out-of-home placement for children. Through these contracts, the Department will expand access to community-based services for high-risk families, and provide prevention programming focused on strengthening and preserving families. The Contractors will provide additional reporting, per federal regulatory requirements, which includes quality reviews on the populations being served. The purpose of this additional reporting is to evaluate the services provided and to adjust delivery accordingly to best meet the needs of families.

The following performance measures will be used to measure the effectiveness of the contracts:

- Every six (6) months, 90% of Community Implementation Teams (CIT) membership will participate in Boundary Spanning Leadership (BSL) training workshops and evaluation activities.
- Every six (6) months, 90% of CIT membership will participate in evaluation baseline and measurement studies such as surveys focus groups and/or in-depth interviews, as appropriate to project activities.
- CIT teams shall attend 90% of coaching sessions.

As referenced in Exhibit C-1, Section 2, Subsection 2.1 of the original contracts, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is exercising its option to renew services for two (2) of the two (2) years available.

Should the Governor and Executive Council not authorize this request, New Hampshire children and their families may not receive prevention activities within the targeted communities identified as needing the greatest prevention supports and services.

Area served: Manchester and Winnipesauke Public Health Region.

Source of Funds: 70% General Funds and 30% Federal Funds.

Respectfully submitted,

Lori A. Shibinette
Commissioner

FINANCIAL DETAIL ATTACHMENT SHEET
COMMUNITY COLLABORATION
SFY 22-23 CONTRACT RENEWAL

05-95-042-421010-2958 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: HUMAN SERVICES DIV, CHILD PROTECTION, CHILD-FAMILY SERVICES (100% GENERAL FUNDS)

1. Amoskeag Health, Vendor # 157274-B001

Fiscal Year	Class / Account	Class Title	Job Number	Federal	General	Current Modified Budget	Increased (Decrease) Amount	Revised Modified Budget
SFY 2020	645-504004	General Funds for Other	42105746		$400,000.00	$400,000.00	$0.00	$400,000.00
SFY 2021	645-504004	General Funds for Other	42105746		$300,000.00	$300,000.00	$0.00	$300,000.00
					Subtotal	*$700,000.00*	*$0.00*	$700,000.00

2. Lakes Region Community Services, Vendor # 177251-B002

Fiscal Year	Class / Account	Class Title	Job Number	Federal	General	Current Modified Budget	Increased (Decrease) Amount	Revised Modified Budget
SFY 2020	645-504004	General Funds for Other	42105746		$400,000.00	$400,000.00	$0.00	$400,000.00
SFY 2021	645-504004	General Funds for Other	42105746		$300,000.00	$300,000.00	$0.00	$300,000.00
					Subtotal	*$700,000.00*	*$0.00*	*$700,000.00*
					TOTAL 2958 AU:	*$1,400,000.00*	*$0.00*	*$1,400,000.00*

05-95-9090-902010-7047 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISON OF PUBLIC HEALTH, COMMUNTIY COLLABORATION 100% GENERAL FUNDS

1. Amoskeag Health, Vendor # 157274-B001

Fiscal Year	Class / Account	Class Title	Job Number	Federal	General	Current Modified Budget	Increased (Decrease) Amount	Revised Modified Budget
SFY 2022	102-500731	Contracts for Program Services	TBD		$225,000.00	$0.00	$225,000.00	$225,000.00
SFY 2023	102-500731	Contracts for Program Services	TBD		$225,000.00	$0.00	$225,000.00	$225,000.00
					Subtotal		*$450,000.00*	*$450,000.00*

2. Lakes Region Community Services, Vendor # 177251-B002

Fiscal Year	Class / Account	Class Title	Job Number	Federal	General	Current Modified Budget	Increased (Decrease) Amount	Revised Modified Budget
SFY 2022	102-500731	Contracts for Program Services	TBD		$225,000.00	$0.00	$225,000.00	$225,000.00
SFY 2023	102-500731	Contracts for Program Services	TBD		$225,000.00	$0.00	$225,000.00	$225,000.00
					Subtotal		*$450,000.00*	*$450,000.00*
					Total	*$0.00*	*$900,000.00*	*$900,000.00*

05-95-9090-902010-7047 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISON OF PUBLIC HEALTH, COMMUNTIY COLLABORATION 100% FEDERAL FUNDS

1. Amoskeag Health, Vendor # 157274-B001

Fiscal Year	Class / Account	Class Title	Job Number	Federal	General	Current Modified Budget	Increased (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500731	Contracts for Program Services	90070470	$100,000.00		$100,000.00	$0.00	$100,000.00
SFY 2021	102-500731	Contracts for Program Services	90070470	$176,341.00		$176,341.00	$0.00	$176,341.00
SFY 2022	102-500731	Contracts for Program Services	90070470	$75,000.00		$0.00	$75,000.00	$75,000.00
SFY 2023	102-500731	Contracts for Program Services	90070470	$75,000.00		$0.00	$75,000.00	$75,000.00
					Subtotal	*$276,341.00*	*$150,000.00*	$426,341.00

2. Lakes Region Community Services, Vendor # 177251-B002

Fiscal Year	Class / Account	Class Title	Job Number	Federal	General	Current Modified Budget	Increased (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500731	Contracts for Program Services	90070470	$100,000.00		$100,000.00	$0.00	$100,000.00
SFY 2021	102-500731	Contracts for Program Services	90070470	$151,925.00		$151,925.00	$0.00	$151,925.00
SFY 2022	102-500731	Contracts for Program Services	90070470	$75,000.00		$0.00	$75,000.00	$75,000.00
SFY 2023	102-500731	Contracts for Program Services	90070470	$75,000.00		$0.00	$75,000.00	$75,000.00
					Subtotal	*$251,925.00*	*$150,000.00*	*$401,925.00*
					TOTAL 7047 AU:	*$528,266.00*	*$300,000.00*	*$828,266.00*

					Grand Total:	$1,928,268.00	$1,200,000.00	$3,128,268.00

State of New Hampshire
Department of Health and Human Services
Amendment #2 to the Community Collaborations to Strengthen and Preserve Families Contract

This 2nd Amendment to the Community Collaborations to Strengthen and Preserve Families contract (hereinafter referred to as "Amendment #2") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Amoskeag Health (formerly Manchester Community Health Center), (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 145 Hollis Street, Manchester, NH 03101.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 31, 2019, (Item #18), as amended on August 26, 2020, (Item #19), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

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

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

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

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

   June 30, 2023.

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

   $1,576,341.

3. Modify Exhibit A, Scope of Services Section 3 Data Tracking, to read:

   3. Reporting Requirements and Data Entry

      3.1. The Contractor shall, for the purposes of program evaluation and federal reporting, enter personally identifiable health data for all program participants into the QuickBase data system. The Protective Factors Surveys Online Data System (PFSODS) will also be used to collect parent surveys.

      3.2 The Contractor shall maintain and collect data from the Outcome Tracking System, QuickBase, the Contractor shall collect the following:

         3.2.1. Parent Data:

            3.2.1.1 First, Last Name
            3.2.1.2 DOB;
            3.2.1.3. Medicaid ID;
            3.2.1.4. Address;
            3.2.1.5. Phone;
            3.2.1.6. Town/City;
            3.2.1.8. State;
            3.2.1.9. Zip Code;
            3.2.1.10. Email;
            3.2.1.11. Other Languages Spoken;

3.2.1.12. Parent Education Status;

3.2.1.13. Sex;

3.2.1.14. Ethnicity;

3.2.1.15. Race;

3.2.1.16. Marital Status;

3.2.1.17. Household composition;

3.2.1.18. Military Family;

3.2.1.19. Disability status;

3.2.1.20. Employment status;

3.2.1.21. Health insurance status;

3.2.1.22. Housing type;

3.2.1.23. Transportation;

3.2.1.24. Public Assistance;

3.2.1.25. Telecommunications / Internet;

3.2.1.26. Preferred language

3.2.2. Child Data:

3.2.2.1. First, Last;

3.2.2.2. DOB / Age in Years;

3.2.2.3. Child Primarily Lives With & Relationship to Child;

3.2.2.4. Child Preferred Language;

3.2.3. All encounters captured in the QuickBase data system with the family members which shall include but not limited to:

3.2.3.1. Types of services and service dates.

3.2.3.2. Dates and types of supports provided to the family such as: parent education classes, support groups, home visits, virtual visits, and access to concrete supports.

3.2.4. All service referrals captured within the QuickBase data system to partner agencies which include:

3.2.4.1. Date of referral.

3.2.4.2. Purpose of referral.

3.2.4.3. Name of agency referred to.

3.3. The Contractor shall obtain parental release/authorization to share Name, DOB and statistical information with the Department and the contractor will share the following data with the Department:

3.3.1. Parent Data:

3.3.1.1 First, Last name

3.3.1.2 DOB;

3.3.1.3. Medicaid ID;

3.3.1.4 QuickBase Family and Participant ID;

3.3.1.5. Town/City/ Zip Code; 3.3.1.6. Other Languages Spoken;

3.3.1.7. Parent Education Status;

3.3.1.8. Sex;

3.3.1.9. Ethnicity;

3.3.1.10. Race;

3.3.1.11. Marital Status;

3.3.1.12. Household composition;

3.3.1.13. Military Family;

3.3.1.14. Disability status;

3.3.1.15. Employment status;

3.3.1.16. Health insurance status;

3.3.1.17. Housing type;

3.3.1.18. Transportation;

3.3.1.19. Public Assistance;

3.3.1.20. Telecommunications / Internet;

3.3.1.21. Preferred language

3.3.1.22. PFS-2 Concrete Supports Subscale Parental Survey

3.3.1.23. PFS-2 Retrospective (Pre/Post) Parental Survey

3.3.2. Child Data:

3.3.2.1. First, Last Name

3.3.2.2. DOB / Age in Years ;

3.3.2.3. QuickBase Family and Participant ID;

3.3.2.4. Child Primarily Lives With & Relationship to Child;

3.3.2.5. Child Preferred Language;

3.3.3. All encounters captured within the QuickBase data system provided with the family members, which shall include, but is not limited to:

3.3.3.1. Type of contact with the family and Date.

3.3.3.2. Type of services and supports and Date provided to the family, which includes:

3.3.3.2.1. Parent support groups, parent education classes;

3.3.3.2.2. Individual crisis support and educational topics reviewed during contact with the family such as injury prevention, nurturing and attachment, etc; and

3.3.3.2.3 Concrete supports provided including facilitating access to EITC and economic resources.

3.3.4. All service referrals captured in the QuickBase data system, which shall include, but is not limited to:

3.3.4.1. Referral date.

3.3.4.2. Referral purpose.

3.3.4.3. Name of agency referred to.

3.4. The Contractor shall utilize the PFSODS to collect parental surveys which are used as a tool to measure increases in parental protective factors as well as to determine immediate needs and inform service planning during the family intake process.

3.5. The Contractor shall provide to the Department at least quarterly new Protective Factors Surveys completed for each parent enrolled in the Community Collaborations program. The PFS-2 Concrete Supports Subscale Survey shall be completed at the intake stage to determine immediate needs and assist in initial service planning with the family. The PFS-2 Retrospective Survey shall be completed at 6 months and can be repeated and/or after at least 12 hours of services received by the family. The surveys sent to the Department shall include:

3.3.1. PFS-2 Concrete Supports Subscale survey; and

3.3.2. PFS-2, Retrospective (pre/post) Survey.

3.6. The Contractor shall ensure the Outcome Tracking System is HIPPA Compliant with 42 CFR Part 2 in the event that any of the information is either a Part 2 record or information, and compliant with all applicable state confidentiality laws, and is utilized to capture local performance metrics consistent with targeted prevention efforts determined through the pre-implementation planning period of Community Collaborations. The Contractor shall:

3.6.1. Participate in Plan Do Study Act -Revise (PDSA-R) cycles to increase saturation and scale of evidence-based prevention practice.

3.6.2. Use the Predict, Align, Prevent data modeling to inform targeted service innovations within the contractor community which should include engagement with state, PAP program staff, community implementation team members and update to the evaluator on what those planned innovations are as outlined in the Plan Do Study Act cycles.

3.6.3. Disseminate and review data at regular intervals with community partners for continuous quality improvement efforts, PDSA-R cycles, and data-based decision efforts.

3.6.4. Track local data and monitor process and outcome indicators involved in the Boundary Spanning Leadership (BSL) framework and Community Implementation Team (CIT) implementation.

3.6.5. Invite the evaluation team to attend CIT meetings in order to provide training on the importance of the evaluation, specifics on data collection and reporting.

3.6.6. Engage in pre-implementation trainings such as: (1) QuickBase data platform, (2) Protective Factors Survey-2 tool administration and (3) Onboarding Staff to data collection relating to Data Collection and family engagement in the intake process.

3.7. The Contractor shall work collaboratively under the direction of the Department, with the State-identified Evaluation Contractor. This work shall include, but is not limited to:

3.7.1. Facilitating cross-system data definition processes and managing a shared-outcomes defining process and outcomes tracking system which shall

include, but is not limited to:

3.7.1.1. Identification of indicators of success to inform shared outcome metrics within CIT.

3.7.1.2. Personal characteristics, challenges, barriers, and experiences of parent and community organization participants.

3.7.1.3. Sharing of pre-defined regional data definitions.

3.7.1.4. Establishment of shared measures of success.

3.7.1.5. Establishment and implementation of data collection, data sharing agreements, security, and monitoring procedures standards, consistent with all state and federal laws and regulations relating to confidentiality, privacy and information security.

3.7.1.6. Coordination of local data tracking and monitoring of process and outcome indicators involved in the Boundary Spanning Leadership (BSL) method and CIT implementation.

3.7.1.7. Participation in outcomes tracking system training and technical assistance.

3.7.1.8. Submission of Outcome Tracking System data at regularly defined intervals for purpose of the program evaluation.

3.8.2. Explore, incorporate and document concepts, methods, population and performance-based data and tools that make cross-sectoral work more successful and increase the value of collective impact.

3.9.3. Conduct a needs assessment/environmental scan of: services, CIT child-abuse neglect prevention focus evidence-based practices, training and technical assistance needs of community providers.

4. Modify Exhibit A, Scope of Services Section 4 Reporting, Subsection 4.1, to read:

   4.1 The Contractor shall submit annual and interim reports on process and outcome measures for each area under study for quality improvement and recommendations.

5. Exhibit B, Methods and Conditions Precedent to Payment, Section 4, Subsection 4.1, to read:

   4.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibits B-1, Budget through Exhibit B-5 Amendment #2, Budget.

6. Add Exhibit B-4 Amendment #2, Budget, which is attached hereto and incorporated by reference herein.

7. Add Exhibit B-5 Amendment #2, Budget, which is attached hereto and incorporated by reference herein.

New Hampshire Department of Health and Human Services
Community Collaborations to Strengthen and Preserve Families

All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #2 remain in full force and effect. This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

11/24/2020
Date

DocuSigned by:
Lisa M. Morris
D938D0FB6CA54A0...
Name: Lisa M. Morris
Title: Director, Division of Public Health Srvcs.

Amoskeag Health

11/24/2020
Date

DocuSigned by:
C52AF939C85F454...
Name: Kris McCracken
Title: President/CEO

New Hampshire Department of Health and Human Services
Community Collaborations to Strengthen and Preserve Families

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

OFFICE OF THE ATTORNEY GENERAL

11/25/2020
Date

DocuSigned by:
D3CA9202E32C4AE...
Name: Catherine Pinos
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

JUL 24'20 PM 3:27 DAS 19 mar

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

Lori A. Shibinette
Commissioner

Lisa M. Morris
Director

29 HAZEN DRIVE, CONCORD, NH 03301
603-271-4501 1-800-852-3345 Ext. 4501
Fax: 603-271-4827 TDD Access: 1-800-735-2964
www.dhhs.nh.gov

July 22, 2020

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 Public Health Services, to enter into **Sole Source** amendments to existing contracts for the provision of Community Collaboration services by providing parental assistance programming to the Winnipesauke and Manchester communities to reduce child maltreatment and the risk of children entering foster care, by increasing the total price limitation by $328,266 from $1,600,000 to $1,928,266 with no change to the contract completion date of June 30, 2021 effective upon Governor and Council approval. The original contracts were approved by Governor and Council on July 31, 2019 (Item #18). 39% Federal Funds. 61% General Funds.

Funds are available in the following accounts for State Fiscal Years 2020 and 2021, 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 the increase in funding exceeds ten percent (10%) of the original contract price limitation. As previously stated, the original contract was approved by Governor and Council on July 31, 2019 (Item #18).

The purpose of this request is to increase funds to design evidence-based programs and identify best practices that will prevent out-of-home placements of children and reduce the number of child protection cases. The two Community Collaboration contracts are currently bringing various agencies and representatives together to create an upstream approach to prevention of child maltreatment services. These contracts are focused on providing services to families and creating system level changes to a more coordinated service delivery for families. Providers are currently implementing best practices and will begin enrolment within the next few weeks. Providers have designed a family navigation entry point at their agencies that will provide intake, screening, crisis support, advocacy, warm handoffs, and cross system case management to coordinate services. During the time of the initial contract procurement, the available general funds were not present due to the continuing resolution. With the addition of the Parental Assistance Program funds in general funds, New Hampshire wants to strengthen the capacity in these two Community Collaboration sites through these contracts. The contracts support development of collaborative educational programs and professional partnerships within the targeted communities. These programs and partnerships include designing prevention programs,

parent education, and programs that offer alternatives to out of home placement for children. Through these contracts, the Department will expand access to community-based services for high-risk families, and provide prevention programming focused on strengthening and preserving families.

As referenced in Exhibit C-1, Section 2, Subsection 2.1 of the original contracts, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is not exercising its option to renew at this time.

Should the Governor and Executive Council not authorize this request, New Hampshire children and their families may not receive prevention activities within the targeted communities identified as needing the greatest prevention supports and services.

Area served: Manchester and Winnipesauke Public Health Region.

Source of Funds: 39% Federal Funds, CFDA #93.670, FAIN #90CA1858 US DHHS, Administration on Children, Youth, and Families (ACYF), Children's Bureau, Community Collaboration to Strengthen and Preserve Families in NH; and 61% General Funds.

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

Respectfully submitted,

Lori A. Shibinette
Commissioner

FINANCIAL DETAIL ATTACHMENT SHEET
COMMUNITY COLLABORATION

05-95-042-421010-2958 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: HUMAN SERVICES DIV, CHILD PROTECTION, CHILD-FAMILY SERVICES

1. Amoskeag Health, Vendor #157274-B001

State Fiscal Year	Class/ Account	Class Title	Job Number	Federal	General	Current Modified Budget	Increased (Decrease) Amount	Revised Modified Budget
2020	645-504004	General Funds for Other	42105745		$400,000.00	$400,000.00	$0.00	$400,000.00
2021	645-504004	General Funds for Other	42105745		$200,000.00	$200,000.00	$100,000.00	$300,000.00
					Subtotal	*$600,000.00*	*$100,000.00*	*$700,000.00*

2. Lakes Region Community Services, Vendor #177251-B002

State Fiscal Year	Class/ Account	Class Title	Job Number	Federal	General	Current Modified Budget	Increased (Decrease) Amount	Revised Modified Budget
2020	645-504004	General Funds for Other	42105745		$400,000.00	$400,000.00	$0.00	$400,000.00
2021	645-504004	General Funds for Other	42105745		$200,000.00	$200,000.00	$100,000.00	$300,000.00
					Subtotal	*$600,000.00*	*$100,000.00*	*$700,000.00*
					Total 2958 AU:	*$1,200,000.00*	*$200,000.00*	*$1,400,000.00*

FINANCIAL DETAIL ATTACHMENT SHEET
COMMUNITY COLLABORATION

05-95-090-902010-7047 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, COMMUNITY COLLABORATION

1. Amoskeag Health, Vendor #147274-B001

State Fiscal Year	Class/ Account	Class Title	Job Number	Federal	General	Current Modified Budget	Increased (Decrease) Amount	Revised Modified Budget
2020	102-500731	Contracts for Program Services	90070470	$100,000.00		$100,000.00	$0.00	$100,000.00
2021	102-500371	Contracts for Program Services	90070470	$100,000.00		$100,000.00	$76,341.00	$176,341.00
					Subtotal	*$200,000*	*$76,341.00*	*$276,341.00*

2. Lakes Region Community Services, Vendor #177251-B002

State Fiscal Year	Class/ Account	Class Title	Job Number	Federal	General	Current Modified Budget	Increased (Decrease) Amount	Revised Modified Budget
2020	102-500731	Contracts for Program Services	90070470	$100,000.00		$100,000.00	$0.00	$100,000.00
2021	102-500731	Contracts for Program Services	90070470	$100,000.00		$100,000.00	$51,925.00	$151,925.00
					Subtotal	*$200,000.00*	*$51,925.00*	*$251,925.00*
					Total 7047 AU:	*$400,000.00*	*$128,266.00*	*$528,266.00*
					Grand Total:	*$1,600,000.00*	*$328,266.00*	*$1,928,266.00*

18 mac

Jeffrey A. Meyers
Commissioner

Lisa M. Morris
Director

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF PUBLIC HEALTH SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301
603-271-4501 1-800-852-3345 Ext. 4501
Fax: 603-271-4827 TDD Access: 1-800-735-2964
www.dhhs.nh.gov

June 4, 2019

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, to enter into retroactive agreements with the two (2) vendors listed below, for the provision of Community Collaboration services, by providing a service array of best practice parental assistance programming to the Winnipesauke and Manchester communities to reduce child maltreatment and the risk of children entering foster care, in an amount not to exceed $1,600,000, effective retroactive to March 5, 2019, upon Governor and the Executive Council approval through June 30, 2021. 25% Federal Funds, 75% General Funds.

Vendor Name	Vendor Number	Location	Contract Amount
Manchester Community Health Center	#157274-B001	145 Hollis Street, Manchester, NH 03101	$800,000
Lakes Region Community Services	#233352-R001	719 North Main Street, Laconia, NH 03246	$800,000
		Total:	$1,600,000

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

05-95-042-421010-29580000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: HUMAN SERVICES DIV, CHILD PROTECTION, CHILD-FAMILY SERVICES

State Fiscal Year	Class/Account	Class Title	Job Number	Total Amount
2020	645-504004	General Funds for Other	42105745	$800,000
2021	645-504004	General Funds for Other	42105745	$400,000
		Sub Total:		*$1,200,000*

05-95-090-902010-70470000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, COMMUNITY COLLABORATION

State Fiscal Year	Class/Account	Class Title	Job Number	Total Amount
2020	102-500731	Contracts for Program Services	90070470	$200,000
2021	102-500731	Contracts for Program Services	90070470	$200,000
		Sub Total:		*$400,000*
		Total:		$1,600,000

EXPLANATION

This request is **retroactive** due to a programmatic determination to align federal and state resources, the timeline necessary to do this, and delays in the contracting process due to the volume of contracts pending in the DHHS pipeline. The Department was awarded Federal Funds through the Community Collaborations to Strengthen and Preserve Families grant in October 2018. This provided an important opportunity to align and leverage both these federal resources along with state resources provided through SB 592 for Parental Assistance Programs. The opportunity to simultaneously target efforts towards reducing child maltreatment and the number of children at risk of foster care in two needy communities was deemed priority; however, this delayed the procurement process timeline until Federal Funds were accepted to expend by the Fiscal Committee in late January 2019. Once this occurred, the procurement process moved forward as rapidly as possible by DHHS staff; however, due to other contracts pending with the DHHS contracts unit delays occurred in finalizing proposal selections and notifying vendors.

Once notified of their award, due the condensed timeline, vendors needed to initiate preparatory activities immediately. These activities included; researching and selecting an array of evidence-based services and associated materials, assessing staff training needs, planning and scheduling trainings and facilitating stakeholder meetings to promote improved coordination of services and referrals.

The purpose of this request is to design evidence-based programs and identify best practices that will prevent out-of-home placements of children and reduce the number of child protection cases. The contracts support development of collaborative educational programs and professional partnerships within the targeted communities. These programs and partnerships include designing prevention programs, court diversion programs, and programs that offer alternative to out of home placement for children.

New Hampshire currently ranks 5th in the nation in the overall rate of overdose of prescription and injection drugs. In State Fiscal Year 2017, New Hampshire spent $36 million on foster care to serve children coming into the system. Through these contracts, the Department will expand access to community-based services for high-risk families, and provide prevention programming focused on strengthening and preserving families.

Manchester Community Health Center and Lakes Region Community Services were selected for this project through a competitive bid process. A Request for Proposals was posted on the Department

of Health and Human Services' web site from December 10, 2018 through January 22, 2019. The Department received two (2) proposals. The proposals were reviewed and scored by a team of individuals with program specific knowledge. The two selected vendors were able to demonstrate within their proposals, the ability to provide evidence-based strategies unique to the targeted communities they will serve, as well as a readiness to engage in boundary-spanning leadership activities outlined in the grant proposal. Some of the activities the vendors will engage in include developing Community Integration Teams (CITs), as well as the development and implementations of evidence-based programs that increase parental protective factors. The knowledge based on science shows the impact that adverse childhood experiences can have on a child and the impact to their overall long-term health outcomes. The Score Summary is attached.

As referenced in the Request for Proposals and in Exhibit C-1 of these contracts, the Department has the option to extend contract services for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Executive Council.

The goal of these contracts is to provide services that strengthen and preserve families, prior to entering the child welfare system, and implement a community-based approach to responding to the needs families have through increasing "protective factors" such as, parental resilience, increasing social connections, concrete supports in times of need, knowledge of parenting and child development, and increasing social and emotional competence. When present, these "protective factors" can help to mitigate risk and can increase health and overall well-being for families and children.

The following performance measures and objectives will be used to measure the effectiveness of the contracts:

Year 1: Performance Measures for Planning Period:

- Every six (6) months, 90% of CIT membership will participate in training that includes Boundary Spanning Leadership (BSL) training workshops and evaluation activities.
- Every six (6) months, 90% of CIT membership will participate in evaluation baseline and measurement studies such as surveys, focus groups and/or in-depth interviews, as appropriate to project activities.
- CIT members must attend 90% of coaching sessions.

Year 2: Ongoing Implementation Efforts, which include, but are not limited to:

- Tracking performance measures specific to the CIT multi-sectoral interventions.
- Plan Do Study Act cycles for quality improvement.
- Collecting and participating in evaluation activities intended to result in:
  - Increased effectiveness of population based prevention.
  - Increases in protective factors.
  - Reductions in reports of child maltreatment.

Should the Governor and Executive Council not authorize this request, New Hampshire children and their families may not receive prevention activities within the targeted communities identified as needing the greatest prevention supports and services.

Area served: Manchester and Winnipesauke Public Health Region.

Source of Funds: 25% Federal funds from CFDA 93.670 Administration for Children and Families, FAIN 90CA1858 and 75% General funds.

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

Respectfully submitted,

Jeffrey A. Meyers
Commissioner

State of New Hampshire
Department of Health and Human Services
Amendment #3

This Amendment to the Community Collaborations to Strengthen and Preserve Families contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Lakes Region Community Services Council ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 31, 2019, (Item #18), as amended on August 26, 2020, (Item #19), and as amended on February 3, 2021 (Item #11), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

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

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

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

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

   Lakes Region Community Services Council

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

   $1,836,875.

3. Modify Exhibit A, Scope of Services, Section 3, Subsection 3.5, Paragraph 3.3.1, to read:

   3.5.1. PFS-2 Concrete Supports Subscale Survey; and

4. Modify Exhibit A, Scope of Services, Section 3, Subsection 3.5, Paragraph 3.3.2, to read:

   3.5.2. PFS-2, Retrospective (pre/post) Survey

5. Modify Exhibit A, Scope of Services, Section 3, Subsection 3.7, Paragraph 3.8.2, to read:

   3.7.2. Explore, incorporate, and document concepts, methods, population and performance-based data and tools that make cross-sectoral work more successful and increase the value of the collective impact.

6. Modify Exhibit A, Scope of Services, Section 3, Subsection 3.7, Paragraph 3.9.3, to read:

   3.7.3. Conduct a needs assessment/environmental scan of: services, CIT child-abuse neglect prevention focus evidence-based practices, training and technical assistance needs of community providers.

7. Modify Exhibit A, Scope of Services, Section 4, to read:

   4. Reporting Requirements

   4.1. The Contractor shall review and utilize the NH Division of Public Health Services Equity Review Toolkit for guidance on ensuring equity in community engagement and the collection of data, including Race, Ethnicity and Linguistic (REAL) and Sexual Orientation and Gender Identity (SOGI) data, prior to work plan development or programming implementation.

   4.2. The Contractor shall submit annual and interim reports on process and outcome measures for each area under study, for quality improvement and recommendations. The Contractor shall ensure reports include:

   4.2.1. The number of Family Support Specialist, Community Health Worker and Case Manager positions supported with COVID-19 Health Disparities and Community

Collaborations grant funding;

4.2.2. The number and type of trainings provided to Family Support Specialists, Community Health Workers and Case Managers through COVID-19 Health Disparities and Community Collaborations funding;

4.2.3. The number of agency and Community Health Worker staff enrolled as providers of NH EASY, which supports individual connections to economic supports thereby minimizing COVID-19 impacts;

4.2.4. The total number of cases per Community Health Worker;

4.2.5. The total number of COVID-19 encounters per Community Health Worker;

4.2.6. The demographics of family members served including, but not limited to:

4.2.6.1. Race;

4.2.6.2. Ethnicity; and

4.2.6.3. Primary language spoken;

4.2.7. The number of COVID-19 encounters providing communication about COVID-19 risk factors, mitigation and prevention; and

4.2.8. The number of other navigation and support services provided to address COVID-19 risk factors, which include, but are not limited to:

4.2.8.1. Employment services.

4.2.8.2. Economic services.

4.2.8.3. Child care services.

4.2.8.4. Health care services.

4.3. The Contractor shall provide a quarterly summary of PFS-2 Surveys completed under the Community Collaborations project that includes:

4.3.1. The percentage of families with increased protective factors; and

4.3.2. Types of needs identified for families served.

8. Modify Exhibit A, Scope of Services, by adding Section 6, to read:

6. Contract Monitoring Provisions

6.1. The Contractor shall submit quarterly reports that identify contract activities conducted in the previous quarter.

6.2. The Contractor shall participate in monthly meetings with the Department to ensure compliance with the contractual requirements.

6.3. The Contractor shall participate in trainings, as determined by the Department.

9. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 2, to read:

2. This agreement is funded by:

2.1 22% Federal funds from Community Collaboration to Strengthen and Preserve Families in NH: A Prevention, Public Health, Cross-Sector Approach, as awarded on June 30, 2021 by the U.S Department of Health & Human Services, Administration for Children and Families, ALN 93.670, FAIN 90CA1858.

2.2 15% Federal funds from NH Initiative to Address COVID-19 Health Disparities, as awarded on June 1, 2021 by the U.S Department of Health & Human Services, Centers for Disease Control and Prevention , ALN 93.391, FAIN NH75OT000031.

2.3 63% General funds

10. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 4, to read:

4. Payment for said services shall be made monthly as follows:

4.1. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibits B-1, Budget through Exhibit B-5, Amendment #3, Budget.

4.2. The Contractor shall submit an invoice and supporting documents to the Department no later than the fifteenth (15th) working day of each month. The Contractor shall:

4.2.1. Ensure the invoice is presented in a form that is provided by the Department or is otherwise acceptable to the Department.

4.2.2. Ensure the invoice identifies and requests payment for allowable expenses incurred in the previous month.

4.2.3. Provide supporting documentation of allowable costs that may include, but are not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.

4.2.4. Ensure the invoice is completed, signed, dated and returned to the Department with the supporting documentation for authorized expenses, in order to initiate payment.

4.3. The Department shall make payment to the Contractor within thirty (30) days of receipt of each invoice and supporting documents, subsequent to approval of the submitted invoice and supporting documents, and if sufficient funds are available.

11. Modify Exhibit B-4, Amendment #2, Budget by replacing it in its entirety with Exhibit B-4, Amendment #3, Budget, which is attached hereto and incorporated by reference herein.

12. Modify Exhibit B-5, Amendment #2, Budget, by replacing it in its entirety with Exhibit B-5, Amendment #3, Budget, which is attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

10/22/2021
Date

DocuSigned by:
Patricia M. Tilley
Name: Patricia M. Tilley
Title: Director

Lakes Region Community Services Council

10/19/2021
Date

DocuSigned by:
Rebecca Bryant
Name: Rebecca Bryant
Title: CEO

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

OFFICE OF THE ATTORNEY GENERAL

10/26/2021
Date

DocuSigned by:
J. Christopher Marshall
Name: J. Christopher Marshall
Title: Assistant Attorney General

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

New Hampshire Department of Health and Human Services

Contractor Name: Lakes Region Community Services Council

Budget Request for: RFP-2019-DPHS-23-COMMU-01-A03

Budget Period: SFY 2022 July 1, 2021 - June 30, 2022

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	$ 146,167.58	$ -	$ 146,167.58	$ -	$ -	$ -	$146,167.58	$ -	$ 146,167.58
2. Employee Benefits	$ 57,005.36	$ -	$ 57,005.36	$ -	$ -	$ -	$ 57,005.36	$ -	$ 57,005.36
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ 1,450.00	$ -	$ 1,450.00	$ -	$ -	$ -	$ 1,450.00	$ -	$ 1,450.00
Rental	$ 300.00	$ -	$ 300.00	$ -	$ -	$ -	$ 300.00	$ -	$ 300.00
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ 2,169.50	$ -	$ 2,169.50	$ -	$ -	$ -	$ 2,169.50	$ -	$ 2,169.50
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ 19,950.00	$ -	$ 19,950.00	$ -	$ -	$ -	$ 19,950.00	$ -	$ 19,950.00
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 650.00	$ -	$ 650.00	$ -	$ -	$ -	$ 650.00	$ -	$ 650.00
6. Travel	$ 7,500.00	$ -	$ 7,500.00	$ -	$ -	$ -	$ 7,500.00	$ -	$ 7,500.00
7. Occupancy	$ 9,000.00	$ -	$ 9,000.00	$ -	$ -	$ -	$ 9,000.00	$ -	$ 9,000.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ 1,100.00	$ -	$ 1,100.00	$ -	$ -	$ -	$ 1,100.00	$ -	$ 1,100.00
Insurance	$ 850.00	$ -	$ 850.00	$ -	$ -	$ -	$ 850.00	$ -	$ 850.00
Board Expenses		$ -	$ -	$ -	$ -	$ -		$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 7,500.00	$ -	$ 7,500.00	$ -	$ -	$ -	$ 7,500.00	$ -	$ 7,500.00
11. Staff Education and Training	$ 40,000.00	$ -	$ 40,000.00	$ -	$ -	$ -	$ 40,000.00	$ -	$ 40,000.00
12. Subcontracts/Agreements	$ 145,307.56	$ -	$ 145,307.56	$ -	$ -	$ -	$ 145,307.56	$ -	$ 145,307.56
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-parent barrier resolution incentives	$ 8,500.00	$ -	$ 8,500.00	$ -	$ -	$ -	$ 8,500.00	$ -	$ 8,500.00
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 447,450.00	$ -	$ 447,450.00	$ -	$ -	$ -	$ 447,450.00	$ -	$ 447,450.00
Indirect As A Percent of Direct		0.0%							

Contractor Initials RB

Date 10/19/2021

New Hampshire Department of Health and Human Services

Contractor Name: Lakes Region Community Services Council

Budget Request for: RFP-2019-DPHS-23-COMMU-01-A03

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

Line Item	Total Program Cost			Contractor Share / Match			Funded by DHHS contract share		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Total Salary/Wages	$ 147,616.56	$ -	$ 147,616.56	$ -	$ -	$ -	$147,616.56	$ -	$ 147,616.56
2. Employee Benefits	$ 59,046.62	$ -	$ 59,046.62	$ -	$ -	$ -	$ 59,046.62	$ -	$ 59,046.62
3. Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4. Equipment:	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -	$ 500.00	$ -	$ 500.00
Rental	$ 300.00	$ -	$ 300.00	$ -	$ -	$ -	$ 300.00	$ -	$ 300.00
Repair and Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Purchase/Depreciation	$ 500.00	$ -	$ 500.00	$ -	$ -	$ -	$ 500.00	$ -	$ 500.00
5. Supplies:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Educational	$ 10,000.00	$ -	$ 10,000.00	$ -	$ -	$ -	$ 10,000.00	$ -	$ 10,000.00
Lab	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pharmacy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Medical	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office	$ 650.00	$ -	$ 650.00	$ -	$ -	$ -	$ 650.00	$ -	$ 650.00
6. Travel	$ 7,500.00	$ -	$ 7,500.00	$ -	$ -	$ -	$ 7,500.00	$ -	$ 7,500.00
7. Occupancy	$ 9,000.00	$ -	$ 9,000.00	$ -	$ -	$ -	$ 9,000.00	$ -	$ 9,000.00
8. Current Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Telephone	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Postage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Audit and Legal	$ 1,100.00	$ -	$ 1,100.00	$ -	$ -	$ -	$ 1,100.00	$ -	$ 1,100.00
Insurance	$ 850.00	$ -	$ 850.00	$ -	$ -	$ -	$ 850.00	$ -	$ 850.00
Board Expenses		$ -	$ -	$ -	$ -	$ -		$ -	$ -
9. Software	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10. Marketing/Communications	$ 6,665.20	$ -	$ 6,665.20	$ -	$ -	$ -	$ 6,665.20	$ -	$ 6,665.20
11. Staff Education and Training	$ 40,000.00	$ -	$ 40,000.00	$ -	$ -	$ -	$ 40,000.00	$ -	$ 40,000.00
12. Subcontracts/Agreements	$ 145,271.62	$ -	$ 145,271.62	$ -	$ -	$ -	$ 145,271.62	$ -	$ 145,271.62
13. Other (specific details mandatory):	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
-parent barrier resolution incentives	$ 8,500.00	$ -	$ 8,500.00	$ -	$ -	$ -	$ 8,500.00	$ -	$ 8,500.00
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 437,500.00	$ -	$ 437,500.00	$ -	$ -	$ -	$ 437,500.00	$ -	$ 437,500.00

Indirect As A Percent of Direct 0.0%

Contractor Initials RB (DS)

Date 10/19/2021

State of New Hampshire

Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that LAKES REGION COMMUNITY SERVICES COUNCIL is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on July 29, 1975. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 64109

Certificate Number : 0005348945

IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 9th day of April A.D. 2021.

William M. Gardner

Secretary of State

CERTIFICATE OF AUTHORITY

I, LYNN HILBRUNNER, 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 ___Lakes Region Community Services Council___
(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 September 15, 2021__, at which a quorum of the Directors/shareholders were present and voting.
(Date)

VOTED: That __Rebecca L. Bryant_____(may list more than one person)
(Name and Title of Contract Signatory)

is duly authorized on behalf of Lakes Region Community Services Council 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: 10/21/2021

Signature of Elected Officer
Name: LYNN HILBRUNNER
Title: SECRETARY

LAKESREG5

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 1/07/2021

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Elizabeth Mailhot	
USI Insurance Services LLC 12 Gill Street Suite 5500 Woburn, MA 01801 855 874-0123	PHONE (A/C, No, Ext): 855 874-0123	FAX (A/C, No): 781-376-5035
	E-MAIL ADDRESS: Elizabeth.Mailhot@usi.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Philadelphia Insurance Company	32204
INSURED Lakes Region Community Services Council 719 North Main Street Laconia, NH 03246	INSURER B : Granite State Work Comp Manuf	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			PHPK2206844	12/01/2020	12/01/2021	EACH OCCURRENCE	$1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$100,000
							MED EXP (Any one person)	$5,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$3,000,000
	POLICY PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$3,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY			PHPK2206840	12/01/2020	12/01/2021	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB X OCCUR			PHUB746405	12/01/2020	12/01/2021	EACH OCCURRENCE	$5,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$5,000,000
	DED X RETENTION $10,000							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N	N/A		WC0120211002953	01/01/2021	01/01/2022	X PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N						E.L. EACH ACCIDENT	$1,000,000
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$1,000,000
A	Abuse			PHPK2206844	12/01/2020	12/01/2021	$1,000,000 / $3,000,000	
A	Professional			PHPK2206844	12/01/2020	12/01/2021	$1,000,000 / $3,000,000	

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

CERTIFICATE HOLDER

State of New Hampshire
Department of Health & Human Services
129 Pleasant Street
Concord, NH 03301

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Todd

EXMCD

LAKES REGION COMMUNITY SERVICES

Engage. Empower. Inspire.

Mission Statement

Dedicated to serving the community by promoting independence, dignity and opportunity.

Value Statements

As individuals and as a community agency, we:

- Value all people;
- Value a team approach in all we do;
- Value and respect one another;
- Value our relationships in the communities in which we live and work;
- Value our role as facilitators of relationships; and
- Value and recognize that our relationships evolve, grow, and change over time.

Financial Statements

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

FOR THE YEARS ENDED
JUNE 30, 2020 AND 2019
AND
INDEPENDENT AUDITORS' REPORTS

Leone, McDonnell & Roberts
PROFESSIONAL ASSOCIATION

CERTIFIED PUBLIC ACCOUNTANTS

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

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

To the Board of Directors of
Lakes Region Community Services Council, Inc.
Laconia, New Hampshire

INDEPENDENT AUDITORS' REPORT

Report on the Financial Statements
We have audited the accompanying financial statements of Lakes Region Community Services Council, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2020 and 2019, and the related statements of cash flows, and notes to the financial statements for the years then ended, and the related statements of activities and functional expenses for the year ended June 30, 2020.

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

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Lakes Region Community Services Council, Inc. as of June 30, 2020 and 2019, and its cash flows for the years then ended, and the changes in its net assets for the year ended June 30, 2020 in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the Lakes Region Community Services Council, Inc.'s June 30, 2019 financial statements, and we expressed an unmodified opinion on those audited financial statements in our report dated October 9, 2019. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2019, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Report on Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of functional revenues on pages 20-22 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Matters

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with Government Auditing Standards, we have also issued our report dated October 9, 2020, on our consideration of Lakes Region Community Services Council, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Lakes Region Community Services Council, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering Lakes Region Community Services Council, Inc.'s internal control over financial reporting and compliance.

Leone McDonnell & Roberts,
Professional Association

Wolfeboro, New Hampshire
October 9, 2020

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2020 AND 2019

ASSETS

	2020	2019
CURRENT ASSETS		
Cash and cash equivalents	$ 6,090,997	$ 4,663,758
Accounts receivable:		
Medicaid	2,560,926	612,598
Other, net of allowance for doubtful accounts of $50,000 at June 30, 2020 and 2019	443,943	286,337
Prepaid expenses	53,598	29,132
Total current assets	9,149,464	5,591,825
PROPERTY AND EQUIPMENT, NET	3,454,418	3,444,274
OTHER ASSETS		
Due from affiliates, net	79,985	57,267
Deposits	37,779	37,779
Total other assets	117,764	95,046
Total assets	$ 12,721,646	$ 9,131,145

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Accounts payable	$ 1,111,944	$ 723,422
Accrued salaries, wages, and related expenses	616,961	452,517
Accrued earned time	335,958	305,524
Refundable advances	160,551	121,549
Other accrued expenses	380,797	146,557
Total current liabilities	2,606,211	1,749,569
LONG TERM LIABILITIES		
State of NH - Emergency Healthcare System Relief loan	50,000	-
Paycheck Protection Program loan	2,739,774	-
Total long term liabilities	2,789,774	-
Total liabilities	5,395,985	1,749,569
NET ASSETS		
Without donor restrictions	6,074,046	6,079,798
With donor restrictions	1,251,615	1,301,778
Total net assets	7,325,661	7,381,576
Total liabilities and net assets	$ 12,721,646	$ 9,131,145

See Notes to Financial Statements

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2020
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION

	Without Donor Restrictions	With Donor Restrictions	2020	2019
CHANGES IN NET ASSETS				
Revenues				
Program fees	$ 1,531,460	$ -	$ 1,531,460	$ 1,478,072
Medicaid	22,409,638	-	22,409,638	21,326,918
Client resources	93,447	-	93,447	97,250
Other third party payers	1,463	-	1,463	5,281
Public support	533,685	-	533,685	490,077
Private foundations	192,163	-	192,163	78,500
Production/service income	119,584	-	119,584	169,225
Investment	24,647	-	24,647	24,491
State of New Hampshire - DDS	1,368,101	-	1,368,101	1,322,817
Management fees	14,400	-	14,400	14,616
Other	1,213,220	-	1,213,220	452,977
Total revenues	27,501,808	-	27,501,808	25,460,224
Expenses				
Program services				
Service coordination	1,057,722	-	1,057,722	1,085,925
Day programs	3,228,898	-	3,228,898	3,882,692
Early intervention	681,659	-	681,659	696,826
Enhanced family care	3,309,717	-	3,309,717	3,204,420
Community options	208,225	-	208,225	335,310
Community residences	10,598,006	-	10,598,006	8,714,212
Transportation	45,234	-	45,234	93,507
Family support	4,098,763	-	4,098,763	3,888,473
Other DDS	22,796	-	22,796	91,826
Other programs	1,452,563	-	1,452,563	1,130,021
Supporting activities				
General management	2,661,292	50,163	2,711,455	2,180,759
Fundraising	142,685	-	142,685	140,506
Total expenses	27,507,560	50,163	27,557,723	25,444,477
CHANGE IN NET ASSETS	(5,752)	(50,163)	(55,915)	15,747
NET ASSETS, BEGINNING OF YEAR	6,079,798	1,301,778	7,381,576	7,365,829
NET ASSETS, END OF YEAR	$ 6,074,046	$ 1,251,615	$ 7,325,661	$ 7,381,576

See Notes to Financial Statements

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

	2020	2019
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	$ (55,915)	$ 15,747
Adjustments to reconcile change in net assets to net cash from operating activities:		
Depreciation	245,964	247,854
(Increase) decrease in assets:		
Accounts receivable	(2,105,934)	(150,576)
Prepaid expenses	(24,466)	(2,064)
Increase (decrease) in liabilities:		
Accounts payable	388,522	(49,525)
Accrued salaries, wages, and related expenses	164,444	(162,131)
Accrued earned time	30,434	3,435
Refundable advances	39,002	59,902
Other accrued expenses	234,240	20,344
NET CASH USED IN OPERATING ACTIVITIES	(1,083,709)	(17,014)
CASH FLOWS FROM INVESTING ACTIVITIES		
Additions to property and equipment	(256,108)	(42,197)
NET CASH USED IN INVESTING ACTIVITIES	(256,108)	(42,197)
CASH FLOWS FROM FINANCING ACTIVITIES		
Proceeds from Payroll Protection Program loan	2,739,774	-
Proceeds from State of NH - Emergency Healthcare System Relief loan	50,000	-
Increase in due from affiliates	(22,718)	(57,267)
Decrease in due to affiliates	-	(50,359)
NET CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES	2,767,056	(107,626)
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	1,427,239	(166,837)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	4,663,758	4,830,595
CASH AND CASH EQUIVALENTS, END OF YEAR	$ 6,090,997	$ 4,663,758

See Notes to Financial Statements

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2020
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION

	Service Coordination	Day Programs	Early Intervention	Enhanced Family Care	Community Options
PERSONNEL COSTS					
Salaries and wages	$ 669,539	$ 1,925,289	$ 401,331	$ 221,144	$ 135,895
Employee benefits	196,952	554,044	119,562	65,898	38,788
Payroll taxes	48,254	143,338	29,316	16,104	9,374
PROFESSIONAL FEES AND CONSULTATIONS					
Client treatment & therapies	43,055	-	-	2,939,500	-
Accounting/auditing	-	-	-	-	-
Legal	3,214	-	-	-	-
Subcontract services	-	120	89,166	-	-
Other professional fees	43,201	-	-	-	-
STAFF DEVELOPMENT AND TRAINING					
Journals and publications	-	-	-	535	-
Conference/conventions	841	-	75	-	-
Other staff development	(841)	26,539	(725)	-	-
OCCUPANCY COSTS					
Rent	-	84,022	-	-	-
Mortgage payments	-	-	-	-	-
Utilities	-	8,862	-	-	-
Repairs and maintenance	-	2,366	-	-	-
Other occupancy costs	30,060	28,181	24,280	13,832	2,173
CONSUMABLE SUPPLIES					
Office supplies and equipment under $2,500	2,805	5,401	3,397	1,105	-
Building/household	18	720	-	178	-
Client	1,201	1,521	-	15,353	407
Medical supplies	-	135	-	-	-
ASSISTANCE TO INDIVIDUALS	4,129	-	-	1,909	-
PRODUCT SALES	-	17,680	-	-	-
EQUIPMENT RENTAL	-	165	-	200	-
EQUIPMENT MAINTENANCE	-	388	-	1,173	-
DEPRECIATION	-	11,020	-	-	-
ADVERTISING	-	123	-	1,061	-
PRINTING	-	-	-	-	-
TELEPHONE	16	9,243	-	15	-
POSTAGE	-	12	-	-	-
TRANSPORTATION	15,322	319,264	13,905	29,626	21,581
INSURANCE	-	-	-	-	-
MEMBERSHIP DUES	-	9,025	-	-	-
CLIENT PAYMENTS	-	76,054	392	94	7
OTHER	(44)	5,386	960	1,990	-
TOTAL FUNCTIONAL EXPENSES	$ 1,057,722	$ 3,228,898	$ 681,659	$ 3,309,717	$ 208,225

See Notes to Financial Statements

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2020
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION

	Community Residences	Transportation	Family Support	Other DDS	General Management
PERSONNEL COSTS					
Salaries and wages	$ 3,653,793	$ 20,560	$ 1,113,971	$ -	$ 1,151,875
Employee benefits	1,028,826	6,290	315,591	-	331,823
Payroll taxes	269,044	1,516	82,727	-	85,287
PROFESSIONAL FEES AND CONSULTATIONS					
Clerical contracted staff	-	-	-	-	749
Client treatment & therapies	146,982	-	1,789,566	-	1,032
Accounting/auditing	-	-	-	-	95,386
Legal	-	-	-	-	4,086
Subcontract services	4,647,711	-	456,396	-	-
Other professional fees	-	-	9,045	9,388	195,167
STAFF DEVELOPMENT AND TRAINING					
Journals and publications	-	-	-	-	394
Conference/conventions	-	-	390	-	7,880
Other staff development	141	-	-	-	33,190
OCCUPANCY COSTS					
Rent	185,100	-	100	-	-
Mortgage payments	9,165	-	-	-	-
Utilities	100,867	-	-	-	49,547
Repairs and maintenance	66,088	-	-	-	109,348
Other occupancy costs	191,344	-	10,604	-	(185,566)
CONSUMABLE SUPPLIES					
Office supplies and equipment under $2,500	12,497	7	25	-	35,343
Building/household	25,208	-	-	-	2,975
Client	102,385	-	3,827	13,382	6,506
Medical supplies	5,056	-	4,013	26	2,804
ASSISTANCE TO INDIVIDUALS	714	-	61,987	-	3,667
PRODUCT SALES	40	-	-	-	17
EQUIPMENT RENTAL	-	-	-	-	25,731
EQUIPMENT MAINTENANCE	14,352	-	1,215	-	24,916
DEPRECIATION	30,979	13,806	-	-	188,937
ADVERTISING	-	-	113	-	41,268
PRINTING	-	-	-	-	2,592
TELEPHONE	6,635	-	-	-	59,359
POSTAGE	-	-	-	-	17,378
TRANSPORTATION	99,185	3,055	180,454	-	-
INSURANCE	-	-	100	-	165,090
MEMBERSHIP DUES	-	-	46,745	-	55,883
CLIENT PAYMENTS	234	-	149	-	6,207
OTHER	1,660	-	21,745	-	192,584
TOTAL FUNCTIONAL EXPENSES	$ 10,598,006	$ 45,234	$ 4,098,763	$ 22,796	$ 2,711,455

See Notes to Financial Statements

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2020
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION

	Fundraising	Total DDS Funded	Total Non-DDS Funded	2020 Totals	2019 Totals
PERSONNEL COSTS					
Salaries and wages	$ 88,192	$ 9,381,589	$ 918,474	$ 10,300,063	$ 10,150,156
Employee benefits	25,373	2,683,147	265,189	2,948,336	2,761,969
Payroll taxes	6,570	691,530	67,516	759,046	755,779
PROFESSIONAL FEES AND CONSULTATIONS					
Client treatment & therapies	-	4,920,135	24,759	4,944,894	4,665,356
Accounting/auditing	-	95,386	-	95,386	101,500
Legal	-	7,300	-	7,300	4,015
Subcontract services	-	5,193,393	9,100	5,202,493	3,793,712
Other professional fees	10,370	267,171	-	267,171	297,476
STAFF DEVELOPMENT AND TRAINING					
Journals and publications	35	964	-	964	451
Conference/conventions	1,504	10,690	1,478	12,168	21,959
Other staff development	-	58,304	5,755	64,059	42,087
OCCUPANCY COSTS					
Rent	-	269,222	-	269,222	283,420
Mortgage payments	-	9,165	-	9,165	9,023
Utilities	-	159,276	24	159,300	165,944
Repairs and maintenance	-	177,802	639	178,441	192,401
Other occupancy costs	-	114,908	79,212	194,120	89,076
CONSUMABLE SUPPLIES					
Office supplies and equipment under $2,500	720	61,300	12,182	73,482	130,594
Building/household	-	29,099	33	29,132	22,451
Client	349	144,931	8,920	153,851	149,531
Medical supplies	-	12,034	49	12,083	11,614
ASSISTANCE TO INDIVIDUALS	-	72,406	10,504	82,910	31,798
PRODUCT SALES	-	17,737	-	17,737	24,821
EQUIPMENT RENTAL	-	26,096	-	26,096	23,785
EQUIPMENT MAINTENANCE	-	42,044	-	42,044	26,733
DEPRECIATION	-	244,742	1,222	245,964	247,854
ADVERTISING	1,490	44,055	4,000	48,055	41,453
PRINTING	4,330	6,922	-	6,922	4,396
TELEPHONE	-	75,268	-	75,268	57,582
POSTAGE	1,057	18,447	35	18,482	17,928
TRANSPORTATION	-	682,392	40,082	722,474	870,381
INSURANCE	-	165,190	-	165,190	110,247
MEMBERSHIP DUES	1,885	113,538	450	113,988	146,132
CLIENT PAYMENTS	-	83,137	1,172	84,309	101,838
OTHER	810	225,091	1,768	226,859	91,015
TOTAL FUNCTIONAL EXPENSES	$ 142,685	$ 26,105,160	$ 1,452,563	$ 27,557,723	$ 25,444,477

See Notes to Financial Statements

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

Lakes Region Community Services Council, Inc. (the Council) is a New Hampshire nonprofit corporation organized exclusively for charitable purposes to ensure there is a coordinated and efficient program of human services dealing effectively with the problems and needs of the developmentally impaired of Belknap County, lower Grafton County and the surrounding communities.

Basis of Accounting

The financial statements of Lakes Region Community Services Council, Inc. have been prepared on the accrual basis of accounting.

Basis of Presentation

The financial statements of the Council have been prepared in accordance with U.S. generally accepted accounting principles (US GAAP), which require the Council to report information regarding its financial position and activities according to the following net asset classifications:

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

Net assets with donor restrictions – Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Council or by passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

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

As of June 30, 2020 and 2019, the Council had net assets with donor restrictions and net assets without donor restrictions.

Cash and Cash Equivalents

For the purposes of the Statements of Cash Flows, the Council considers all demand deposits, money market funds, and short-term investments with original maturities of three months or less to be cash equivalents.

Other Events

The impact of the novel coronavirus ("COVID-19") and measures to prevent its spread are affecting the Council's operations. The significance of the impact of these disruptions, including the extent of their adverse impact on the Council's financial and operational results, will be dictated by the length of time that such disruptions continue and, in turn, will depend on the currently unknowable duration of the COVID-19 pandemic and the impact of governmental regulations that might be imposed in response to the pandemic. The Council's operations could also be impacted should the disruptions from COVID-19 lead to changes in client behavior. The COVID-19 impact on the capital markets could also impact the Council's cost of borrowing. There are certain limitations on the Council's ability to mitigate the adverse financial impact of these items. COVID-19 also makes it more challenging for management to estimate future performance of the operations, particularly over the near to medium term.

Accounts Receivable

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts through a charge to activities and a credit to a valuation allowance based on historical account write-off patterns by the payor, adjusted as necessary to reflect current conditions. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable.

The Council has no policy for charging interest on overdue accounts nor are its accounts receivable pledged as collateral, except as disclosed in Note 4.

It is the policy of the Council to provide services to all eligible residents of central New Hampshire without regard to ability to pay. As a result of this policy, all charity care write-offs are recorded as reductions in revenue in the period in which services are provided. The accounts receivable allowance includes the estimated amount of charity care and contractual allowances included in the accounts receivable balances. The computation of the contractual allowance is based on historical ratios of fees charged to amounts collected.

Contributions

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are restricted by the donor for future periods or for specific purposes are reported as net assets with donor restrictions, depending on the nature of the restrictions. However, if a restriction is fulfilled in the same period in which the contribution is received, the Council reports the support as net assets without donor restrictions.

Property and Depreciation

Property and equipment are recorded at cost or, if contributed, at estimated fair value at the date of contribution. Material assets with a useful life in excess of one year are capitalized. Depreciation is provided for using the straight-line method in amounts designed to amortize the cost of the assets over their estimated useful lives as follows:

Buildings and improvements	5 - 40 Years
Furniture, fixtures and equipment	3 - 10 Years

Costs for repairs and maintenance are expensed when incurred and betterments are capitalized. Assets sold or otherwise disposed of are removed from the accounts, along with the related accumulated depreciation, and any gain or loss is recognized.

Fair Value of Financial Instruments
The Council's financial instruments consist of cash, short-term receivables and payables and customer deposits. The carrying value for all such instruments, considering the terms, approximates fair value at June 30, 2020 and 2019.

Refundable Advances
Grants received in advance are recorded as refundable advances and recognized as revenue in the period in which the related services or expenditures are incurred.

Summarized Financial Information
The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Council's financial statements for the year ended June 30, 2019, from which the summarized information was derived.

Accrued Earned Time
The Council has accrued a liability for future compensated leave time that its employees have earned and which is vested with the employee.

Income Taxes
The Council is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The Internal Revenue Service has determined the Council to be other than a private foundation.

Management has evaluated the Council's tax positions and concluded that the Council has maintained its tax-exempt status and has taken no uncertain tax positions that would require adjustment to the financial statements. With few exceptions, the Council is no longer subject to income tax examinations by the United States Federal or State tax authorities prior to 2017.

Advertising
The Council expenses advertising costs as incurred.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis. Accordingly, costs have been allocated among the program services and supporting activities benefited. Such allocations have been determined by management on an equitable basis.

The expenses that are allocated include the following:

Expense	Method of allocation
Salaries and benefits	Time and effort
Occupancy	Square footage/revenues
Depreciation	Direct assignment
All other expenses	Direct assignment

Accounting Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

New Accounting Pronouncement

During the year, the Council adopted the provisions of FASB ASU 2018-08, *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made* (Topic 958). This accounting standard is meant to help not-for-profit entities evaluate whether transactions should be accounted for as contributions or as exchange transactions and, if the transaction is identified as a contribution, whether it is conditional or unconditional. ASU 2018-08 clarifies how an organization determines whether a resource provider is receiving commensurate value in return for a grant. If no commensurate value is received by the grant maker, the transfer is a contribution. ASU 2018-08 stresses that the value received by the general public as a result of the grant is not considered to be commensurate value received by the provider of the grant. Results for reporting the years ending June 30, 2020 and 2019 are presented under FASB ASU 2018-08. The comparative information has not been restated and continues to be reported under the accounting standards in effect in those reporting periods. There was no material impact to the financial statements as a result of adoption. Accordingly, no adjustment to opening net assets was recorded.

2. LIQUIDITY AND AVALIBILITY

The following represents the Council's financial assets as of June 30, 2020 and 2019:

	2020	2019
Cash and cash equivalents	$ 6,090,997	$ 4,663,758
Accounts receivable:		
Medicaid	2,560,926	612,598
Other, net	443,943	286,337
Deposits	37,779	37,779
Total financial assets	$ 9,133,645	$ 5,600,472
Less amounts not available to be used within one year:		
Deposits	$ 37,779	$ 37,779
Financial assets available to meet general expenditures over the next twelve months	$ 9,095,866	$ 5,562,693

The Council's goal is generally to maintain financial assets to meet 90 days of operating expenses (approximately $6.73 million). As part of its liquidity plan, excess cash is invested in short-term investments, including money market accounts.

3. PROPERTY AND EQUIPMENT

As of June 30, 2020 and 2019, property and equipment consisted of the following:

	2020	2019
Buildings and improvements	$ 4,141,347	$ 3,936,642
Leasehold improvements	393,215	393,215
Furniture, fixtures and equipment	837,434	781,138
Vehicles	173,352	173,352
Land	152,200	152,200
Construction in progress	-	4,893
Total	5,697,548	5,441,440
Less accumulated depreciation	2,243,130	1,997,166
Property and equipment, net	$ 3,454,418	$ 3,444,274

Depreciation expense for the years ended June 30, 2020 and 2019 amounted to $245,964 and $247,854, respectively.

4. DEMAND NOTE PAYABLE

The Council maintains a revolving line of credit with a bank. The revolving line of credit provides for maximum borrowings up to $3,000,000 and is renewable annually. Effective January 27, 2020 the Council renewed the revolving line of credit through December 31, 2020, and is collateralized by all of the business assets of the Council and guaranteed by related nonprofit organizations (see Note 11). At June 30, 2020 and 2019, the interest was stated at the bank's prime rate of 3.25% and 5.50%, respectively. There was no amount outstanding on this line of credit at June 30, 2020 and 2019.

5. PAYCHECK PROTECTION PROGRAM LOAN

During the year ended June 30, 2020, the Council applied for and was awarded a Payroll Protection Program loan through the Small Business Administration. Loan forgiveness is possible if certain criteria are met. Any amounts not forgiven are to be repaid over a two-year period, with payments deferred for the first six months. Interest would be stated at 1%. As of the date of the audit report, the amount of the loan that will be eligible for forgiveness is unknown. The loan amounted to $2,739,774, at June 30, 2020, and is recorded as a liability on the accompanying statement of financial position.

6. STATE OF NH – EMERGENCY HEALTHCARE SYSTEM RELIEF LOAN

During the year ended June 30, 2020, the Council applied for and was awarded a loan through the State of New Hampshire Department of Health and Human Services' COVID-19 Emergency Healthcare System Relief Fund. The loan will mature 180 days after the expiration of the State of Emergency declared by the governor of NH. At the discretion of the lender, the loan may be forgiven and converted to a grant contingent upon certain criteria being met. As of the date of the audit report, the State of New Hampshire remained under the State of Emergency declaration. The loan amounted to $50,000 at June 30, 2020, and is recorded as a liability on the accompanying statement of financial position.

7. NET ASSETS

Net assets with donor restrictions were made up of a building donated to the Council with restricted use for 30 years. The amount released from restriction each year is the current year deprecation on the building. The amount of net assets with donor restrictions were $1,251,615 and $1,301,778 for the years ended June 30, 2020 and 2019, respectively.

8. RETIREMENT PLAN

The Council maintains a retirement plan for all eligible employees. During the years ended June 30, 2020 and 2019, the Council made matching contributions of 100% of a participant's salary reduction that was not in excess of 2% of the participant's compensation. All employees who work one thousand hours per year are eligible to participate after one year of employment. The Council's contribution to the retirement plan for the years ended June 30, 2020 and 2019 was $78,621 and $60,666, respectively.

9. CONCENTRATION OF RISK

For the years ended June 30, 2020 and 2019, approximately 81% and 84%, respectively, of the total revenue was derived from Medicaid. The future existence of the Council is dependent upon continued support from Medicaid.

In order for the Council to receive Medicaid funding, they must be formally approved by the State of New Hampshire, Division of Health and Human Services (DHHS) as the provider of services for developmentally disabled individuals for that region. In June 2016, the Council was re-designated for the period September 2015 through September 2020.

Medicaid receivables comprise approximately 85% and 68% of the total accounts receivable balances at June 30, 2020 and 2019, respectively.

10. LEASE COMMITMENTS

The Council has entered into various operating lease agreements to rent certain facilities and office equipment for their community residences and other programs. The terms of these leases range from one to ten years. The Council also leases various apartments on behalf of clients on a month-to-month basis. Rent expense under these agreements aggregated $295,318 and $307,205 for the years ended June 30, 2020 and 2019, respectively.

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

Year Ending June 30	Amount
2021	$ 160,173
2022	89,502
2023	77,640
2024	77,640
2025	17,995
Total	$ 422,910

Refer to Note 11 for information regarding a lease agreement with a related party.

11. RELATED PARTY TRANSACTIONS

Lakes Region Community Services Council, Inc. is related to the following nonprofit corporations as a result of common board membership:

Related Party	Function
Genera Corporation	Manages and leases property
Greater Laconia Transit Agency	Provides transportation services
Lakes Region Community Services Foundation	Solicit, receive, and administer fundraising efforts for the benefit of the Council and others

Lakes Region Community Services Council, Inc. has contracts and transactions with the above related parties during its normal course of operations. The significant related party transactions are as follows:

Received From:	2020	2019	Purpose
Genera Corporation	$ 14,400	$ 14,400	Management, Accounting and Financial Services
Genera Corporation	$ 14,988	$ 14,988	Insurance Reimbursement
Lakes Region Community Services Foundation	$ 63,000	$ 20,000	Program Support

Paid To:	2020	2019	
Genera Corporation	$ 109,800	$ 109,800	Rental of Homes
Lakes Region Community Services Foundation	$ 15,000	$ 60	Foundation Contributions

Due (To)/From:	2020	2019
Genera Corporation	$ 33,771	$ 4,272
Greater Laconia Transit Agency	61,214	61,214
Lakes Region Community Services Foundation	(15,000)	(8,219)
	$ 79,985	$ 57,267

There are no specified terms of payment and no interest stated on the related party due (to) from accounts.

Demand Note Payable
The Council's demand note payable is guaranteed by Genera Corporation (see Note 4).

Rent
The Council has a perpetual lease agreement with Genera Corporation which calls for annual rent payments. The future minimum lease payments under the lease are $109,800, annually.

Insurance Reimbursement
Lakes Region Community Services Council, Inc. carries a joint liability policy with the related parties above. Lakes Region Community Services Council, Inc. pays for the coverage in full and then is reimbursed by the affiliates based on contracts between the agencies.

Prepaid Expenses Related to Affiliated Organization
The Council has recorded prepaid expenses related to advances paid to Greater Laconia Transit Agency for the purchase of vehicles to be used solely for the transportation services for the Council's consumers. There were no advances for the years ended June 30, 2020 and 2019.

The Council had expensed these advances over the useful lives of the vehicles (3 - 7 years). Accordingly, Greater Laconia Transit Agency had recorded the advances as deferred revenue and recognized the income consistently over the useful lives of the vehicles. The total amount of the advances expensed by the Council and included as revenue by Greater Laconia Transit Agency was $6,312 for the years ended June 30, 2019. No amounts were included in revenue or expense during the year ended June 30, 2020.

12. CONTINGENCIES - GRANT COMPLIANCE

The Council receives funds under various state grants and from Federal sources. Under the terms of these agreements, the Council is required to use the funds within a certain period and for purposes specified by the governing laws and regulations. If expenditures were found not to have been made in compliance with the laws and regulations, the Council may be required to repay the funds.

No provisions have been made for this contingency because specific amounts, if any, have not been determined or assessed by government audits as of June 30, 2020.

13. CLIENT FUNDS

The Council administers funds for certain consumers. No asset or liability has been recorded for this amount. As of June 30, 2020 and 2019, client funds held by the Council aggregated $452,318 and $260,453, respectively.

14. CONCENTRATION OF CREDIT RISK

The Council maintains cash balances that, at times may exceed federally insured limits. The balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to $250,000 at June 30, 2020 and 2019. In addition to FDIC coverage, certain deposits of the Council are insured or collateralized through other means. The Council has not experienced any losses in such accounts and believes it is not exposed to any significant risk with these accounts. At June 30, 2020 and 2019, cash balances in excess of FDIC coverage aggregated $862,551 and $852,568, respectively.

15. FINANCIAL INSTRUMENTS WITH OFF STATEMENT OF FINANCIAL POSITION RISK

The Council maintains a repurchase account agreement with a bank. A portion of the Council's overnight deposit bank balances are divided into amounts under the FDIC limit of $250,000 and swept into various insured bank accounts. This agreement provides flexibility to the Council by allowing them to maintain large cash balances in excess of the standard FDIC limit individually, but when spread across multiple banks, providing insurance for the full amount of the repurchase account.

16. RECLASSIFICATION

Certain amounts and accounts from the prior year's financial statements were reclassified to enhance comparability with the current year's financial statements.

17. SUBSEQUENT EVENTS

Subsequent events are events or transactions that occur after the statement of financial position date, but before financial statements are available to be issued. Recognized subsequent events are events or transactions that provide additional evidence about conditions that existed at the statement of financial position date, including the estimates inherent in the process of preparing financial statements. Non recognized subsequent events are events that provide evidence about conditions that did not exist at the statement of financial position date, but arose after that date. Management has evaluated subsequent events through October 9, 2020, the date the June 30, 2020 financial statements were available for issuance.

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

SCHEDULE OF FUNCTIONAL REVENUES
FOR THE YEAR ENDED JUNE 30, 2020
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION

	Service Coordination	Day Programs	Early Intervention	Enhanced Family Care	Community Options
Program fees	$ 5,908	$ 36,177	$ 13,189	$ 811,044	$ -
Medicaid	929,103	3,337,199	595,451	3,341,361	216,917
Client resources	-	5,994	-	25,899	4,965
Other third party payers	1,463	-	-	-	-
Public support	-	20,000	-	-	-
Private foundations	-	-	-	-	-
Production/service income	465	115,752	3,047	-	-
Investment	-	-	-	-	-
State of New Hampshire - DDS	-	-	163,010	-	-
Management fees	-	-	-	-	-
Other	1,996	97,910	195	162,085	8,215
TOTAL FUNCTIONAL REVENUES	$ 938,935	$ 3,613,032	$ 774,892	$ 4,340,389	$ 230,097

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

SCHEDULE OF FUNCTIONAL REVENUES
FOR THE YEAR ENDED JUNE 30, 2020
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION

	Community Residences	Family Support	Transportation	Other DDS	General Management
Program fees	$ 483,470	$ 829	$ -	$ 39,903	$ 79,757
Medicaid	9,283,305	4,549,912	-	-	-
Client resources	38,070	18,519	-	-	-
Other third party payers	-	-	-	-	-
Public support	-	-	-	-	(4,728)
Private foundations	-	-	-	-	20,000
Production/service income	-	-	-	-	-
Investment	-	-	-	-	24,647
State of New Hampshire - DDS	178,887	108,268	-	-	917,936
Management fees	-	-	-	-	14,400
Other	262,544	31,064	-	-	182,499
TOTAL FUNCTIONAL REVENUES	$ 10,246,276	$ 4,708,592	$ -	$ 39,903	$ 1,234,511

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

SCHEDULE OF FUNCTIONAL REVENUES
FOR THE YEAR ENDED JUNE 30, 2020
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION

	Fundraising	Total DDS Funded	Total Non-DDS Funded	2020 Totals	2019 Totals
Program fees	$ -	$ 1,470,277	$ 61,183	$ 1,531,460	$ 1,478,072
Medicaid	-	22,253,248	156,390	22,409,638	21,326,918
Client resources	-	93,447	-	93,447	97,250
Other third party payers	-	1,463	-	1,463	5,281
Public support	6,061	21,333	512,352	533,685	490,077
Private foundations	-	20,000	172,163	192,163	78,500
Production/service income	-	119,264	320	119,584	169,225
Investment	-	24,647	-	24,647	24,491
State of New Hampshire - DDS	-	1,368,101	-	1,368,101	1,322,817
Management fees	-	14,400	-	14,400	14,616
Other	1,067	747,575	465,645	1,213,220	452,977
TOTAL FUNCTIONAL REVENUES	$ 7,128	$ 26,133,755	$ 1,368,053	$ 27,501,808	$ 25,460,224

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2020

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/ PROGRAM TITLE	FEDERAL CFDA NUMBER	PASS THROUGH GRANTOR NUMBER	FEDERAL EXPENDITURES
U.S. DEPT. OF HEALTH AND HUMAN SERVICES			
Passed through State of New Hampshire			
Department of Health and Human Services, Office of Human Services,			
Division of Children, Youth and Families			
Stephanie Tubbs Jones Child Welfare Services Program	93.645	102-5000734-42106802	$ 4,000
Promoting Safe and Stable Families	93.556	102-5000734-42107306	18,398
TANF CLUSTER			
Temporary Assistance for Needy Families	93.558	102-5000734-45030353	134,441
Temporary Assistance for Needy Families	93.558	102-5000734-45030205	32,444
			166,885
Maternal & Child Health Services Block Grant for States	93.994	102-5000734-90004009	4,911
Social Services Block Grant	93.667	102-5000734-42106603	68,987
Department of Health and Human Services, Office of Human Services,			
Social Services Block Grant	93.667	05-95-48-481010-9255	160,175
			229,162
Child Abuse and Neglect Discretionary Activities	93.670	102-5000731-90070470	42,085
AGING CLUSTER			
Special Programs for Aging, Title III, B	93.044	05-95-48-481010-7872	20,794
Total U.S. Department of Health and Human Services			$ 486,235
U.S. DEPARTMENT OF EDUCATION			
Department of Health and Human Services, Office of Human Services,			
Division of Long Term Supports and Services			
Special Education - Grants for Infants and Families	84.181A	05-95-93-930010-7852	$ 102,760
Total U.S. Department of Education			$ 102,760
U.S. DEPARTMENT OF THE TREASURY			
Passed through State of New Hampshire			
Governor's Office of Emergency Relief and Recovery			
COVID-19 Long Term Care Stabilization Program			
Coronavirus Relief Fund	21.019	N/A	$ 731,657
Total U.S. Department of the Treasury			$ 731,657
Total expenditures of federal awards			$ 1,320,652

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2020

NOTE 1 BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal award activity of Lakes Region Community Services Council, Inc. under programs of the federal government for the year ended June 30, 2020. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Lakes Region Community Services Council, Inc., it is not intended to and does not present the financial position, change in net assets, or cash flows of Lakes Region Community Services Council, Inc.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Pass-through entity identifying numbers are presented where available. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amount reported as expenditures in prior years.

NOTE 3 INDIRECT COST RATE

Lakes Region Community Services Council, Inc. has elected not to use the ten percent de minimis indirect cost rate allowed under Uniform Guidance.

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LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors of
Lakes Region Community Services Council, Inc.
Laconia, New Hampshire

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Lakes Region Community Services Council, Inc. (a New Hampshire nonprofit organization), which comprise the statements of financial position as of June 30, 2020 and 2019, and the related statements of cash flows, and the related notes to the financial statements for the years then ended, and the related statements of activities and functional expenses for the year ended June 30, 2020, and have issued our report thereon dated October 9, 2020.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Lakes Region Community Services Council, Inc.'s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Lakes Region Community Services Council, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Lakes Region Community Services Council, Inc.'s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Lakes Region Community Services Council, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards.*

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Leone McDonnell & Roberts,
Professional Association

Wolfeboro, New Hampshire
October 9, 2020

Leone, McDonnell & Roberts
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LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Directors of
Lakes Region Community Services Council, Inc.
Laconia, New Hampshire

Report on Compliance for Each Major Federal Program
We have audited Lakes Region Community Services Council, Inc.'s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Lakes Region Community Services Council, Inc.'s major federal programs for the year ended June 30, 2020. Lakes Region Community Services Council, Inc.'s major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility
Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

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

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Lakes Region Community Services Council, Inc.'s compliance.

Opinion on Each Major Federal Program
In our opinion, Lakes Region Community Services Council, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.

Report on Internal Control Over Compliance
Management of Lakes Region Community Services Council, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Lakes Region Community Services Council, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Lakes Region Community Services Council, Inc.'s internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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

Leone McDonnell & Roberts,
Professional Association

Wolfeboro, New Hampshire
October 9, 2020

LAKES REGION COMMUNITY SERVICES COUNCIL, INC.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2020

A. SUMMARY OF AUDITORS' RESULTS

1. The auditors' report expresses an unmodified opinion on whether the financial statements of Lakes Region Community Services Council, Inc. were prepared in accordance with GAAP.

2. No significant deficiencies relating to the audit of the financial statements are reported in the *Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.* No material weaknesses are reported.

3. No instances of noncompliance material to the financial statements of Lakes Region Community Services Council, Inc., which would be required to be reported in accordance with Government Auditing Standards, were disclosed during the audit.

4. No significant deficiencies in internal control over major federal award programs are reported in the *Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance*. No material weaknesses are reported.

5. The auditors' report on compliance for the major federal award programs for Lakes Region Community Services Council, Inc. expresses an unmodified opinion on all major federal programs.

6. There were no audit findings that are required to be reported in accordance with 2 CFR Section 200.516(a).

7. The program tested as major programs was: U.S. Department of the Treasury, Coronavirus Relief Fund, CFDA 21.019.

8. The threshold for distinguishing between Type A and B programs was $750,000.

9. Lakes Region Community Services Council, Inc. was determined to not be a low-risk auditee.

B. FINDINGS – FINANCIAL STATEMENTS AUDIT

None

C. FINDINGS AND QUESTIONED COSTS–MAJOR FEDERAL AWARD PROGRAM AUDIT

None

Lakes Region Community Services
Board of Directors 2021 – 2022 / Board List & Affiliation

Carrie Chase, President
United Postal Service

Gary Lemay, Vice President
NH Electrical Corporative

Jeanin Onos, Treasurer
Bank of New Hampshire

Lynn Hilbrunner, Secretary
NH Veterans Home

R. Stuart Wallace, Past President
NH Technical Institute

Margaret Selig, At-Large
Retired

DIRECTORS

Randy Perkins
Retired

Richard Crocker
Retired

Garrett Lavallee
Spaulding Youth Center

Catherine Walker
LR General Hospital

Thomas Costigan Jr.
Speare Memorial Hospital

Kurt Christensen
Owl's Nest Resort & Golf Club

Kirk Beattie
Laconia Fire Department

Pamela Hannett
Traction on Demand

Emily Fortson
Bank of New Hampshire

Eric Adams
Laconia Police Department

Matthew Canfield, *Director Emeritus*
Laconia Police Department

Rebecca L. Bryant

EDUCATION

New England College

May 2018 Master of Business Administration & Non Profit Leadership Graduate Certificate

Keene State College

May 1995 Bachelor of Science, Business Management, Accounting Concentration

- Management Award
- NH Small Business Institute Project of the Year
- Business Manager, Equinox, Keene State Student Newspaper

EXPERIENCE

Lakes Region Community Services ♦ Laconia, New Hampshire

President & CEO October 2016 – Current

Chief Executive Officer of Community Based Not-For-Profit Corporation. Responsible for overall administration of a $30 million with 400 employees, 100 private contractors, and serving thousands of individuals and families in the greater Lakes Region. Responsible for the development and oversight of a community based social services system including services to infants, children, families and elders through the lifespan. Provide total agency leadership, fiscal management, risk management, program stewardship. Report to and work closely with the Board of Directors.

Director of Finance April 2007 – October 2016

Chief Financial Officer. Oversaw financial and personnel administration for private non-profit human services agency with an annual budget of $30 million and 400 employees. Prepared and monitored annual budgets. Negotiated funding requests with the New Hampshire Department of Health and Human Services (NHDHHS). Responsible for all funding compliance for NHDHHS and Center for Medicare and Medicaid Services (CMS.) Prepared and managed contracts with funding sources and vendors. Oversaw Agency Risk Management program. Administered the agency's compensation and benefits plans. Ensured compliance with applicable state and federal labor regulations. Oversaw the installation and support of agency Information Technology. Major accomplishments include work on the $2.5mil Capital Campaign, compete IT Infrastructure overhaul, significant human capital and programmatic bridge building between Finance and Operations. Reported to and work closely with the Board of Directors and Executive Director.

Wilcom ♦ Laconia, New Hampshire

Controller August 2000-April 2007

Controller for Telecommunications Manufacturer celebrating 40 years in business in 2007. Direct report to the Vice President/Chief Financial Officer and President, Chief Operating Officer in New York. Responsible for all functions and employees in: Accounting, Sales, MIS, Customer Service, Human Resources and Facilities. As Acting General Manager responsible for NH Operations in the absence of the President and Vice President. During tenure with this company successes included; writing and negotiating GSA proposal to obtain GSA Schedule Award, creating and maintaining multiple government registrations including CCR, JCP, ORCA and AES Direct, maintaining 100% in-house collections for receivables, and supervision of office renovation project. As part of accounting function maintained two day month end close with a manual closing system. In fulfilling MIS supervisory role, led MIS through major web site overhaul with outside vendor, MRP system upgrade, and phone system upgrade. Led Sales Department through transition from reliance on outside sales and manufacturer's reps to 100% inside sales through restructuring, hiring and daily oversight of Sales Department.

Freudenberg-NOK General Partnership • Bristol, New Hampshire

Hyperion Administrator July 2000-August 2000

Assistant Hyperion Administrator January 1999-July 2000

Assistant Treasury Manager October 1997-January 1999

As ***Hyperion Administrator,*** responsible for compiling monthly data feeds from 16 locations throughout the United States, Mexico and Brazil and producing consolidated financial statements. Assisted the Hyperion Administrator, maintained all aspects of financial database, wrote logic for the financial statements, administered system security, troubleshot for end users of database, and wrote reports for financial analysts. Prepared a multitude of comprehensive financial reports for the parent company in Germany. Communicated daily with the controllers and financial analysts in the United States and Europe to ensure timely collection and distribution of financial data. As ***Assistant Treasury Manager*** managed day-to-day activities of the Treasury Department including cash management, debt management, risk management (insurance and foreign currency hedging,) worker's compensation, corporate centralized accounts payable, intra-company accounts payable and receivable, as well as reconciliations of all general ledger accounts relating to treasury. Fulfilled all duties of both the Treasury Manager and Assistant Treasury Manager for nine months in the absence of the Treasury Manager.

SKILLS, CERTIFICATIONS

- Justice of the Peace, State of New Hampshire
- Notary Public, State of New Hampshire
- Leadership Lakes Region Class of 2008
- Proficiency in all Microsoft Office Applications
- Significant experience and proficiency with accounting systems including, Dynamics, Solomon, QAD, Hyperion
- Paylocity, ADP and Harper's Payroll Systems
- Business Process Kaizen
- LEAN

BOARD SERVICE

- Treasurer, Executive Committee, Community Services Network Inc, (CSNI) 2017 – Current
- Board Member, Sigma One Manufacturer's Workers' Compensation Trust 2010 – Current
- Secretary, Executive Committee, Community Health Services Network (CHSN) 2016 – Current
- Board Member, Greater Laconia Transit Agency (GLTA) 2016 – Current
- Board Member, Genera Corporation, 2016 – Current
- Corporator, Franklin Savings Bank

COMMUNITY SERVICE

- Middle Level Steering Committee, Moultonborough School District 2017 – Current
- Superintendent Search Committee, Moultonborough School District, 2016 - 2017
- Children's Ministry Volunteer, Grace Capital Church 2015 - 2017
- Committee Chair, Moultonborough Cub Scout Pack 369 2013 – 2015
- Den leader, Cub Scout Pack 369 2005 – 2015
- Advancements Chair, Cub Scout Pack 369 2005 – 2009
- Sunday School Teacher – Middle Class & Teens, Moultonborough United Methodist Church 2007 – 2015
- Nursery Coordinator, Moultonborough United Methodist Church 2005 – 2007
- Youth Basketball Coach 2013 – 2014
- Vacation Bible School, Moultonborough United Methodist Church 2005 – 2014
- Chair, Recreation Advisory Board, Town of Moultonborough 2008 – 2010

~References Available Upon Request~

Erin Pettengill, M.S.

WORK EXPERIENCE

Family Resource Center Director- December 1, 2015-present Lakes Region Community Services Laconia, NH
As the director of the Family Resource Center I am responsible for the comprehensive family support services for 1200 families in Central NH. I oversee the management of programs including Early Supports and Services, the Autism Center, Step Ahead. I am responsible for staff of 20, including physical therapists, family support aides and program managers. A significant part of my job is to research and apply for grants to support families in catchment area. Grants awarded include funding from the Linden Foundation, Pardoe Foundation and the Van Otterloo Grant. I also represent LRCS on community and statewide initiatives, ensuring collaboration with area agencies and organizations.

Transition Coordinator- September 2010- November 2015 Lakes Region Community Services Plymouth,NH
Part of the transition coordinators role is to work with families, individual, school systems and other various agencies to advocate and develop a plan for when an individual enters adult services. Part of the planning process includes facilitating the guardianship process, conducting state interviews, developing a budget based on the needs and support of the individual and coordinating services based on the money allocated. This job requires proficiency in social security benefits, Medicaid, state regulations and community connections. In conjunction with this role I became a certified START coordinator for the state of New Hampshire, with the focus on supporting dual diagnosed individuals.

In Home Counselor-July 2007 – July 2010
Family Preservation Community Services, Asheville, NC
Nonprofit Charitable Organizations
As an In Home Counselor for foster care my job was to supervise the foster parents. Additionally, I counseled the foster children in the home and provided crisis stabilization when needed. My other responsibilities included but were not limited to arranging team meetings, being a liaison between the foster family and other support members (Department of Social Services, community support, school districts, etc.). I was also responsible for providing documentation of visits and monitoring their books for certifications purposes. My primary duty was to make sure that the foster home ran smoothly and to develop solutions for any problems that arose.

EDUCATION:
Bachelor's Degree, 8/ 2000 – 12/2004 Keene State College | Keene, NH
Master's Degree in Counseling, 9/2009-3/2012 Capella University | Minneapolis, MN

SKILLS:
Certified Work Incentives Benefits Specialist
Certified START Coordinator
Qualified Mental Health Professional

REFERENCES
References available upon request

Shelley Kelleher

Skills — Solomon Dynamics SL Accounting, Paylocity, Harpers, QuickBooks, Access and Excel including VBA, PowerPoint, Word, SAP

Lakes Region Community Services — **Laconia, NH**

2017-Present — **Vice President & Chief Financial Officer**-Oversee financial administration and risk management of a private non-profit human services agency with a budget of $30M and 400 employees.

2012-2016 — **Controller**-Responsible for the day-to-day supervision of staff performing the accounting and payroll functions for a private non-profit human services agency with a budget of $26M.

- Ensure 500 employees are paid accurately
-Manage State and Federal contract funding ensuring compliance.
-Review internal control procedures writing new and updating controls.
-Liaison with external auditors for annual audit, A-133 audit, and 403B audit.
-Prepare monthly financial statements for all businesses with over 300 cost centers.
-403B Committee member.

2007-2011 — **Senior Staff Accountant**-Maintain the integrity, security, and reliability of the financial systems through accurate and efficient management of the financial records.

-Prepare, review, and distribute monthly operating statements.
-Maintain chart of accounts.
-Perform monthly balance sheet reconciliations.
-Organize data collection and prepare audit schedules for external audit.
-Assist in preparation of the annual budget.

Arrow Enterprise Storage Solutions/AECS — **Englewood, CO**

2001-2006 — **Finance Manager**-Manage controls and accuracy of financial data for $300M division.

-Budget and forecast P&L and ROWC.
-Participate in quarterly business reviews, sales and budget reviews to Senior Management.
-Compile monthly reports for 4 divisions (revenue of $1 billion) to Senior Management on financial statistics, product line and customer sales, headcount, productivity, and trend analysis.
-Analyze and manage data through Access database and Visual Basic.
-Provide division analysis for the BOD updates and quarterly analyst earnings calls for Arrow Electronics.

MOCA, Inc. An Arrow Company — **Marlborough, MA**

2000-2001 — **Senior Manager, Financial Planning and Analysis**-Manage the planning and analysis for MOCA a division of Merisel sold to Arrow Electronics.

-Develop corporate annual budget and monthly forecasts, design department profit and loss analysis, examine monthly expenses, and prepare A/R reserve reports.
-Audit incentive bonus statistics.
-Administer an accounts receivable database including G/L reconciliation, automation of the distribution and the data archive function, and design new reports using Visual Basic programming.
-Supervise financial analyst in CA office.

1996-2000 — **Merisel, Incorporated** — **Marlborough, MA**

NAM Reporting and Financial Analysis Manager-Manage subsidiary reporting and analysis.

-Design and analyze NAM AR Reports for CFO and VP of Financial Services.
-Forecast and analyze actual performance of Balance Sheet Reserves for US and Canadian subsidiary. Present and discuss reserve analysis with the CFO at monthly reserve meeting.
- Manage bad debt process starting at system write-off including collection agency management, PFC process, and database reporting to assist the tracking of collections, bankruptcies, and bad debt trends.
-Prepare and analyze $12 million US and C$2 million Canadian budgets for 14 cost centers including monthly DSO and bad debt provision forecast.
-Analyze customer credit worthiness and make credit line recommendations for accounts over $1 million.
-Coordinate facility move to a new location.
-Developed process to reduce Dun & Bradstreet expenses by $130,000 annually resulting in a 70% cost reduction.
-Supervise reporting analyst and admin staff.

1987 to 1996 **State Street Bank & Trust Company** **Quincy, MA**

Client Service Manager-Administer the accounting for several large corporate Domestic and International pension and 401k clients with $4 to $6 billion in assets.

-Manage a staff of 10.
-Responsible for establishing and maintaining client relationships.
-Reengineer staff workflow which doubled throughput and decreased reporting time by 30%.

Auditor-Coordinate the timely completion and accuracy of over 90 monthly financial statements, maintain audit copies with all supporting documentation, implement new procedures, and train employees.

-Audit a daily pricing fund, and maintain control logs for corporate actions and income collection.

Education

Master of Studies in Law Wake Forest University Law School Winston Salem, NC	December 2019 Business Law and Compliance Certificate
Master of Business Administration Bentley University, Waltham, MA Concentration: Finance	May 1993 Graduate School of Business
BA in Economics and Political Science University of Massachusetts, Boston, MA	July 1987 School of Arts and Sciences

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Volunteer

Got Lunch! Laconia	2018 and 2019

Lakes Region Community Services Council

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Rebecca Bryant	President & CEO	150,000	0	0
Shelley Kelleher	Vice President & CFO	115,000	0	0
Erin Pettengill	VP of Family Resource Center	74,997	40%	29,998.80

11 mac

Lori A. Shibinette
Commissioner

Lisa M. Morris
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301
603-271-4501 1-800-852-3345 Ext. 4501
Fax: 603-271-4827 TDD Access: 1-800-735-2964
www.dhhs.nh.gov

December 9, 2020

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 Public Health Services, to enter into **Sole Source** amendments to existing contracts for the provision of Community Collaboration services by providing parental assistance programming to the Winnipesauke and Manchester communities to reduce child maltreatment and the risk of children entering foster care, by increasing the total price limitation by $1,200,000 from $1,928,266 to $3,128,266 and by extending the completion dates from June 30, 2021, to June 30, 2023, effective upon Governor and Council approval. 70% General Funds and 30% Federal Funds.

The original contracts were approved by Governor and Council on July 31, 2019 (Item #18), and most recently amended with Governor and Council approval on August 26, 2020, item #19.

Vendor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount
Amoskeag Community Health	157274-B001	Manchester	$976,341	$600,000	$1,576,341
Lakes Region Community Services	177251-B002	Laconia	$951,925	$600,000	$1,551,925
		Total:	**$1,928,266**	**$1,200,000**	**$3,128,266**

Funds are anticipated to be available in 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 a previous amendment increased funding by more than ten percent (10%) of the total contract price limitation. The previous amendment added additional funding for the Contractors to design evidence-based programs.

The purpose of this request is to extend the agreements and to add reporting requirements. The two Community Collaborations contracts are currently bringing various agencies and representatives together to create an upstream approach for the prevention of child maltreatment services. These contracts are focused on providing services to early childhood families and creating system level changes to ensure a more coordinated service delivery for families. The Contractors use community and state networks to connect families to the services they need to support self-sufficiency and economic stability.

Approximately 400 families will be served from July 31, 2019, through June 30, 2023.

The Contractors will continue to support the development of collaborative educational programs and professional partnerships within the targeted communities. These programs and partnerships include designing prevention programs, parent education, and programs that offer alternatives to out-of-home placement for children. Through these contracts, the Department will expand access to community-based services for high-risk families, and provide prevention programming focused on strengthening and preserving families. The Contractors will provide additional reporting, per federal regulatory requirements, which includes quality reviews on the populations being served. The purpose of this additional reporting is to evaluate the services provided and to adjust delivery accordingly to best meet the needs of families.

The following performance measures will be used to measure the effectiveness of the contracts:

- Every six (6) months, 90% of Community Implementation Teams (CIT) membership will participate in Boundary Spanning Leadership (BSL) training workshops and evaluation activities.
- Every six (6) months, 90% of CIT membership will participate in evaluation baseline and measurement studies such as surveys focus groups and/or in-depth interviews, as appropriate to project activities.
- CIT teams shall attend 90% of coaching sessions.

As referenced in Exhibit C-1, Section 2, Subsection 2.1 of the original contracts, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is exercising its option to renew services for two (2) of the two (2) years available.

Should the Governor and Executive Council not authorize this request, New Hampshire children and their families may not receive prevention activities within the targeted communities identified as needing the greatest prevention supports and services.

Area served: Manchester and Winnipesauke Public Health Region.

Source of Funds: 70% General Funds and 30% Federal Funds.

Respectfully submitted,

Lori A. Shibinette
Commissioner

FINANCIAL DETAIL ATTACHMENT SHEET
COMMUNITY COLLABORATION
SFY 22-23 CONTRACT RENEWAL

05-95-042-421010-2958 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: HUMAN SERVICES DIV, CHILD PROTECTION, CHILD-FAMILY SERVICES (100% GENERAL FUNDS)

1. Amoskeag Health, Vendor # 157274-B001

Fiscal Year	Class / Account	Class Title	Job Number	Federal	General	Current Modified Budget	Increased (Decrease) Amount	Revised Modified Budget
SFY 2020	645-504004	General Funds for Other	42105746		$400,000.00	$400,000.00	$0.00	$400,000.00
SFY 2021	645-504004	General Funds for Other	42105746		$300,000.00	$300,000.00	$0.00	$300,000.00
					Subtotal	*$700,000.00*	*$0.00*	*$700,000.00*

2. Lakes Region Community Services, Vendor # 177251-B002

Fiscal Year	Class / Account	Class Title	Job Number	Federal	General	Current Modified Budget	Increased (Decrease) Amount	Revised Modified Budget
SFY 2020	645-504004	General Funds for Other	42105746		$400,000.00	$400,000.00	$0.00	$400,000.00
SFY 2021	645-504004	General Funds for Other	42105746		$300,000.00	$300,000.00	$0.00	$300,000.00
					Subtotal	*$700,000.00*	*$0.00*	*$700,000.00*
					TOTAL 2958 AU:	*$1,400,000.00*	*$0.00*	*$1,400,000.00*

05-95-9090-902010-7047 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISON OF PUBLIC HEALTH, COMMUNTIY COLLABORATION 100% GENERAL FUNDS

1. Amoskeag Health, Vendor # 157274-B001

Fiscal Year	Class / Account	Class Title	Job Number	Federal	General	Current Modified Budget	Increased (Decrease) Amount	Revised Modified Budget
SFY 2022	102-500731	Contracts for Program Services	TBD		$225,000.00	$0.00	$225,000.00	$225,000.00
SFY 2023	102-500731	Contracts for Program Services	TBD		$225,000.00	$0.00	$225,000.00	$225,000.00
					Subtotal		*$450,000.00*	*$450,000.00*

2. Lakes Region Community Services, Vendor # 177251-B002

Fiscal Year	Class / Account	Class Title	Job Number	Federal	General	Current Modified Budget	Increased (Decrease) Amount	Revised Modified Budget
SFY 2022	102-500731	Contracts for Program Services	TBD		$225,000.00	$0.00	$225,000.00	$225,000.00
SFY 2023	102-500731	Contracts for Program Services	TBD		$225,000.00	$0.00	$225,000.00	$225,000.00
					Subtotal		*$450,000.00*	*$450,000.00*
					Total	$0.00	*$900,000.00*	*$900,000.00*

05-95-9090-902010-7047 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISON OF PUBLIC HEALTH, COMMUNTIY COLLABORATION 100% FEDERAL FUNDS

1. Amoskeag Health, Vendor # 157274-B001

Fiscal Year	Class / Account	Class Title	Job Number	Federal	General	Current Modified Budget	Increased (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500731	Contracts for Program Services	90070470	$100,000.00		$100,000.00	$0.00	$100,000.00
SFY 2021	102-500731	Contracts for Program Services	90070470	$176,341.00		$176,341.00	$0.00	$176,341.00
SFY 2022	102-500731	Contracts for Program Services	90070470	$75,000.00		$0.00	$75,000.00	$75,000.00
SFY 2023	102-500731	Contracts for Program Services	90070470	$75,000.00		$0.00	$75,000.00	$75,000.00
					Subtotal	*$276,341.00*	*$150,000.00*	*$426,341.00*

2. Lakes Region Community Services, Vendor # 177251-B002

Fiscal Year	Class / Account	Class Title	Job Number	Federal	General	Current Modified Budget	Increased (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500731	Contracts for Program Services	90070470	$100,000.00		$100,000.00	$0.00	$100,000.00
SFY 2021	102-500731	Contracts for Program Services	90070470	$151,925.00		$151,925.00	$0.00	$151,925.00
SFY 2022	102-500731	Contracts for Program Services	90070470	$75,000.00		$0.00	$75,000.00	$75,000.00
SFY 2023	102-500731	Contracts for Program Services	90070470	$75,000.00		$0.00	$75,000.00	$75,000.00
					Subtotal	*$251,925.00*	*$150,000.00*	*$401,925.00*
					TOTAL 7047 AU:	*$528,266.00*	*$300,000.00*	*$828,266.00*

					Grand Total:	$1,928,268.00	$1,200,000.00	$3,128,268.00

State of New Hampshire
Department of Health and Human Services
Amendment #2 to the Community Collaborations to Strengthen and Preserve Families Contract

This 2nd Amendment to the Community Collaborations to Strengthen and Preserve Families contract (hereinafter referred to as "Amendment #2") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and Lakes Region Community Services, (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 719 North Main Street, Laconia, NH 03246.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on July 31, 2019, (Item #18), as amended on August 26, 2020, (Item #19), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

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

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

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

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

   June 30, 2023.

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

   $1,551,925.

3. Modify Exhibit A, Scope of Services Section 3 Data Tracking, to read:

   3. Reporting Requirements and Data Entry

      3.1. The Contractor shall, for the purposes of program evaluation and federal reporting, enter personally identifiable health data for all program participants into the QuickBase data system. The Protective Factors Surveys Online Data System (PFSODS) will also be used to collect parent surveys.

      3.2 The Contractor shall maintain and collect data from the Outcome Tracking System, QuickBase, the Contractor shall collect the following:

         3.2.1. Parent Data:

            3.2.1.1 First, Last Name
            3.2.1.2 DOB;
            3.2.1.3. Medicaid ID;
            3.2.1.4. Address;
            3.2.1.5. Phone;
            3.2.1.6. Town/City;
            3.2.1.8. State;
            3.2.1.9. Zip Code;
            3.2.1.10. Email;
            3.2.1.11. Other Languages Spoken;

3.2.1.12. Parent Education Status;

3.2.1.13. Sex;

3.2.1.14. Ethnicity;

3.2.1.15. Race;

3.2.1.16. Marital Status;

3.2.1.17. Household composition;

3.2.1.18. Military Family;

3.2.1.19. Disability status;

3.2.1.20. Employment status;

3.2.1.21. Health insurance status;

3.2.1.22. Housing type;

3.2.1.23. Transportation;

3.2.1.24. Public Assistance;

3.2.1.25. Telecommunications / Internet;

3.2.1.26. Preferred language

3.2.2. Child Data:

3.2.2.1. First, Last;

3.2.2.2. DOB / Age in Years;

3.2.2.3. Child Primarily Lives With & Relationship to Child;

3.2.2.4. Child Preferred Language;

3.2.3. All encounters captured in the QuickBase data system with the family members which shall include but not limited to:

3.2.3.1. Types of services and service dates.

3.2.3.2. Dates and types of supports provided to the family such as: parent education classes, support groups, home visits, virtual visits, and access to concrete supports.

3.2.4. All service referrals captured within the QuickBase data system to partner agencies which include:

3.2.4.1. Date of referral.

3.2.4.2. Purpose of referral.

3.2.4.3. Name of agency referred to.

3.3. The Contractor shall obtain parental release/authorization to share Name, DOB and statistical information with the Department and the contractor will share the following data with the Department:

3.3.1. Parent Data:

3.3.1.1 First, Last name

3.3.1.2 DOB;

3.3.1.3. Medicaid ID;

3.3.1.4 QuickBase Family and Participant ID;

3.3.1.5. Town/City/ Zip Code; 3.3.1.6. Other Languages Spoken;

3.3.1.7. Parent Education Status;

3.3.1.8. Sex;

3.3.1.9. Ethnicity;

3.3.1.10. Race;

3.3.1.11. Marital Status;

3.3.1.12. Household composition;

3.3.1.13. Military Family;

3.3.1.14. Disability status;

3.3.1.15. Employment status;

3.3.1.16. Health insurance status;

3.3.1.17. Housing type;

3.3.1.18. Transportation;

3.3.1.19. Public Assistance;

3.3.1.20. Telecommunications / Internet;

3.3.1.21. Preferred language

3.3.1.22. PFS-2 Concrete Supports Subscale Parental Survey

3.3.1.23. PFS-2 Retrospective (Pre/Post) Parental Survey

3.3.2. Child Data:

3.3.2.1. First, Last Name

3.3.2.2. DOB / Age in Years ;

3.3.2.3. QuickBase Family and Participant ID;

3.3.2.4. Child Primarily Lives With & Relationship to Child;

3.3.2.5. Child Preferred Language;

3.3.3. All encounters captured within the QuickBase data system provided with the family members, which shall include, but is not limited to:

3.3.3.1. Type of contact with the family and Date.

3.3.3.2. Type of services and supports and Date provided to the family, which includes:

3.3.3.2.1. Parent support groups, parent education classes;

3.3.3.2.2. Individual crisis support and educational topics reviewed during contact with the family such as injury prevention, nurturing and attachment, etc; and

3.3.3.2.3. Concrete supports provided including facilitating access to EITC and economic resources.

3.3.4. All service referrals captured in the QuickBase data system, ~~which~~ shall include, but is not limited to:

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3.3.4.1. Referral date.

3.3.4.2. Referral purpose.

3.3.4.3. Name of agency referred to.

3.4. The Contractor shall utilize the PFSODS to collect parental surveys which are used as a tool to measure increases in parental protective factors as well as to determine immediate needs and inform service planning during the family intake process.

3.5. The Contractor shall provide to the Department at least quarterly new Protective Factors Surveys completed for each parent enrolled in the Community Collaborations program. The PFS-2 Concrete Supports Subscale Survey shall be completed at the intake stage to determine immediate needs and assist in initial service planning with the family. The PFS-2 Retrospective Survey shall be completed at 6 months and can be repeated and/or after at least 12 hours of services received by the family. The surveys sent to the Department shall include:

3.3.1. PFS-2 Concrete Supports Subscale survey; and

3.3.2. PFS-2, Retrospective (pre/post) Survey

3.6. The Contractor shall ensure the Outcome Tracking System is HIPPA Compliant with 42 CFR Part 2 in the event that any of the information is either a Part 2 record or information, and compliant with all applicable state confidentiality laws, and is utilized to capture local performance metrics consistent with targeted prevention efforts determined through the pre-implementation planning period of Community Collaborations. The Contractor shall:

3.6.1. Participate in Plan Do Study Act -Revise (PDSA-R) cycles to increase saturation and scale of evidence-based prevention practice.

3.6.2. Use the Predict, Align, Prevent data modeling to inform targeted service innovations within the contractor community which should include engagement with state, PAP program staff, community implementation team members and update to the evaluator on what those planned innovations are as outlined in the Plan Do Study Act cycles.

3.6.3. Disseminate and review data at regular intervals with community partners for continuous quality improvement efforts, PDSA-R cycles, and data-based decision efforts.

3.6.4. Track local data and monitor process and outcome indicators involved in the Boundary Spanning Leadership (BSL) framework and Community Implementation Team (CIT) implementation.

3.6.5. Invite the evaluation team to attend CIT meetings in order to provide training on the importance of the evaluation, specifics on data collection and reporting.

3.6.6. Engage in pre-implementation trainings such as: (1) QuickBase data platform, (2) Protective Factors Survey-2 tool administration and (3) Onboarding Staff to data collection relating to Data Collection and family engagement in the intake process.

3.7. The Contractor shall work collaboratively under the direction of the Department, with the State-identified Evaluation Contractor. This work shall include, but is not limited to:

3.7.1. Facilitating cross-system data definition processes and managing a shared-outcomes defining process and outcomes tracking system which shall

include, but is not limited to:

3.7.1.1. Identification of indicators of success to inform shared outcome metrics within CIT.

3.7.1.2. Personal characteristics, challenges, barriers, and experiences of parent and community organization participants.

3.7.1.3. Sharing of pre-defined regional data definitions.

3.7.1.4. Establishment of shared measures of success.

3.7.1.5. Establishment and implementation of data collection, data sharing agreements, security, and monitoring procedures standards, consistent with all state and federal laws and regulations relating to confidentiality, privacy and information security.

3.7.1.6. Coordination of local data tracking and monitoring of process and outcome indicators involved in the Boundary Spanning Leadership (BSL) method and CIT implementation.

3.7.1.7. Participation in outcomes tracking system training and technical assistance.

3.7.1.8. Submission of Outcome Tracking System data at regularly defined intervals for purpose of the program evaluation.

3.8.2. Explore, incorporate and document concepts, methods, population and performance-based data and tools that make cross-sectoral work more successful and increase the value of collective impact.

3.9.3. Conduct a needs assessment/environmental scan of: services, CIT child-abuse neglect prevention focus evidence-based practices, training and technical assistance needs of community providers.

4. Modify Exhibit A, Scope of Services Section 4 Reporting, Subsection 4.1, to read:

   4.1 The Contractor shall submit annual and interim reports on process and outcome measures for each area under study for quality improvement and recommendations.

5. Exhibit B, Methods and Conditions Precedent to Payment, Section 4, Subsection 4.1, to read:

   4.1 Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibits B-1, Budget through Exhibit B-5 Amendment #2, Budget.

6. Add Exhibit B-4 Amendment #2, Budget, which is attached hereto and incorporated by reference herein.

7. Add Exhibit B-5 Amendment #2, Budget, which is attached hereto and incorporated by reference herein.

New Hampshire Department of Health and Human Services
Community Collaborations to Strengthen and Preserve Families

All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #2 remain in full force and effect. This amendment shall be effective upon the date of Governor and Executive Council approval.

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

State of New Hampshire
Department of Health and Human Services

DocuSigned by:
Lisa M. Morris
D93B0DFD6CA54A0...

1/6/2021
Date

Name: Lisa M. Morris
Title: Director, Division of Public Health Srvcs.

Lakes Region Community Services

DocuSigned by:
Rebecca Bryant
1060EE9378DC4E0...

1/5/2021
Date

Name: Rebecca Bryant
Title: CEO

New Hampshire Department of Health and Human Services
Community Collaborations to Strengthen and Preserve Families

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

OFFICE OF THE ATTORNEY GENERAL

1/6/2021
Date

DocuSigned by:
05CA8202E32C4AE...
Name: Catherine Pinos
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

Lori A. Shibinette
Commissioner

Lisa M. Morris
Director

29 HAZEN DRIVE, CONCORD, NH 03301
603-271-4501 1-800-852-3345 Ext. 4501
Fax: 603-271-4827 TDD Access: 1-800-735-2964
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July 22, 2020

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 Public Health Services, to enter into **Sole Source** amendments to existing contracts for the provision of Community Collaboration services by providing parental assistance programming to the Winnipesauke and Manchester communities to reduce child maltreatment and the risk of children entering foster care, by increasing the total price limitation by $328,266 from $1,600,000 to $1,928,266 with no change to the contract completion date of June 30, 2021 effective upon Governor and Council approval. The original contracts were approved by Governor and Council on July 31, 2019 (Item #18). 39% Federal Funds. 61% General Funds.

Funds are available in the following accounts for State Fiscal Years 2020 and 2021, 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 the increase in funding exceeds ten percent (10%) of the original contract price limitation. As previously stated, the original contract was approved by Governor and Council on July 31, 2019.(Item #18).

The purpose of this request is to increase funds to design evidence-based programs and identify best practices that will prevent out-of-home placements of children and reduce the number of child protection cases. The two Community Collaboration contracts are currently bringing various agencies and representatives together to create an upstream approach to prevention of child maltreatment services. These contracts are focused on providing services to families and creating system level changes to a more coordinated service delivery for families. Providers are currently implementing best practices and will begin enrolment within the next few weeks. Providers have designed a family navigation entry point at their agencies that will provide intake, screening, crisis support, advocacy, warm handoffs, and cross system case management to coordinate services. During the time of the initial contract procurement, the available general funds were not present due to the continuing resolution. With the addition of the Parental Assistance Program funds in general funds, New Hampshire wants to strengthen the capacity in these two Community Collaboration sites through these contracts. The contracts support development of collaborative educational programs and professional partnerships within the targeted communities. These programs and partnerships include designing prevention programs,

parent education, and programs that offer alternatives to out of home placement for children. Through these contracts, the Department will expand access to community-based services for high-risk families, and provide prevention programming focused on strengthening and preserving families.

As referenced in Exhibit C-1, Section 2, Subsection 2.1 of the original contracts, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is not exercising its option to renew at this time.

Should the Governor and Executive Council not authorize this request, New Hampshire children and their families may not receive prevention activities within the targeted communities identified as needing the greatest prevention supports and services.

Area served: Manchester and Winnipesauke Public Health Region.

Source of Funds: 39% Federal Funds, CFDA #93.670, FAIN #90CA1858 US DHHS, Administration on Children, Youth, and Families (ACYF), Children's Bureau, Community Collaboration to Strengthen and Preserve Families in NH; and 61% General Funds.

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

Respectfully submitted,

Lori A. Shibinette
Commissioner

FINANCIAL DETAIL ATTACHMENT SHEET
COMMUNITY COLLABORATION

05-95-042-421010-2958 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: HUMAN SERVICES DIV, CHILD PROTECTION, CHILD-FAMILY SERVICES

1. Amoskeag Health, Vendor #157274-B001

State Fiscal Year	Class/ Account	Class Title	Job Number	Federal	General	Current Modified Budget	Increased (Decrease) Amount	Revised Modified Budget
2020	645-504004	General Funds for Other	42105745		$400,000.00	$400,000.00	$0.00	$400,000.00
2021	645-504004	General Funds for Other	42105745		$200,000.00	$200,000.00	$100,000.00	$300,000.00
					Subtotal	*$600,000.00*	*$100,000.00*	*$700,000.00*

2. Lakes Region Community Services, Vendor #177251-B002

State Fiscal Year	Class/ Account	Class Title	Job Number	Federal	General	Current Modified Budget	Increased (Decrease) Amount	Revised Modified Budget
2020	645-504004	General Funds for Other	42105745		$400,000.00	$400,000.00	$0.00	$400,000.00
2021	645-504004	General Funds for Other	42105745		$200,000.00	$200,000.00	$100,000.00	$300,000.00
					Subtotal	*$600,000.00*	*$100,000.00*	*$700,000.00*
					Total 2958 AU:	*$1,200,000.00*	*$200,000.00*	*$1,400,000.00*

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Jeffrey A. Meyers
Commissioner

Lisa M. Morris
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

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www.dhhs.nh.gov

June 4, 2019

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, to enter into retroactive agreements with the two (2) vendors listed below, for the provision of Community Collaboration services, by providing a service array of best practice parental assistance programming to the Winnipesauke and Manchester communities to reduce child maltreatment and the risk of children entering foster care, in an amount not to exceed $1,600,000, effective retroactive to March 5, 2019, upon Governor and the Executive Council approval through June 30, 2021. 25% Federal Funds, 75% General Funds.

Vendor Name	Vendor Number	Location	Contract Amount
Manchester Community Health Center	#157274-B001	145 Hollis Street, Manchester, NH 03101	$800,000
Lakes Region Community Services	#233352-R001	719 North Main Street, Laconia, NH 03246	$800,000
		Total:	**$1,600,000**

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

05-95-042-421010-29580000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: HUMAN SERVICES DIV, CHILD PROTECTION, CHILD-FAMILY SERVICES

State Fiscal Year	Class/Account	Class Title	Job Number	Total Amount
2020	645-504004	General Funds for Other	42105745	$800,000
2021	645-504004	General Funds for Other	42105745	$400,000
		Sub Total:		*$1,200,000*

05-95-090-902010-70470000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, COMMUNITY COLLABORATION

State Fiscal Year	Class/Account	Class Title	Job Number	Total Amount
2020	102-500731	Contracts for Program Services	90070470	$200,000
2021	102-500731	Contracts for Program Services	90070470	$200,000
		Sub Total:		*$400,000*
		Total:		**$1,600,000**

EXPLANATION

This request is **retroactive** due to a programmatic determination to align federal and state resources, the timeline necessary to do this, and delays in the contracting process due to the volume of contracts pending in the DHHS pipeline. The Department was awarded Federal Funds through the Community Collaborations to Strengthen and Preserve Families grant in October 2018. This provided an important opportunity to align and leverage both these federal resources along with state resources provided through SB 592 for Parental Assistance Programs. The opportunity to simultaneously target efforts towards reducing child maltreatment and the number of children at risk of foster care in two needy communities was deemed priority; however, this delayed the procurement process timeline until Federal Funds were accepted to expend by the Fiscal Committee in late January 2019. Once this occurred, the procurement process moved forward as rapidly as possible by DHHS staff; however, due to other contracts pending with the DHHS contracts unit delays occurred in finalizing proposal selections and notifying vendors.

Once notified of their award, due the condensed timeline, vendors needed to initiate preparatory activities immediately. These activities included; researching and selecting an array of evidence-based services and associated materials, assessing staff training needs, planning and scheduling trainings and facilitating stakeholder meetings to promote improved coordination of services and referrals.

The purpose of this request is to design evidence-based programs and identify best practices that will prevent out-of-home placements of children and reduce the number of child protection cases. The contracts support development of collaborative educational programs and professional partnerships within the targeted communities. These programs and partnerships include designing prevention programs, court diversion programs, and programs that offer alternative to out of home placement for children.

New Hampshire currently ranks 5th in the nation in the overall rate of overdose of prescription and injection drugs. In State Fiscal Year 2017, New Hampshire spent $36 million on foster care to serve children coming into the system. Through these contracts, the Department will expand access to community-based services for high-risk families, and provide prevention programming focused on strengthening and preserving families.

Manchester Community Health Center and Lakes Region Community Services were selected for this project through a competitive bid process. A Request for Proposals was posted on the Department

of Health and Human Services' web site from December 10, 2018 through January 22, 2019. The Department received two (2) proposals. The proposals were reviewed and scored by a team of individuals with program specific knowledge. The two selected vendors were able to demonstrate within their proposals, the ability to provide evidence-based strategies unique to the targeted communities they will serve, as well as a readiness to engage in boundary-spanning leadership activities outlined in the grant proposal. Some of the activities the vendors will engage in include developing Community Integration Teams (CITs), as well as the development and implementations of evidence-based programs that increase parental protective factors. The knowledge based on science shows the impact that adverse childhood experiences can have on a child and the impact to their overall long-term health outcomes. The Score Summary is attached.

As referenced in the Request for Proposals and in Exhibit C-1 of these contracts, the Department has the option to extend contract services for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Executive Council.

The goal of these contracts is to provide services that strengthen and preserve families, prior to entering the child welfare system, and implement a community-based approach to responding to the needs families have through increasing "protective factors" such as, parental resilience, increasing social connections, concrete supports in times of need, knowledge of parenting and child development, and increasing social and emotional competence. When present, these "protective factors" can help to mitigate risk and can increase health and overall well-being for families and children.

The following performance measures and objectives will be used to measure the effectiveness of the contracts:

Year 1: Performance Measures for Planning Period:

- Every six (6) months, 90% of CIT membership will participate in training that includes Boundary Spanning Leadership (BSL) training workshops and evaluation activities.
- Every six (6) months, 90% of CIT membership will participate in evaluation baseline and measurement studies such as surveys, focus groups and/or in-depth interviews, as appropriate to project activities.
- CIT members must attend 90% of coaching sessions.

Year 2: Ongoing Implementation Efforts, which include, but are not limited to:

- Tracking performance measures specific to the CIT multi-sectoral interventions.
- Plan Do Study Act cycles for quality improvement.
- Collecting and participating in evaluation activities intended to result in:
  - Increased effectiveness of population based prevention.
  - Increases in protective factors.
  - Reductions in reports of child maltreatment.

Should the Governor and Executive Council not authorize this request, New Hampshire children and their families may not receive prevention activities within the targeted communities identified as needing the greatest prevention supports and services.

Area served: Manchester and Winnipesauke Public Health Region.

Source of Funds: 25% Federal funds from CFDA 93.670 Administration for Children and Families, FAIN 90CA1858 and 75% General funds.

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

Respectfully submitted,

Jeffrey A. Meyers
Commissioner