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

Lori A. Shibinette
 Commissioner

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September 7, 2022

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 with the Contractors listed below to provide home visiting services to expectant women and newly parenting individuals, by increasing the total price limitation by \$260,331 from \$10,970,938 to \$11,231,269 and by extending the completion dates from September 30, 2022 to March 31, 2023, effective September 30, 2022, upon Governor and Council approval. 100% Federal Funds.

The individual contracts were approved by Governor and Council as specified in the table below.

Vendor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval
Community Action of Belknap-Merrimack Counties Inc.	177203-B003	Belknap-Merrimack Counties	\$746,745	\$100,050	\$846,795	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27) A2: 9/11/2020 (Item #11) A3: 4/6/22 (Item #12)
Community Action Partnership of Strafford County	177200-B004	Dover, NH	\$1,195,499	\$0	\$1,195,499	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27) A2: 9/23/2020 (Item #27) A3: 4/6/22 (Item #12)
Waypoint	177166-B002	City of Manchester, Hillsborough,	\$5,309,825	\$0	\$5,309,825	O: 06/20/18 (Item #27E)

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2 of 3

		Merrimack, and Rockingham Counties				A1: 09/18/19 (Item #27) A2: 9/11/2020 (Item #11) A3: 4/6/22 (Item #12)
The Family Resource Center at Gorham	162412-B001	Grafton and Coos County	\$2,040,293	\$0	\$2,040,293	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27) A2: 9/11/2020 (Item #11)
TLC Family Resource Center	170625-B001	Claremont, NH	\$619,132	\$87,000	\$706,132	O: 06/20/18 (Item #27E) A1: 9/11/2020 (Item #11) A2: 4/6/22 (Item #12)
Central New Hampshire VNA & Hospice	177724 4-B002	Wolfeboro, NH	\$419,394	\$0	\$419,394	O: 06/20/18 (Item #27E) A1: 09/11/20 (Item #11)
VNA at HCS, Inc.	177274-B002	Keene, NH	\$640,050	\$73,281	\$713,331	O: 06/20/18 (Item #27E) A1: 9/11/2020 (Item #11) A2: 4/6/22 (Item #12)
		Totals	\$10,970,938	\$260,331	\$11,231,269	

Funds are available in the following accounts for State Fiscal Year 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

This request is **Sole Source** because the Department is seeking to extend the contract beyond the completion date and there are no renewal options available. The Department published a Request for Proposals for Home Visiting Services from June 28, 2022 through August 2, 2022; the proposals received did not sufficiently meet the demand for services statewide. The Department is publishing a second Request for Proposals to procure additional home health services to ensure sufficient coverage in Claremont, Keene and Laconia. This extension is to

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 3 of 3

continue the current Contractors' services in these areas until the re-procurement process can be completed.

The purpose of this request is for the Contractors listed above in **bold** to continue providing Home Visiting services to eligible households in Claremont, Keene and Laconia. Voluntary, strengths-based home visiting services promote child and family well-being and have been demonstrated to prevent the abuse and neglect of children by strengthening caregiver-child relationships. Home visiting services improve maternal and infant health outcomes, improve economic self-sufficiency and provide opportunities for linkages to other needed health and social support services.

Approximately 52 families will be served during State Fiscal Year 2023.

The Contractors provide home visiting services to pregnant women and newly parenting families with children up to the age of three (3). Nurses and family support workers visit families in their homes with the capacity to conduct visits virtually to provide educational information, depression and developmental screening, and connect families, as needed, with community services such as prenatal care, employment programs and the New Hampshire Tobacco Helpline.

The Department will monitor services by increasing the percent of families who demonstrate positive outcomes across domains of maternal and newborn health, school readiness and achievement, family economic self-sufficiency, and coordination and referrals for community resources and supports.

Should the Governor and Executive Council not authorize this request, many of the most at risk New Hampshire families may not receive access to resources and family support and strengthening services necessary to raise children who are physically, socially and emotionally healthy, which can reduce juvenile delinquency, family violence and crime.

Source of Federal Funds: Assistance Listing Number #93.870, FAIN #X10MC33595.

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

Lori A. Shibinette
Commissioner

FINANCIAL DETAIL ATTACHMENT SHEET
Home Visiting-HFA
AMENDMENT #4

05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, HOME VISITING FORMULA GRANT
FAIN # X10MC29490, X10MC31156, X10MC33595, X1039701 and X1043595
CFOA #93.870 -100% Federal

Community Action Belknap Merrimack Counties - Vendor #177203-B003

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$127,085.00	\$0.00	\$127,085.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$127,085.00	\$0.00	\$127,085.00
SFY 2021	102-500731	Contracts for Program Svcs	90083203	\$148,171.00	\$0.00	\$148,171.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$155,200.00	\$0.00	\$155,200.00
SFY 2023	074-500589	Grants for Pub Asst and Rel	ibd	\$50,025.00	\$100,050.00	\$150,075.00
		Subtotal		\$607,566.00	\$100,050.00	\$707,616.00

Community Action Partnership of Stafford County - Vendor #177200-B004

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$188,512.00	\$0.00	\$188,512.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$188,512.00	\$0.00	\$188,512.00
SFY 2021	102-500731	Contracts for Program Svcs	90083203	\$239,943.00	\$0.00	\$239,943.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$257,087.00	\$0.00	\$257,087.00
SFY 2023	102-500731	Contracts for Program Svcs	ibd	\$79,410.00	\$0.00	\$79,410.00
		Subtotal		\$953,464.00	\$0.00	\$953,464.00

Waypoint - City of Manchester - Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$271,404.00	\$0.00	\$271,404.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$271,404.00	\$0.00	\$271,404.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$271,404.00	\$0.00	\$271,404.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$271,404.00	\$0.00	\$271,404.00
SFY 2023	102-500731	Contracts for Program Svcs	ibd	\$67,851.00	\$0.00	\$67,851.00
		Subtotal		\$1,153,467.00	\$0.00	\$1,153,467.00

Waypoint - Hillsboro - Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$278,493.00	\$0.00	\$278,493.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$278,493.00	\$0.00	\$278,493.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$268,146.00	\$0.00	\$268,146.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$268,146.00	\$0.00	\$268,146.00
SFY 2023	102-500731	Contracts for Program Svcs	ibd	\$87,036.00	\$0.00	\$87,036.00
		Subtotal		\$1,160,314.00	\$0.00	\$1,160,314.00

Waypoint - Merrimack Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$252,164.00	\$0.00	\$252,164.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$252,164.00	\$0.00	\$252,164.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$268,146.00	\$0.00	\$268,146.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$268,146.00	\$0.00	\$268,146.00
SFY 2023	102-500731	Contracts for Program Svcs	ibd	\$67,038.00	\$0.00	\$67,038.00
		Subtotal		\$1,107,658.00	\$0.00	\$1,107,658.00

Waypoint - Rockingham Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$184,816.00	\$0.00	\$184,816.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$184,816.00	\$0.00	\$184,816.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$268,146.00	\$0.00	\$268,146.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$268,146.00	\$0.00	\$268,146.00
SFY 2023	102-500731	Contracts for Program Svcs	ibd	\$67,036.00	\$0.00	\$67,036.00
		Subtotal		\$972,960.00	\$0.00	\$972,960.00

FINANCIAL DETAIL ATTACHMENT SHEET
Home Visiting-HFA

Granite VNA formerly known as (FKA): Central New Hampshire VNA & Hospice - Vendor #177244-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$85,768.00	\$0.00	\$85,768.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$85,768.00	\$0.00	\$85,768.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$85,768.00	\$0.00	\$85,768.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$85,768.00	\$0.00	\$85,768.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$27,540.00	\$0.00	\$27,540.00
			Subtotal	\$370,612.00	\$0.00	\$370,612.00

The Family Resource Center at Gorham - Coos County - Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$146,927.00	\$0.00	\$146,927.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$146,927.00	\$0.00	\$146,927.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$179,102.00	\$0.00	\$179,102.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$179,102.00	\$0.00	\$179,102.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$44,778.00	\$0.00	\$44,778.00
			Subtotal	\$696,834.00	\$0.00	\$696,834.00

The Family Resource Center at Gorham - Grafton County - Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$180,901.00	\$0.00	\$180,901.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$180,901.00	\$0.00	\$180,901.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$213,071.00	\$0.00	\$213,071.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$213,071.00	\$0.00	\$213,071.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$53,288.00	\$0.00	\$53,288.00
			Subtotal	\$841,212.00	\$0.00	\$841,212.00

TLC Family Resource Center - Vendor #170625-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$104,000.00	\$0.00	\$104,000.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$104,000.00	\$0.00	\$104,000.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$104,000.00	\$0.00	\$104,000.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$104,000.00	\$0.00	\$104,000.00
SFY 2023	074-500589	Grants for Pub Asst and Rel	td	\$43,500.00	\$87,000.00	\$130,500.00
			Subtotal	\$459,500.00	\$87,000.00	\$546,500.00

VNA at HCS, Inc. - Vendor #177274-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$138,769.00	\$0.00	\$138,769.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$138,769.00	\$0.00	\$138,769.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$138,769.00	\$0.00	\$138,769.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$138,769.00	\$0.00	\$138,769.00
SFY 2023	074-500589	Grants for Pub Asst and Rel	td	\$38,648.00	\$73,281.00	\$109,927.00
			Subtotal	\$591,722.00	\$73,281.00	\$665,003.00
			Total of AU 5896	\$8,915,309.00	\$260,331.00	\$9,175,640.00

FINANCIAL DETAIL ATTACHMENT SHEET

Home Visiting-HFA

05-95-92-920510-3382 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: BEHAVIORAL HEALTH DIVISION
 BUREAU OF DRUG & ALCOHOL SVCS, GOVERNOR COMMISSION FUNDS
 100% OTHER FUNDS

Community Action Belknap Merrimack Counties Vendor #177203-B003

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svs.	92058501	\$28,115.00	\$0.00	\$28,115.00
SFY 2021	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2022	102-500734	Contracts for Social Svs.	92058501	\$44,898.00	\$0.00	\$44,898.00
SFY 2023	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
			Subtotal	\$73,013.00	\$0.00	\$73,013.00

Community Action Partnership of Strafford County Vendor #177200-B004

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svs.	92058501	\$88,575.00	\$0.00	\$88,575.00
SFY 2021	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2022	102-500734	Contracts for Social Svs.	92058501	\$80,553.00	\$0.00	\$80,553.00
SFY 2023	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
			Subtotal	\$129,128.00	\$0.00	\$129,128.00

Waypoint- Rockingham County Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svs.	92058501	\$88,965.00	\$0.00	\$88,965.00
SFY 2021	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2022	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2023	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
			Subtotal	\$88,965.00	\$0.00	\$88,965.00

The Family Resource Center at Gorham - Coos Vendor #162142-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svs.	92058501	\$32,175.00	\$0.00	\$32,175.00
SFY 2021	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2022	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2023	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
			Subtotal	\$32,175.00	\$0.00	\$32,175.00

The Family Resource Center at Gorham - Grafton County Vendor #162142-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svs.	92058501	\$32,170.00	\$0.00	\$32,170.00
SFY 2021	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2022	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2023	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
			Subtotal	\$32,170.00	\$0.00	\$32,170.00

VNA at HCS - Vendor #177274-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500585	Community Grants	92058502	\$7,792.00	\$0.00	\$7,792.00
SFY 2023	074-500585	Community Grants	92058502	\$0.00	\$0.00	\$0.00
			Subtotal	\$7,792.00	\$0.00	\$7,792.00

TLC Family Resource Center - Vendor #170625-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500585	Community Grants	92058502	\$70,000.00	\$0.00	\$70,000.00
SFY 2023	074-500585	Community Grants	92058502	\$0.00	\$0.00	\$0.00
			Subtotal	\$70,000.00	\$0.00	\$70,000.00

Granite VNA formerly known as (FKA): Central New Hampshire VNA & Hospice - Vendor #177244-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500585	Community Grants	92058502	\$24,391.00	\$0.00	\$24,391.00
SFY 2023	074-500585	Community Grants	92058502	\$0.00	\$0.00	\$0.00
			Subtotal	\$24,391.00	\$0.00	\$24,391.00
			Total AU 3382	\$457,634.00	\$0.00	\$457,634.00

FINANCIAL DETAIL ATTACHMENT SHEET

Home Visiting-HFA

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

Waypoint- Merrimack County

Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105748	\$181,179.00		\$181,179.00
SFY 2022	645-504004	General Funds for Other	42105748	\$0.00	\$0.00	\$0.00
SFY 2023	645-504004	General Funds for Other	42105748	\$0.00	\$0.00	\$0.00
			Subtotal	\$181,179.00	\$0.00	\$181,179.00

VNA at HCS, Inc. - Vendor #177274-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105748	\$7,814.00	\$0.00	\$7,814.00
SFY 2022	645-504004	General Funds for Other	42105748	\$0.00	\$0.00	\$0.00
SFY 2023	645-504004	General Funds for Other	42105748	\$0.00	\$0.00	\$0.00
			Subtotal	\$7,814.00	\$0.00	\$7,814.00

Community Action Partnership of Stafford County

Vendor #177200-B004

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105748	\$60,553.00	\$0.00	\$60,553.00
SFY 2022	645-504004	General Funds for Other	42105748	\$0.00	\$0.00	\$0.00
SFY 2023	645-504004	General Funds for Other	42105748	\$0.00	\$0.00	\$0.00
			Subtotal	\$60,553.00	\$0.00	\$60,553.00

Community Action Belknap Merrimack Counties

Vendor #177203-B003

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105748	\$44,898.00	\$0.00	\$44,898.00
SFY 2022	645-504004	General Funds for Other	42105748	\$0.00	\$0.00	\$0.00
SFY 2023	645-504004	General Funds for Other	42105748	\$0.00	\$0.00	\$0.00
			Subtotal	\$44,898.00	\$0.00	\$44,898.00

Granite VNA formerly know as (FKA): Central New Hampshire VNA & Hospice - Vendor #177244-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105748	\$24,391.00	\$0.00	\$24,391.00
SFY 2022	645-504004	General Funds for Other	42105748	\$0.00	\$0.00	\$0.00
SFY 2023	645-504004	General Funds for Other	42105748	\$0.00	\$0.00	\$0.00
			Subtotal	\$24,391.00	\$0.00	\$24,391.00

The Family Resource Center at Gorham - Coos County

Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105748	\$25,000.00	\$0.00	\$25,000.00
SFY 2022	645-504004	General Funds for Other	42105748	\$0.00	\$0.00	\$0.00
SFY 2023	645-504004	General Funds for Other	42105748	\$0.00	\$0.00	\$0.00
			Subtotal	\$25,000.00	\$0.00	\$25,000.00

The Family Resource Center at Gorham - Grafton County

Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105748	\$50,000.00	\$0.00	\$50,000.00
SFY 2022	645-504004	General Funds for Other	42105748	\$0.00	\$0.00	\$0.00
SFY 2023	645-504004	General Funds for Other	42105748	\$0.00	\$0.00	\$0.00
			Subtotal	\$50,000.00	\$0.00	\$50,000.00

TLC Family Resource Center - Vendor #170625-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105748	\$70,000.00	\$0.00	\$70,000.00
SFY 2022	645-504004	General Funds for Other	42105748	\$0.00	\$0.00	\$0.00
SFY 2023	645-504004	General Funds for Other	42105748	\$0.00	\$0.00	\$0.00
			Subtotal	\$70,000.00	\$0.00	\$70,000.00
			Total of AU 2958	\$463,835.00	\$0.00	\$463,835.00

05-95-09-902010-5190 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS, HHS: PUBLIC HEALTH DIV,

BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, MATERNAL - CHILD HEALTH

100% GENERAL FUNDS

Family Resource Center at Gorham - Grafton

Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	102-500731	Contracts for Program Svcs	90004019	\$50,000.00	\$0.00	\$50,000.00
SFY 2023	102-500731	Contracts for Program Svcs	90004019	\$12,500.00	\$0.00	\$12,500.00
			Subtotal	\$62,500.00	\$0.00	\$62,500.00

Family Resource Center at Gorham - Coos

Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	102-500731	Contracts for Program Svcs	90004019	\$25,000.00	\$0.00	\$25,000.00
SFY 2023	102-500731	Contracts for Program Svcs	90004019	\$8,250.00	\$0.00	\$8,250.00
			Subtotal	\$33,250.00	\$0.00	\$33,250.00
			Total of AU 5190	\$93,750.00	\$0.00	\$93,750.00

FINANCIAL DETAIL ATTACHMENT SHEET

Home Visiting-HFA

BUREAU OF POLICY & PERFORMANCE, PH COVID-19 HEALTH DISPARITIES
100% FEDERAL FUNDS CFDA #93.391 FAIN#NH750T000031

Waypoint- Merrimack Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90577160	\$181,179.00	\$0.00	\$181,179.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90577160	\$45,295.00	\$0.00	\$45,295.00
			Subtotal	\$226,474.00	\$0.00	\$226,474.00

Waypoint- Rockingham County Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90577160	\$168,821.00	\$0.00	\$168,821.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90577160	\$42,205.00	\$0.00	\$42,205.00
			Subtotal	\$211,026.00	\$0.00	\$211,026.00

Family Resource Center at Gorham - Coos Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90577160	\$115,350.00	\$0.00	\$115,350.00
SFY 2022	074-500589	Grants for Pub Asst and Relief	90577100	\$45,000.00	\$0.00	\$45,000.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90577160	\$28,838.00	\$0.00	\$28,838.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90577100	\$11,250.00	\$0.00	\$11,250.00
			Subtotal	\$200,438.00	\$0.00	\$200,438.00
			Total AU 5771	\$637,938.00	\$0.00	\$637,938.00

05-95-90-902010-2451-HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: PUBLIC HEALTH DIV, BUEAU OF COMM & HEALTH SERV, ARP - MIEC HOME VISITING 100% FEDERAL FUNDS CFDA #93.870, FAIN# X1141935

Community Action Partnership of Strafford County Vendor #177200-B004

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90083206	\$26,177.00	\$0.00	\$26,177.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90083206	\$26,177.00	\$0.00	\$26,177.00
			Subtotal	\$52,354.00	\$0.00	\$52,354.00

Waypoint Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90083206	\$103,891.00	\$0.00	\$103,891.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90083206	\$103,891.00	\$0.00	\$103,891.00
			Subtotal	\$207,782.00	\$0.00	\$207,782.00

Family Resource Center at Gorham Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90083206	\$34,357.00	\$0.00	\$34,357.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90083206	\$34,357.00	\$0.00	\$34,357.00
			Subtotal	\$68,714.00	\$0.00	\$68,714.00

VNA at HCS, Inc. - Vendor #177274-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90083206	\$16,361.00	\$0.00	\$16,361.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90083206	\$16,361.00	\$0.00	\$16,361.00
			Subtotal	\$32,722.00	\$0.00	\$32,722.00

TLC Family Resource Center - Vendor #170625-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90083206	\$9,816.00	\$0.00	\$9,816.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90083206	\$9,816.00	\$0.00	\$9,816.00
			Subtotal	\$19,632.00	\$0.00	\$19,632.00

Community Action Belknap Merrimack Counties Vendor #177203-B003

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90083206	\$10,634.00	\$0.00	\$10,634.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90083206	\$10,634.00	\$0.00	\$10,634.00
			Subtotal	\$21,268.00	\$0.00	\$21,268.00
			Total AU 2451	\$402,472.00	\$0.00	\$402,472.00
			TOTALS	\$10,970,938.00	\$260,331.00	\$11,231,269.00

**State of New Hampshire
Department of Health and Human Services
Amendment #4**

This Amendment to the Home Visiting Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Community Action Program of Belknap-Merrimack Counties, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 20, 2018 (Item #27E), as amended on September 18, 2019 (Item #27), September 23, 2020, (Item #27), and April 06, 2022 (Item #12) 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, and increase the price limitation, 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:
March 31, 2023
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$846,795
3. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:
Robert W. Moore, Director.
4. Modify Exhibit A, Scope of Services Section 1 Provisions Applicable to All Services, Subsection 1.5, to read:

1.5 The Contractor shall provide home visiting services as detailed in this Exhibit A, Scope of Services as follows:

Reference	Area of Service	Proposed Caseload SFY 2023 (Date of G&C approval – 3/31/2023)	Proposed Caseload SFY 2023 (9/30/22 – 3/31/2023)
1.5.1	Belknap/Merrimack County	13 families	13 families

5. Modify Exhibit A, Scope of Services Section 4 Reporting and Deliverable Requirements, Subsection 4.7, to read:
 - 4.7 The Contractor shall submit annual reports by July 31st of each contract year, with the first report due on June 30, 2023.
6. Modify Exhibit B - Amendment #1, Methods and Conditions Precedent to Payment, Section 3, to read:
 3. Payment for expenses shall be on a cost reimbursement basis for allowable costs only in accordance with Exhibit B-1 Budget through Exhibit B-12 Budget – Amendment #4. Exhibit B-12 Budget – Amendment #4 Budget, budget narrative and staffing list must be provided to the Department within 15 days upon Governor and Executive Council approval

JA

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 September 30, 2022, upon Governor and Council approval.

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

State of New Hampshire
Department of Health and Human Services

8/31/2022

Date

Patricia M. Tilley

Name: Patricia M. Tilley

Title:

Director

Community Action Program of Belknap-Merrimack
Counties, Inc.

8/30/2022

Date

Jeanne Agri

Name: Jeanne Agri

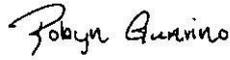
Title:

Chief Executive Officer

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

OFFICE OF THE ATTORNEY GENERAL

8/31/2022



Date

Name: Robyn Guarino
Title:

Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

State of New Hampshire

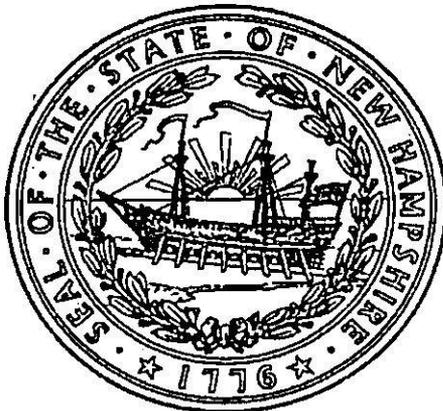
Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that COMMUNITY ACTION PROGRAM BELKNAP AND MERRIMACK COUNTIES, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on May 28, 1965. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 63021

Certificate Number: 0005774597



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 May A.D. 2022.

A handwritten signature in black ink, appearing to read "David M. Scanlan".

David M. Scanlan
Secretary of State



CERTIFICATE OF AUTHORITY

I, Dennis Martino, President, Board of Directors, hereby certify that:

- 1. I am a duly elected officer of Community Action Program Belknap-Merrimack Counties, Inc.
- 2. The following is a true copy of a vote taken at a meeting of the Board of Directors, duly called and held on January 13, 2022, at which a quorum of the Directors were present and voting.

VOTED: That *Jeanne Agri, Chief Executive Officer/Executive Director, Michael Tabory, Chief Operating Officer/Deputy Director, Jill Lesmerises, Chief Fiscal Officer, Steven Gregoire, Budget Analyst, Dennis Martino, President, Board of Directors* are duly authorized on behalf of Community Action Program Belknap-Merrimack Counties, Inc. 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 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: 8/31/2022

Signature of Elected Officer

Name: Dennis Martino
Title: President, Board of Directors

Rev. 1/13/2022
kth:COA 2022 - dennis martino



The Vision of

Community Action Program Belknap-Merrimack Counties Inc.

An agency that creates opportunities for all people to thrive, a partner in building strong, resilient communities, to ensure a more equitable society.

The Mission of

Community Action Program Belknap-Merrimack Counties, Inc.

To assist in reducing poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to reach economic stability.

The Values of

Community Action Program Belknap-Merrimack Counties, Inc.

We believe all people should be treated with dignity and respect and recognize that structural race, gender, and other inequities remain barriers that must be addressed.

We believe that our communities have the capacity and moral obligation to ensure that no one is forced to endure the hardships of poverty.

We believe that everyone can reach their fullest potential with hope, adequate resources, and opportunities, and we are committed to achieving that vision.

We pledge ourselves to create an environment that pursues innovation and excellence through multi-sector partnership and collaboration.

*Equity · Respect · Commitment · Excellence · Hope
Community · Caring · Innovation · Opportunity*

The Promise of Community Action

Community Action changes people's lives, embodies the spirit of hope, improves communities and makes America a better place to live.

We care about the entire community, and we are dedicated to helping people help themselves and each other.



Financial Statements

**COMMUNITY ACTION PROGRAM
BELKNAP - MERRIMACK COUNTIES, INC.**

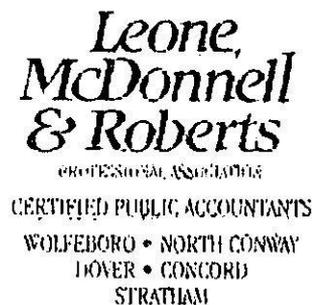
**FOR THE YEARS ENDED FEBRUARY 28, 2021 AND
FEBRUARY 29, 2020 AND
INDEPENDENT AUDITORS' REPORT AND
REPORTS ON COMPLIANCE AND INTERNAL CONTROL**

COMMUNITY ACTION PROGRAM BELKNAP – MERRIMACK COUNTIES, INC.

**CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020**

TABLE OF CONTENTS

	<u>Page(s)</u>
Independent Auditors' Report	1 - 2
Consolidated Financial Statements:	
Consolidated Statements of Financial Position	3
Consolidated Statements of Activities	4 - 5
Consolidated Statements of Functional Expenses	6 - 7
Consolidated Statements of Cash Flows	8 - 9
Notes to Consolidated Financial Statements	10 - 23
Supplementary Information:	
Schedule of Expenditures of Federal Awards	24 - 25
Notes to Schedule of Expenditures of Federal Awards	26
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	27- 28
Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance required by the Uniform Guidance	29 - 30
Schedule of Findings and Questioned Costs	31 - 33
Summary Schedule of Prior Audit Findings	34



To the Board of Directors
Community Action Program Belknap-Merrimack Counties, Inc.
Concord, New Hampshire

INDEPENDENT AUDITORS' REPORT

Report on the Financial Statements

We have audited the accompanying consolidated financial statements of Community Action Program Belknap-Merrimack Counties, Inc. (a nonprofit organization), which comprise the consolidated statements of financial position as of February 28, 2021 and February 29, 2020, and the related consolidated statements of activities, functional expenses and cash flows, and notes to the consolidated financial statements for the years then ended.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Community Action Program Belknap-Merrimack Counties, Inc. as of February 28, 2021, and the changes in net assets and cash flows for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Other Information

Our audit was conducted for the purpose of forming an opinion on the consolidated 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 consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the consolidated financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 14, 2022, on our consideration of Community Action Program Belknap-Merrimack Counties, 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 internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Community Action Program Belknap-Merrimack Counties, Inc.'s internal control over financial reporting and compliance.

*Leone McDonnell & Roberts
Professional Association*

Concord, New Hampshire
February 14, 2022

COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.**CONSOLIDATED STATEMENTS OF FINANCIAL POSITION
FEBRUARY 28, 2021 AND FEBRUARY 29, 2020**

	<u>ASSETS</u>	
	<u>2021</u>	<u>2020</u>
CURRENT ASSETS		
Cash	\$ 899,766	\$ 549,026
Accounts receivable	3,762,809	2,656,855
Inventory	55,895	22,916
Prepaid expenses	73,709	44,159
Investments	<u>127,996</u>	<u>110,078</u>
Total current assets	<u>4,920,175</u>	<u>3,283,034</u>
PROPERTY		
Land, buildings and improvements	7,146,516	5,544,770
Equipment, furniture and vehicles	6,117,020	5,652,539
Construction in process	<u>18,126</u>	<u>-</u>
Total property	13,281,662	11,197,309
Less accumulated depreciation	<u>7,639,290</u>	<u>6,695,428</u>
Property, net	<u>5,642,372</u>	<u>4,501,881</u>
OTHER ASSETS		
Cash escrow and reserve funds	65,437	-
Tenant security deposits	6,881	-
Due from related party	<u>-</u>	<u>139,441</u>
Total other assets	<u>72,318</u>	<u>139,441</u>
TOTAL ASSETS	<u>\$ 10,634,865</u>	<u>\$ 7,924,356</u>
	<u>LIABILITIES AND NET ASSETS</u>	
CURRENT LIABILITIES		
Current portion of notes payable	\$ 213,444	\$ 201,245
Line of credit	380,028	550,000
Accounts payable	1,525,832	1,160,635
Accrued expenses	788,951	757,999
Refundable advances	<u>1,036,941</u>	<u>1,084,516</u>
Total current liabilities	3,945,196	3,754,395
LONG TERM LIABILITIES		
Paycheck Protection Program loan	1,935,300	-
Notes payable, less current portion shown above	939,697	814,253
Tenant security deposits	<u>6,881</u>	<u>-</u>
Total liabilities	<u>6,827,074</u>	<u>4,568,648</u>
NET ASSETS		
Without donor restrictions	2,758,959	2,992,894
With donor restrictions	<u>1,048,832</u>	<u>362,814</u>
Total net assets	<u>3,807,791</u>	<u>3,355,708</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 10,634,865</u>	<u>\$ 7,924,356</u>

See Notes to Consolidated Financial Statements

COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.**CONSOLIDATED STATEMENT OF ACTIVITIES**
FOR THE YEAR ENDED FEBRUARY 28, 2021

	<u>Without Donor</u> <u>Restrictions</u>	<u>With Donor</u> <u>Restrictions</u>	<u>Total</u>
REVENUES AND OTHER SUPPORT			
Grant awards	\$ 20,625,325	\$ -	\$ 20,625,325
Rental income	123,657	-	123,657
Other funds	2,375,403	3,733,525	6,108,928
In-kind	490,035	-	490,035
United Way	5,297	-	5,297
Interest income	383	-	383
Realized gain on sale of equipment	3,500	-	3,500
Total revenues and other support	23,623,600	3,733,525	27,357,125
NET ASSETS RELEASED FROM RESTRICTIONS	3,047,507	(3,047,507)	-
Total	26,671,107	686,018	27,357,125
EXPENSES			
Salaries and wages	9,010,668	-	9,010,668
Payroll taxes and benefits	2,538,067	-	2,538,067
Travel	145,913	-	145,913
Occupancy	1,429,443	-	1,429,443
Program services	11,796,741	-	11,796,741
Other costs	1,599,972	-	1,599,972
Depreciation	458,009	-	458,009
In-kind	490,034	-	490,034
Total expenses	27,468,847	-	27,468,847
CHANGE IN NET ASSETS BEFORE GAIN ON INVESTMENT IN LIMITED PARTNERSHIP	(797,740)	686,018	(111,722)
GAIN ON INVESTMENT IN LIMITED PARTNERSHIP	64,397	-	64,397
CHANGE IN NET ASSETS	(733,343)	686,018	(47,325)
NET ASSETS, BEGINNING OF YEAR	2,992,894	362,814	3,355,708
NET ASSETS TRANSFERRED FROM LIMITED PARTNERSHIP	499,408	-	499,408
NET ASSETS, END OF YEAR	<u>\$ 2,758,959</u>	<u>\$ 1,048,832</u>	<u>\$ 3,807,791</u>

See Notes to Consolidated Financial Statements

COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.**STATEMENT OF ACTIVITIES**
FOR THE YEAR ENDED FEBRUARY 29, 2020

	<u>Without Donor</u> <u>Restrictions</u>	<u>With Donor</u> <u>Restrictions</u>	<u>Total</u>
REVENUES AND OTHER SUPPORT			
Grant awards	\$ 18,276,247	\$ -	\$ 18,276,247
Other funds	2,437,366	2,986,021	5,423,387
In-kind	920,759	-	920,759
United Way	11,938	-	11,938
	<hr/>	<hr/>	<hr/>
Total revenues and other support	21,646,310	2,986,021	24,632,331
NET ASSETS RELEASED FROM			
RESTRICTIONS	<hr/>	<hr/>	<hr/>
Total	3,130,622	(3,130,622)	-
	<hr/>	<hr/>	<hr/>
Total	24,776,932	(144,601)	24,632,331
EXPENSES			
Salaries and wages	9,213,867	-	9,213,867
Payroll taxes and benefits	2,508,455	-	2,508,455
Travel	322,894	-	322,894
Occupancy	1,393,046	-	1,393,046
Program services	9,231,697	-	9,231,697
Other costs	1,634,451	-	1,634,451
Depreciation	401,166	-	401,166
In-kind	920,759	-	920,759
	<hr/>	<hr/>	<hr/>
Total expenses	25,626,335	-	25,626,335
CHANGE IN NET ASSETS	(849,403)	(144,601)	(994,004)
NET ASSETS, BEGINNING OF YEAR	<hr/>	<hr/>	<hr/>
	3,842,297	507,415	4,349,712
NET ASSETS, END OF YEAR	<hr/>	<hr/>	<hr/>
	\$ 2,992,894	\$ 362,814	\$ 3,355,708

See Notes to Consolidated Financial Statements

COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.**CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES**
FOR THE YEAR ENDED FEBRUARY 28, 2021

	<u>Program</u>	<u>Management</u>	<u>Total</u>
Salaries and wages	\$ 8,423,286	\$ 587,382	\$ 9,010,668
Payroll taxes and benefits	2,308,290	229,777	2,538,067
Travel	145,104	809	145,913
Occupancy	1,293,121	136,322	1,429,443
Program Services	11,796,741	-	11,796,741
Other costs:			
Accounting fees	-	80,013	80,013
Legal fees	19,604	-	19,604
Supplies	165,804	30,710	196,514
Postage and shipping	56,087	8,986	65,073
Equipment rental and maintenance	6,736	-	6,736
Printing and publications	34,562	3,551	38,113
Conferences, conventions and meetings	632	-	632
Interest	39,595	22,938	62,533
Insurance	123,704	27,528	151,232
Membership fees	10,040	7,019	17,059
Utility and maintenance	190,837	62,549	253,386
Computer services	47,178	8,660	55,838
Other	584,982	68,257	653,239
Depreciation	458,009	-	458,009
In-kind	490,034	-	490,034
	<u>\$ 26,194,346</u>	<u>\$ 1,274,501</u>	<u>\$ 27,468,847</u>
Total functional expenses			

See Notes to Consolidated Financial Statements

COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.**STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED FEBRUARY 29, 2020**

	<u>Program</u>	<u>Management</u>	<u>Total</u>
Salaries and wages	\$ 8,797,236	\$ 416,631	\$ 9,213,867
Payroll taxes and benefits	2,468,991	39,464	2,508,455
Travel	322,870	24	322,894
Occupancy	1,225,265	167,781	1,393,046
Program Services	9,231,697	-	9,231,697
Other costs:			
Accounting fees	475	60,771	61,246
Legal fees	-	9,261	9,261
Supplies	214,778	31,442	246,220
Postage and shipping	19,055	34,399	53,454
Equipment rental and maintenance	3,627	275	3,902
Printing and publications	27,109	6,562	33,671
Conferences, conventions and meetings	27,248	4,662	31,910
Interest	57,543	15,712	73,255
Insurance	133,619	5,949	139,568
Membership fees	12,862	7,586	20,448
Utility and maintenance	170,336	48,114	218,450
Computer services	51,908	-	51,908
Other	663,656	27,502	691,158
Depreciation	401,166	-	401,166
In-kind	920,759	-	920,759
	<u>\$ 24,750,200</u>	<u>\$ 876,135</u>	<u>\$ 25,626,335</u>
Total functional expenses			

See Notes to Consolidated Financial Statements

COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.**CONSOLIDATED STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020**

	<u>2021</u>	<u>2020</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ (47,325)	\$ (994,004)
Adjustments to reconcile change in net assets to net cash used in operating activities:		
Depreciation	458,009	401,166
Interest on deferred financing costs	484	-
Realized gain on sale of equipment	(3,500)	-
Gain on investment in limited partnership	(64,397)	-
Decrease (increase) in current assets:		
Accounts receivable	(1,203,458)	(235,814)
Inventory	(32,979)	(116)
Prepaid expenses	(18,723)	8,473
Decrease (increase) in current liabilities:		
Accounts payable	356,371	91,470
Accrued expenses	23,890	(308,749)
Refundable advances	(47,575)	86,184
NET CASH USED IN OPERATING ACTIVITIES	<u>(579,203)</u>	<u>(951,390)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds from sale of property	3,500	-
Additions to property	(618,410)	(268,634)
Investments	(17,918)	(7,556)
NET CASH USED IN INVESTING ACTIVITIES	<u>(632,828)</u>	<u>(276,190)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Paycheck Protection loan proceeds	1,935,300	-
Net repayments on line of credit	(169,972)	550,000
Repayment of long term debt	(199,152)	(185,158)
NET CASH PROVIDED BY FINANCING ACTIVITIES	<u>1,566,176</u>	<u>364,844</u>
NET INCREASE (DECREASE) IN CASH AND RESTRICTED CASH	354,145	(862,736)
CASH AND RESTRICTED CASH BALANCE, BEGINNING OF YEAR	549,026	1,411,762
CASH AND RESTRICTED CASH TRANSFERRED FROM LIMITED PARTNERSHIP	<u>62,032</u>	<u>-</u>
CASH AND RESTRICTED CASH BALANCE, END OF YEAR	<u>\$ 965,203</u>	<u>\$ 549,026</u>

See Notes to Consolidated Financial Statements.

COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.**CONSOLIDATED STATEMENTS OF CASH FLOWS (CONTINUED)
FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020**

	<u>2021</u>	<u>2020</u>
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:		
Cash paid during the year for interest	\$ 62,533	\$ 73,255
SUPPLEMENTAL DISCLOSURES OF NONCASH INVESTING AND FINANCING ACTIVITIES		
Transfer of assets from newly consolidated LP:		
Accounts receivable	\$ 2,496	\$ -
Prepaid expenses	10,827	-
Property, net	980,089	-
Security deposits	8,132	-
Total transfer of assets from newly consolidated LP	\$ 1,001,544	\$ -
Transfer of liabilities from newly consolidated LP:		
Accounts payable	\$ 8,825	\$ -
Accrued expenses	7,062	-
Security deposits	8,132	-
Note payable	336,311	-
Total transfer of liabilities from newly consolidated LP	\$ 360,330	\$ -
Total transfer of partners' capital from newly consolidated LP	\$ 499,408	\$ -
Partnership capital previously recorded as investment in related parties	203,838	-
Total transfer of partners' capital from newly consolidated LP	\$ 703,246	\$ -

See Notes to Consolidated Financial Statements

COMMUNITY ACTION PROGRAM BELKNAP – MERRIMACK COUNTIES, INC.

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020**

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Organization

Community Action Program Belknap – Merrimack Counties, Inc. (the Organization) is a New Hampshire nonprofit organization that serves nutritional, health, living and support needs of the low income and elderly clients in the two county service areas, as well as state wide. These services are provided with the financial support of various federal, state, county and local organizations.

Principles of Consolidation

The consolidated financial statements include the accounts of Community Action Program of Belknap-Merrimack Counties, Inc., and the following entities as Community Action Program of Belknap-Merrimack Counties, Inc. has both an economic interest and control of the entities through a majority voting interest in their governing board. All significant intercompany items and transactions have been eliminated from basic consolidated financial statements.

- Sandy Ledge Limited Partnership
- CAP/BMC Development Corporation

Basis of Accounting

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

Basis of Presentation

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

Net assets without donor restrictions include net assets that are not subject to any 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 board of directors.

Net assets with donor restrictions include 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 passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

COMMUNITY ACTION PROGRAM BELKNAP – MERRIMACK COUNTIES, INC.

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020**

Donor restricted contributions are reported as increases in net assets with donor restrictions. When restrictions expire, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the consolidated statements of activities.

The Organization had net assets with donor restrictions of \$1,048,832 and \$362,814 at February 28, 2021 and February 29, 2020, respectively. See **Note 13**.

Income Taxes

Community Action Program of Belknap-Merrimack Counties, Inc. is organized as a nonprofit corporation and is exempt from federal income taxes under Internal Revenue Code Section 501(c)(3). The Internal Revenue Service has determined them to be other than a private foundation.

The Organization files information returns in the United States and the State of New Hampshire. The Organization is subject to examinations by tax authorities for three years.

CAP BMC Development Corporation is taxed as a "C" Corporation under the Internal Revenue Code. The Corporation accounts for deferred income taxes under the asset and liability method in accordance with Accounting Standards Codification No. 740 (ASC 740), "Accounting for Income Taxes". The objective of this method is to establish deferred tax assets and liabilities for temporary differences between the financial reporting basis and the tax basis of the Company's assets and liabilities at the enacted tax rate expected to be in effect when such amounts are realized or settled. ASC 740 also required deferred tax assets and liabilities to be shown separately. There are no deferred tax assets or liabilities. The Corporation has no federal net operating loss carryforwards available at February 28, 2021 and 2020.

Sandy Ledge Limited is taxed as a partnership. Federal income taxes are not payable, or provided by the partnership. Earnings and losses are included in the partners' federal income tax returns based on their share of partnership earnings. Partnerships are required to file income tax returns with the State of New Hampshire and pay an income tax at the state's statutory rate.

Accounting Standard Codification No. 740 (ASC 740), *Accounting for Income Taxes*, established the minimum threshold for recognizing, and a system for measuring, the benefits of tax return positions in consolidated financial statements. The Organization has analyzed its tax position taken on its income tax returns for the past three years, and has concluded that no additional provision for income taxes is necessary in the Organization's consolidated financial statements.

COMMUNITY ACTION PROGRAM BELKNAP – MERRIMACK COUNTIES, INC.**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020****Property**

Property and equipment is recorded at cost or, if donated, at the approximate fair value at the date of the donation. Assets purchased with a useful life in excess of one year and exceeding \$5,000 are capitalized unless a lower threshold is required by certain funding sources. Depreciation is computed on the straight-line basis over the estimated useful lives of the related assets as follows:

Buildings and improvements	40 years
Equipment, furniture and vehicles	3 - 7 years

Use of Estimates

The preparation of consolidated financial statements in conformity with United States generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated 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

For purposes of the consolidated statements of cash flows, the Organization considers all liquid investments purchased with original maturities of three months or less to be cash equivalents.

The Organization maintains its cash in bank deposit accounts, which at times may exceed federally insured limits. The Organization has not experienced any losses in such accounts and believes it is not exposed to any significant risk with respect to these accounts.

The following table provides a reconciliation of cash and restricted cash reported within the statements of financial position that sum to the total in the statements of cash flows as of year end:

	<u>2021</u>	<u>2020</u>
Cash, operations	\$ 899,766	\$ 549,026
Cash escrow and reserve funds	<u>65,437</u>	<u>-</u>
Total cash and restricted cash	<u>\$ 965,203</u>	<u>\$ 549,026</u>

Contributed Services

Donated services are recognized as contributions in accordance with FASB ASC No. 958, *Accounting for Contributions Received and Contributions Made*, if the services (a) create or enhance non-financial assets or (b) require specialized skills, and would otherwise be purchased by the Agency.

Volunteers provided various services throughout the year that are not recognized as contributions in the consolidated financial statements since the recognition criteria under FASB ASC No. 958 were not met.

COMMUNITY ACTION PROGRAM BELKNAP – MERRIMACK COUNTIES, INC.

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020**

In-Kind Donations / Noncash Transactions

Donated facilities, services and supplies are reflected as revenue and expense in the accompanying consolidated financial statements, if the criteria for recognition is met. This represents the estimated fair value for the service, supplies and space that the Organization might incur under normal operating activities. The Organization received \$490,035 and \$920,759 in donated facilities, services and supplies for the years ended February 28, 2021 and February 29, 2020, respectively, as follows:

The Organization receives contributed professional services that are required to be recorded in accordance with FASB ASC No. 958. The estimated fair value of these services was determined to be \$18,937 and \$52,181 for the years ended February 28, 2021 and February 29, 2020, respectively.

The Organization also receives contributed food commodities and other goods that are required to be recorded in accordance with FASB ASC No. 958. The estimated fair value of these food commodities and goods was determined to be \$471,098 and \$868,578 for the years ended February 28, 2021 and February 29, 2020, respectively.

Advertising

The Organization expenses advertising costs as they are incurred. Total advertising costs for the years ended February 28, 2021 and February 29, 2020 totaled \$14,287 and \$46,899, respectively.

Inventory

Inventory consists of weatherization supplies and work in process and is valued at the lower of cost or net realizable value, using the first-in, first-out method.

New Accounting Pronouncement

In May 2014, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) No. 2014-09, *Revenue from Contracts with Customers* (Topic 606). The ASU and all subsequently issued clarifying ASUs replaced most existing revenue recognition guidance in U.S. GAAP. The ASU also requires expanded disclosures relating to the nature, amount, timing, and uncertainty of revenue and cash flows arising from contracts with customers. The Organization adopted the new standard effective March 1, 2020, the first day of the Organization's fiscal year using the modified retrospective approach. The adoption did not result in a change to the accounting for the applicable revenue streams; as such, no cumulative effect adjustment was recorded.

Revenue Recognition

Amounts received from conditional grants and contracts for specific purposes are generally recognized as income to the extent that related expenses and conditions are incurred or met. Conditional grants received prior to the conditions being met are reported as refundable advances. Contributions of cash and other assets are reported as with donor restrictions if they are received with donor imposed stipulations that limit the use of the donated assets. However, if a restriction is fulfilled in the same period in which the contribution is received, the Organization reports the support as without donor restrictions.

COMMUNITY ACTION PROGRAM BELKNAP – MERRIMACK COUNTIES, INC.**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020****Program Service Revenue**

Program service revenue is recognized as revenue when the services are performed.

Rental Revenue

The Organization derives revenues from the rental of apartment units. Revenues are recognized as income, monthly, when rents become due, and control of the apartment units is transferred to the lessees. The individual leases are for a term of one year and are cancelable by the tenants. Control of the leased units is transferred to the lessee in an amount that reflects the consideration the Partnership expects to be entitled to in exchange for the leased units. The cost incurred to obtain the lease will be expensed as incurred.

Performance Obligations and Contract Assets and Liabilities

The performance obligations related to the lease contracts and program services are satisfied at a point in time. Revenue from performance obligations satisfied at a point in time consist of monthly rental payments and fees for program services. Contract assets for the year ended February 28, 2021 were \$2,378. Contract liabilities for the year ended February 28, 2021 were \$911. There were no contract assets or liabilities for the year ended February 29, 2020.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been presented in the Consolidated Statements of Functional Expenses. Accordingly, certain costs have been allocated among the program services and supporting activities benefited. Expenses are charged to each program based on the direct expenses incurred or estimated usage based on time spent on each program by staff.

<u>Expense</u>	<u>Method of allocation</u>
Wages and benefits	Time and effort
Depreciation	Actual assets used by program
All other expenses	Direct assignment

2. LIQUIDITY AND AVAILABILITY

The following represents the Organization's financial assets as of February 28, 2021 and February 29, 2020:

	<u>2021</u>	<u>2020</u>
Financial assets at year end:		
Cash and cash equivalents, undesignated	\$ 889,766	\$ 549,026
Accounts receivable	3,762,809	2,556,855
Investments	127,996	110,078
Cash escrow and reserves	65,437	-
	<u>4,846,008</u>	<u>3,215,959</u>
Total financial assets		

COMMUNITY ACTION PROGRAM BELKNAP – MERRIMACK COUNTIES, INC.**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020**

Less amounts not available to be used within one year:		
Net assets with donor restrictions	1,048,832	362,814
Reserve funds	<u>60,212</u>	<u>-</u>
Amounts not available within one year	<u>1,109,044</u>	<u>362,814</u>
Financial assets available to meet general expenditures over the next twelve months	<u>\$ 3,736,964</u>	<u>\$ 2,853,145</u>

It is the Organization's goal to maintain financial assets to meet 60 days of operating expenses which approximates \$4,360,000 and \$3,995,000 respectively, at February 28, 2021 and February 29, 2020. The Organization has a line of credit with \$219,972 and \$50,000, available to borrow on, at February 28, 2021 and February 29, 2020, respectively.

3. ACCOUNTS RECEIVABLE

Accounts receivable are stated at the amount management expects to collect from balances outstanding at year end. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. The allowance for uncollectible accounts was estimated to be zero at February 28, 2021 and February 29, 2020. The Organization has no policy for charging interest on overdue accounts.

4. 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 performed or incurred. Funds received in advance of grantor conditions being met aggregated \$1,036,941 and \$1,084,516 as of February 28, 2021 and February 29, 2020, respectively.

5. RETIREMENT PLAN

The Organization has a qualified contributory pension plan which covers substantially all employees. The cost of the plan is charged to programs administered by the Organization. The expense of the plan for the year ended February 28, 2021 and February 29, 2020 totaled \$193,103 and \$181,057, respectively.

6. LEASED FACILITIES

Facilities occupied by the Organization for its community service programs are leased under various operating leases. The lease terms range from month to month to twenty years. For the year ended February 28, 2021 and February 29, 2020, the annual lease expense for the leased facilities was \$542,317 and \$546,861, respectively.

COMMUNITY ACTION PROGRAM BELKNAP – MERRIMACK COUNTIES, INC.**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020**

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

<u>Year Ended February 28</u>	<u>Amount</u>
2022	\$ 472,703
2023	445,235
2024	411,834
2025	245,038
2026	88,762
Thereafter	<u>776,979</u>
Total	<u>\$ 2,440,551</u>

7. ACCRUED EARNED TIME

The Organization has accrued a liability for future annual leave time that its employees have earned and vested with the employees in the amount of \$415,580 and \$341,532 at February 28, 2021 and February 29, 2020, respectively.

8. BANK LINE OF CREDIT

The Organization has a \$200,000 revolving line of credit agreement (the line) with a bank that is due on demand. The line calls for monthly variable interest payments based on the Wall Street Journal Prime Rate (4.75% at February 28, 2021 and February 29, 2020) plus 1%, but not less than 6% per annum. The line is secured by all the Organization's assets. There was no balance outstanding at February 28, 2021. There was a balance of \$200,000 outstanding at February 29, 2020.

During the year ended February 29, 2020 the Organization entered into an additional revolving line of credit agreement (the line) in the amount of \$400,000, with a bank that is due on demand. The line calls for monthly variable interest payments based on the LIBOR rate (2.62% and 4.02% at February 28, 2021 and February 29, 2020, respectively). The line is secured by all the Organization's assets. There was a balance of \$380,028 and \$350,000 outstanding at February 28, 2021 and February 29, 2020, respectively.

9. CONCENTRATION OF RISK

For the years ended February 28, 2021 and February 29, 2020, approximately \$11,400,000 (42%) and \$12,100,000 (49%), respectively, of the Organization's total revenue was received from the Department of Health and Human Services. The future scale and nature of the Organization is dependent upon continued support from this department.

COMMUNITY ACTION PROGRAM BELKNAP – MERRIMACK COUNTIES, INC.**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**
FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020**10. LONG TERM DEBT**

Long term debt consisted of the following as of February 28, 2021 and February 29, 2020:

	<u>2021</u>	<u>2020</u>
5.50% note payable to a financial institution in monthly installments of \$1,634 through July 2039. The note is secured by property of the Organization.	\$ 225,459	\$ 232,259
5.75% note payable to a financial institution in monthly installments for principal and interest of \$13,912 through July 2023. The note is secured by property of the Organization for Lakes Region Family Center.	375,827	520,492
3.00% note payable to the City of Concord for leasehold improvements in monthly installments for principal and interest of \$747 through May 2027. The note is secured by property of the Organization for the agency administrative building renovations.	50,507	57,848
7.00% note payable to a bank in monthly installments for principal and interest of \$4,842 through May 2023. The note is secured by a first real estate mortgage and assignment of rents and leases on property located in Concord, New Hampshire for Early Head Start.	164,553	204,899
Non-interest bearing note payable by Sandy Ledge to New Hampshire Housing deferred until June 1, 2034 or until the project is sold or refinanced or surplus cash is available. The note is collateralized by a mortgage on real estate.	<u>343,081</u>	<u>-</u>
Total long-term debt before unamortized deferred financing cost	1,159,427	1,015,498
Unamortized deferred financing costs	<u>(6,286)</u>	<u>-</u>
	1,153,141	1,015,498
Less amounts due within one year	<u>213,444</u>	<u>201,245</u>
Long term portion	<u>\$ 939,697</u>	<u>\$ 814,253</u>

COMMUNITY ACTION PROGRAM BELKNAP – MERRIMACK COUNTIES, INC.**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020**

The scheduled maturities of long-term debt as of February 28, 2021 were as follows:

<u>Year Ending February 28</u>	<u>Amount</u>
2022	\$ 213,444
2023	226,567
2024	146,511
2025	16,749
2026	17,517
Thereafter	<u>532,353</u>
	<u>\$ 1,153,141</u>

11. PROPERTY AND EQUIPMENT

Property and equipment consisted of the following as of February 28, 2021 and February 29, 2020:

	<u>2021</u>	<u>2020</u>
Land	\$ 279,340	\$ 168,676
Building and improvements	6,867,176	5,376,094
Equipment and vehicles	6,117,020	5,652,539
Construction in process	<u>18,126</u>	<u>-</u>
	13,281,662	11,197,309
Less accumulated depreciation	<u>7,639,290</u>	<u>6,695,428</u>
Property and equipment, net	<u>\$ 5,642,372</u>	<u>\$ 4,501,881</u>

Depreciation expense for the years ended February 28, 2021 and February 29, 2020 totaled \$458,009 and \$401,166, respectively.

12. CONTINGENCIES

The Organization receives grant funding from various sources. Under the terms of these agreements, the Organization is required to use the funds within a certain period and for purposes specified by the governing laws and regulations. If expenditures were found not to have been made in compliance with the laws and regulations, the Organization might be required to repay the funds. No provisions have been made for this contingency because specific amounts, if any, have not been determined or assessed as of February 28, 2021.

COMMUNITY ACTION PROGRAM BELKNAP – MERRIMACK COUNTIES, INC.**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020****13. NET ASSETS WITH DONOR RESTRICTIONS**

Net assets with donor restrictions are available for the following specific program services as of February 28, 2021 and February 29, 2020:

	<u>2021</u>	<u>2020</u>
NH Food Pantry Coalition	\$ 663	\$ 663
Senior Center	142,817	141,114
Elder Services	499,201	2,867
Mary Gale	-	24,082
NH Rotary Food Challenge	5,058	5,068
Summer Feeding	60,433	18,840
Common Pantry	5,512	4,764
Caring Fund	8,791	9,064
Agency – FAP	2,604	4,751
Agency Head Start	224,847	145,747
Agency – FP/PN	87,387	-
Community Crisis	350	2,550
Other Programs	<u>11,169</u>	<u>3,304</u>
Total net assets with donor restrictions	<u>\$ 1,048,832</u>	<u>\$ 362,814</u>

14. RELATED PARTY TRANSACTIONS

The Organization serves as the management agent for the following organizations:

<u>Related Party</u>	<u>Function</u>
Belmont Elderly Housing, Inc.	HUD Property
Epsom Elderly Housing, Inc.	HUD Property
Alton Housing for the Elderly, Inc.	HUD Property
Pembroke Housing for the Elderly, Inc.	HUD Property
Newbury Elderly Housing, Inc.	HUD Property
Kearsarge Elderly Housing, Inc.	HUD Property
Riverside Housing Corporation	HUD Property
Twin Rivers Community Corporation	Property Development
Ozanam Place, Inc.	Transitional Supportive Services
TRCC Housing Limited Partnership I	Low Income Housing Tax Credit Property

The services performed by the Organization included, marketing, accounting, tenant selection (for the HUD properties), HUD compliance (for the HUD properties), and maintenance of property.

COMMUNITY ACTION PROGRAM BELKNAP – MERRIMACK COUNTIES, INC.

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020**

The total amount due from the related parties (collectively) at February 28, 2021 and February 29, 2020 was \$181,384 and \$198,763, respectively, and is included in accounts receivables.

15. RECLASSIFICATION

Certain amounts and accounts from the prior year financial statements have been reclassified to enhance the comparability with the presentation of the current year.

16. FAIR VALUE OF FINANCIAL INSTRUMENTS

Community Action Program Belknep-Merrimack Counties, Inc. has also invested money relating to its Fix-it program in certain mutual funds. The fair value of the mutual funds totaled \$126,996 and \$109,078 at February 28, 2021 and February 29, 2020, respectively.

ASC Topic No. 825-10, Financial Instruments, provides a definition of fair value which focuses on an exit price rather than an entry price, establishes a framework in generally accepted accounting principles for measuring fair value which emphasizes that fair value is a market-based measurement, not an entity-specific measurement, and requires expanded disclosures about fair value measurements. In accordance with FASB ASC 820, the Organization may use valuation techniques consistent with market, income and cost approaches to measure fair value. As a basis for considering market participant assumptions in fair value measurements, FASB ASC 820 establishes a fair value hierarchy, which prioritizes the inputs used in measuring fair values. The hierarchy gives the highest priority to Level 1 measurements and the lowest priority to Level 3 measurements. The three levels of the fair value hierarchy under FASB ASC 820 are described as follows:

Level 1 - Inputs to the valuation methodology are quoted prices available in active markets for identical investments as of the reporting date.

Level 2 - Inputs to the valuation methodology are other than quoted market prices in active markets, which are either directly or indirectly observable as of the reporting date, and fair value can be determined through the use of models or other valuation methodologies.

Level 3 - Inputs to the valuation methodology are unobservable inputs in situations where there is little or no market activity for the asset or liability and the reporting entity makes estimates and assumptions related to the pricing of the asset or liability including assumptions regarding risk.

At February 28, 2021 and February 29, 2020, the Organization's investments were classified as Level 1 and were based on fair value.

COMMUNITY ACTION PROGRAM BELKNAP – MERRIMACK COUNTIES, INC.**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020****Fair Value Measurements using Significant Observable Inputs (Level 1)**

	<u>2021</u>	<u>2020</u>
Beginning balance – mutual funds	\$ 109,078	\$ 101,522
Total gains – mutual funds	<u>17,918</u>	<u>7,556</u>
Ending balance – mutual funds	<u>\$ 126,996</u>	<u>\$ 109,078</u>

The carrying amount of cash, current assets, other assets and current liabilities, approximates fair value because of the short maturity of those instruments.

The Organization also has \$1,000 invested in a Partnership, The Lakes Region Partnership for Public Health, at February 28, 2021 and February 29, 2020.

17. FISCAL AGENT

Community Action Program Belknap-Merrimack Counties, Inc. acts as the fiscal agent for the following community organizations: Franklin Community Services Building (Franklin), the Common Pantry (Laconia), the Caring Fund (Meredith), the NH Food Pantry Coalition, the NH Rotary Food Challenge and FGP/SCP Association Region 1. The Agency provides the management and oversight of the revenues received (donations) and the expenses (utilities, food and emergency services).

18. PAYCHECK PROTECTION PROGRAM

In April 2020, the Organization received loan proceeds in the amount of \$1,935,300 under the Paycheck Protection Program ("PPP"). The PPP is established as part of the Coronavirus Aid, Relief and Economic Security Act ("CARES Act").

If the Organization does not meet the loan criteria, the unforgiven portion of the PPP loan is payable over five years at an interest rate of .1%, with a deferral of payments for the first ten months.

19. OTHER MATTERS

The impact of the novel coronavirus (COVID-19) and measures to prevent its spread are affecting the Organization's business. The significance of the impact of these disruptions, including the extent of their adverse impact on the Organization'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.

COMMUNITY ACTION PROGRAM BELKNAP – MERRIMACK COUNTIES, INC.**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020****20. TRANSFER OF PARTNERSHIP INTEREST**

During the year ended February 28, 2021, Community Action Program of Belknap-Merrimack Counties, Inc. acquired a partnership interest in a low-income housing limited partnership, Sandy Ledge.

The following is a summary of the assets and liabilities of the partnership at the date of acquisition.

Date of Transfer	<u>03/01/2020</u>
Cash	\$ 3,793
Cash reserves	58,239
Accounts receivable	2,496
Prepaid expenses	10,827
Property, net	980,089
Other assets	<u>8,132</u>
Total assets	<u>\$ 1,063,576</u>
Note payable	\$ 336,311
Other liabilities	<u>24,019</u>
Total liabilities	360,330
Partners' capital	<u>703,246</u>
Total liabilities and Partners' Capital consolidated	<u>\$ 1,063,576</u>

21. SUBSEQUENT EVENTS

Subsequent events are events or transactions that occur after the consolidated statement of financial position date, but before the consolidated financial statements are available to be issued. Recognized subsequent events are events or transactions that provide additional evidence about conditions that existed at the consolidated statement of financial position date, including the estimates inherent in the process of preparing consolidated financial statements. Non-recognized subsequent events are events that provide evidence about conditions that did not exist at the consolidated statement of financial position date, but arose after that date. Management has evaluated subsequent events through February 14, 2022, the date the consolidated financial statements were available to be issued.

COMMUNITY ACTION PROGRAM BELKNAP – MERRIMACK COUNTIES, INC.

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED FEBRUARY 28, 2021 AND FEBRUARY 29, 2020**

On September 14, 2021, the Organization received partial forgiveness in the amount of \$1,615,427. The remaining \$312,873 has been converted to a loan, due in 44 monthly payments of principal and interest at a rate of 1%. The loan will mature in April 2025.

COMMUNITY ACTION PROGRAMS CLINIC - MERRIMACK COUNTIES, INC.

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED FEBRUARY 28, 2021**

FEDERAL GRANTOR PROGRAM TITLE	Assistance Listing NUMBER	PASS THROUGH GRANTEE'S NAME	IDENTIFYING NUMBER	FEDERAL EXPENDITURES	PASSED THROUGH TO SUB-RECIPIENTS
US DEPARTMENT OF HEALTH AND HUMAN SERVICES					
HEAD START CLUSTER					
Head Start	03 600		D1C1052-05-01 & 01C1011267	\$ 4,217,820	
Head Start	03 600	State of New Hampshire	NONE PROVIDED	228,000	
			TOTAL	4,545,820	
Low Income Home Energy Assistance Program	03 568	State of New Hampshire	D1-02-02-0247010-77050000	3,787,213	
CV-Low Income Home Energy Assistance Program	03 568	State of New Hampshire	D1-02-02-0247010-77050000	82,000	
Low Income Home Energy Assistance Program-YYX	03 568	State of New Hampshire	D1-02-02-0247010-77050000	182,700	
			TOTAL	4,052,913	
Community Service Block Grant	03 569	State of New Hampshire	05-005-045-450010-7148	474,968	
CV-Community Service Block Grant	03 569	State of New Hampshire	05-005-045-450010-7148	37,800	
			TOTAL	512,768	
Social Services Block Grant-Home Delivered & Congregate Meals	03 607	State of New Hampshire	05-95-48-481010-4256	261,829	
Social Services Block Grant-Service Link	03 607	State of New Hampshire	046-500387	8,993	
			TOTAL	270,822	
Temporary Assistance for Needy Families-Family Placing	03 558	State of New Hampshire	05-95-45-450010-6146	1,048	
Temporary Assistance for Needy Families-Workplace Success	03 558	Southern New Hampshire Service	05-95-45-450010-61270000	148,712	
			CLUSTER TOTAL	149,760	
AGING CLUSTER					
Title III, Part B-Senior Transportation	03 044	State of New Hampshire	05-95-48-481010-7872	86,170	
Title III, Part C-Congregate Meals	03 045	State of New Hampshire	05-95-48-481010-7872	82,887	
Title III, Part C-Home Delivered Meals	03 046	State of New Hampshire	05-95-48-481010-7872	893,717	
NSP	03 063	State of New Hampshire	1050477	184,447	
			CLUSTER TOTAL	1,047,221	
CHILD CARE AND DEVELOPMENT FUND CLUSTER					
Child Care & Development Block Grant	03 575	State of New Hampshire	NONE PROVIDED	414,145	
Child Care Mandatory & Matching Funds of the CCDF	03 506	State of New Hampshire	NONE PROVIDED	69,172	
			CLUSTER TOTAL	483,317	
MEDICAL CLUSTER					
Medical Assistance Program	03 778	State of New Hampshire	102-500731	82,090	
Medical Assistance Program - Veterans	03 778	Gateway Community Services		52,872	
			CLUSTER TOTAL	134,962	
Family Planning - Services	03 217	State of New Hampshire	05-05-00-002010-5530	83,101	
Public Health Emergency Response					
Cooperative Agreement for Emergency Response: Public Health	03 364	State of New Hampshire	US279000056	2,481	
Maternal, Infant, & Early Childhood Home Visiting Program	03 870	State of New Hampshire	05-95-042-421010-29580000	102,217	
National Family Caregiver Support, Title III, Part E-Service Link	03 062	State of New Hampshire	102-500731	81,110	
Social Programs for Aging, Title IV-Service Link	03 048	State of New Hampshire	102-500731	13,705	
State Health Insurance Assistance Program	03 324	State of New Hampshire	102-500731	14,788	
Medicare Enrollment Assistance Program	03 071	State of New Hampshire	102-500731	6,387	
			NHS TOTAL	\$ 11,404,878	
US DEPARTMENT OF AGRICULTURE					
Special Suppl. Nutrition Program for Women, Infants & Children	10 557	State of New Hampshire	1848-170371/1003	\$ 641,527	
Senior Farmers Market	10 576	State of New Hampshire	03-06-00-002010-62000000	81,081	
Child & Adult Care Food Program	10 558	State of New Hampshire	NONE PROVIDED	96,788	
CHILD NUTRITION CLUSTER					
Summer Food Service Program For Children	10 559	State of New Hampshire	NONE PROVIDED	143,617	

See Notes to Schedule of Expenditures of Federal Awards

FEDERAL GRANTOR/ PROGRAM TITLE	Assistance Listing NUMBER	PASS THROUGH GRANTOR'S NAME	IDENTIFYING NUMBER	FEDERAL EXPENDITURES	Continued PASSED THROUGH TO SUB-RECIPIENTS
FOOD DISTRIBUTION CLUSTER					
Commodity Supplemental Food Program	10 565	State of New Hampshire	05-05-80-903010-52600000	\$ 1,112,711	\$ 893,224
Emergency Food Assistance Program-Administration	10 568	State of New Hampshire	61750000	406,707	83,363
CV-Emergency Food Assistance Program-Administration	10 568	State of New Hampshire	61750000	386,238	
Emergency Food Assistance Program	10 569	State of New Hampshire	61750000	1,296,383	1,296,383
CV-Emergency Food Assistance Program	10 569	State of New Hampshire	61750000	1,090,215	1,090,215
			CLUSTER TOTAL	4,282,254	
Trade Mitigation	10 178	State of New Hampshire	NONE PROVIDED	2,075,033	1,923,324
			USDA TOTAL	\$ 1,270,320	\$ 5,276,309
CORPORATION FOR NATIONAL & COMMUNITY SERVICES					
FOSTER GRANDPARENTS/SENIOR COMPANION CLUSTER Senior Companion Program	04 018		HSCANH001	\$ 396,294	
			CNCS TOTAL	\$ 396,294	
U.S. DEPARTMENT OF TRANSPORTATION					
Formula Grants for Rural Areas-Consolid Transit	70 509	State of New Hampshire Department of Transportation	NH-18-X046	\$ 289,104	
TRANSIT SERVICES PROGRAMS CLUSTER					
Enhanced Mobility of Seniors & Ind. W/Disabilities-CA1	20 513	State of New Hampshire-Department of Transportation	NH-18-X043	6,169	
Enhanced Mobility of Seniors & Ind. W/Disabilities-Rural Transportation	20 513	State of New Hampshire-Department of Transportation	NH-18-X043	67,601	
Enhanced Mobility of Seniors & Ind. W/Disabilities-Rural Transportation	20 513	Coastal Seals	IL-2019-27-00	9,061	
Enhanced Mobility of Seniors & Ind. W/Disabilities-Volunteer Drivers	20 513	Merrimack County	16-65-3001	119,567	
			CLUSTER TOTAL	192,997	
			DOT TOTAL	\$ 892,072	
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT					
Emergency Solutions Grant	14 231	State of New Hampshire	06-06-42-423010-7927	\$ 175,488	
CV-Emergency Solution's Grant	14 231	State of New Hampshire	06-06-42-423010-7927	23,075	
			TOTAL	198,563	
Continuum of Care Program	12 267	State of New Hampshire	06-06-42-423010-7927-102-600731	187,035	
Continuum of Care Program	14 267	State of New Hampshire	06-06-42-423010-7927-102-600731	84,423	
			TOTAL	271,458	
			HUD TOTAL	\$ 469,919	
U.S. DEPARTMENT OF ENERGY					
Weatherization Assistance for Low Income Persons	61 042	State of New Hampshire	01-02-02-024010-77060000	\$ 219,818	
			DOE TOTAL	\$ 219,818	
U.S. DEPARTMENT OF LABOR					
Senior Community Service Employment Program	17 236	State of New Hampshire	03-22-22-330610-1453000	\$ 438,470	
WIA/WIOA CLUSTER					
WIA/WIOA - Adult Program	17 278	Southern New Hampshire Services	0510-53360000-102-600731	55,817	
WIA/WIOA - Dislocated Worker Formula Grants	17 278	Southern New Hampshire Services	0510-53360000-102-600731	17,192	
			CLUSTER TOTAL	73,009	
			DOL TOTAL	\$ 511,479	
U.S. DEPARTMENT OF THE TREASURY					
Coronavirus Relief Fund	21 019	State of New Hampshire	SS-2021-SHS-03-HOUS-02	\$ 2,212,383	
Coronavirus Relief Fund	21 019	State of New Hampshire	Veterans	18,000	
			US TREASURY TOTAL	\$ 2,230,383	
			TOTAL	\$ 23,388,223	\$ 5,276,309

See Notes to the Schedule of Expenditures of Federal Awards

SUPPLEMENTAL INFORMATION

(See Independent Auditors' Report)

COMMUNITY ACTION PROGRAM BELKNAP-MERRIMACK COUNTIES, INC.

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED FEBRUARY 28, 2021**

NOTE 1 BASIS OF PRESENTATION

The accompanying schedule of expenditures of Federal Awards (the Schedule) includes the federal award activity of Community Action Program Belknap-Merrimack Counties, Inc. under programs of the federal government for the year ended February 28, 2021. 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 Community Action Program Belknap-Merrimack Counties, Inc., it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Organization.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

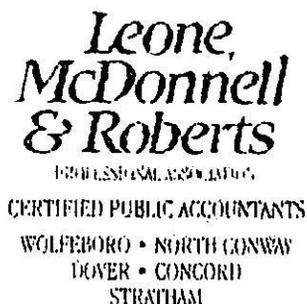
Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on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

NOTE 3 INDIRECT COST RATE

Community Action Program Belknap-Merrimack Counties, Inc. has elected not to use the ten percent de minimis indirect cost rate allowed under the Uniform Guidance.

NOTE 4 FOOD COMMODITIES AND VEHICLES

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



COMMUNITY ACTION PROGRAM BELKNAP-MERRIMACK COUNTIES, 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
Community Action Program Belknap-Merrimack Counties, Inc.
Concord, New Hampshire

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Community Action Program Belknap-Merrimack Counties, Inc. (a nonprofit organization), which comprise the statement of financial position as of February 28, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated February 14, 2022.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Community Action Program Belknap-Merrimack Counties, 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 Community Action Program Belknap-Merrimack Counties, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Community Action Program Belknap-Merrimack Counties, 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 and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify a deficiency in internal control, described in the accompanying schedule of findings and questioned costs as item 2021-001 that we consider to be a material weakness.

Compliance and Other Matters

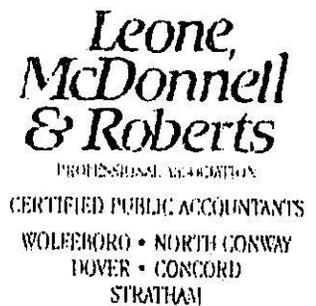
As part of obtaining reasonable assurance about whether Community Action Program Belknap-Merrimack Counties, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance 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*

Concord, New Hampshire
February 14, 2022



COMMUNITY ACTION PROGRAM BELKNAP-MERRIMACK COUNTIES, 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
Community Action Program Belknap-Merrimack Counties, Inc.
Concord, New Hampshire

Report on Compliance for Each Major Federal Program

We have audited Community Action Program Belknap-Merrimack Counties, 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 Community Action Program Belknap-Merrimack Counties, Inc.'s major federal programs for the year ended February 28, 2021. Community Action Program Belknap-Merrimack Counties, 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 Community Action Program Belknap-Merrimack Counties, 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 Community Action Program Belknap-Merrimack Counties, 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 Community Action Program Belknap-Merrimack Counties, Inc.'s compliance.

Opinion on Each Major Federal Program

In our opinion, Community Action Program Belknap-Merrimack Counties, 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 February 28, 2021.

Report on Internal Control Over Compliance

Management of Community Action Program Belknap-Merrimack Counties, 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 Community Action Program Belknap-Merrimack Counties, 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 Community Action Program Belknap-Merrimack Counties, 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 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.

*Sigene McDonnell & Roberts
Professional Association*

Concord, New Hampshire
February 14, 2022

COMMUNITY ACTION PROGRAM BELKNAP-MERRIMACK COUNTIES, INC.

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED FEBRUARY 28, 2021**

SUMMARY OF AUDITORS' RESULTS

1. The auditors' report expresses an unmodified opinion on whether the financial statements of Community Action Program Belknap-Merrimack Counties, Inc. were prepared in accordance with generally accepted accounting principles.
2. One material weakness relating to the audit of the financial statements is 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*.
3. No instances of noncompliance material to the financial statements of Community Action Program Belknap-Merrimack Counties, 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 Community Action Program Belknap-Merrimack Counties, Inc. expresses an unmodified opinion on all major programs.
6. There were no audit findings that are required to be reported in accordance with 2 CFR section 200.516(a).
7. The programs tested as major programs include:
U.S. Department of Health and Human Services, Low Income Home Energy Assistance Program 93.568, Medical Assistance Program 93.778, National Family Caregiver Support, Title III, Part E 93.052, U.S. Department of Agriculture, Food Distribution Cluster, 10.565, 10.568, 10.569, U.S. Department of the Treasury, Coronavirus Relief Fund, 21.019.
8. The threshold for distinguishing Type A and B programs was \$750,000.
9. Community Action Program Belknap-Merrimack Counties, Inc. was determined to not be a low-risk auditee.

FINDINGS - FINANCIAL STATEMENTS AUDIT

MATERIAL WEAKNESS

2021-001

Condition: The financial statements presented to the auditor at the beginning of fieldwork included accounts that had not been reconciled accurately or in a timely manner.

Criteria: The Organization's internal control procedures should be structured so that accounts are reconciled and reviewed on a timely basis.

Cause: Significant turnover in the fiscal department of the organization.

Effect: Significant audit and late client entries were recorded to ensure accurate account balances.

Recommendation: The auditors recommend that the financial close process includes a review and reconciliation of all significant accounts.

FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL PROGRAMS AUDIT

None

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2 Industrial Park Drive
 P.O. Box 1016
 Concord, NH
 03302-1016

February 14, 2022

Finding 2021-001:

Plan: Going forward all reconciliations will be completed in a timely manner. This will ensure any errors and omissions will be caught and corrected timely. All accounts will be reviewed and reconciled before fieldwork begins. This will eliminate the need for significant audit and late client entries.

Anticipated Completion Date: 2/14/2022

Contact: Jill Lesmerises, CFO

ALTON Senior Center.....875-7102 Prospect View Housing.....875-3111	CONCORD Area Center.....225-6800 Head Start.....224-6492 Early Head Start.....224-6492 Concord Area Meals on Wheels.....225-9092 Concord Area Transit.....225-1989 Horseshoe Pond Place.....228-6756 WIC/CSFP.....225-2050 Workplace Success.....223-2305	EPSOM Meadow Brook Housing.....734-8250	FRANKLIN Area Center.....934-3444 Head Start.....934-2161 Early Head Start.....934-2161 Senior Center.....934-4151 Riverside Housing.....934-5340	LACONIA Area Center.....524-5512 Head Start.....528-5334 Early Head Start.....528-5334 Senior Center.....524-7689 Family Planning.....524-5453 Workplace Success.....524-4367	MEREDITH Area Center.....279-4096	NEWBURY Newbury Commons Housing.....743-0360	PEMBROKE Village of Pembroke Farms Housing.....485-1542	PITTSFIELD Senior Center.....435-8402 Head Start.....435-6618 Early Head Start.....435-6611	SUNCOOK Area Center.....485-7824 Senior Center.....485-4254	TILTON Senior Center.....527-8291	WARNER Area Center.....456-2207 Head Start.....456-2208 North Ridge Housing.....456-3398
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COMMUNITY ACTION PROGRAM BELKNAP-MERRIMACK COUNTIES, INC.

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED FEBRUARY 28, 2021**

MATERIAL WEAKNESS

2020-001

Condition: The financial statements presented to the auditor at the beginning of fieldwork understated revenue and expenses by a material amount. This was primarily the result of improper cut off due to revenue and expenses related to the fiscal year under audit being recorded to the subsequent period.

Recommendations: The auditors recommend that the Organization implement procedures so that balance sheet accounts are reconciled and reviewed by management on a monthly basis. Further, the auditors recommend that the financial closing process be simplified and include a review of all significant balance sheet and profit and loss accounts.

Current Status: Open – See 2021-001.

Effective May 12, 2022



BOARD OF DIRECTORS

Dennis Martino, <i>President</i>	Theresa M. Cromwell
Chris Pyles, <i>Vice President</i>	Kathy Goode
Safiya Wazir, <i>Treasurer</i>	Sara A. Lewko
A. Bruce Carri, <i>Secretary/Clerk</i>	David Siff, Esq.
Heather Brown	David Croft, Sheriff
Ashley Reed	

Current fiscal year (3/1/22 – 2/28/23) board meetings – 3/10/22, 5/12/22, 9/8/22, 11/10/22, 1/12/23

Heather Patton

I am a hard-working, enthusiastic, and compassionate individual looking to expand my knowledge in the field of human resources. I am dedicated to working with families and giving them the tools and confidence so they can be successful. I value creating partnerships that not only strengthen families' network of supports, but also the community.

Work Experience

Community Action Program Belknap-Merrimack Counties, Inc.

Child Development Director

June 2021-Present

- Provide overall leadership for the programmatic aspects of all child development services (Head Start, Early Head Start, Child Care, and Healthy Families of America).
- Develop systems that ensure the maintenance of quality services that meet the Head Start Performance Standards.
- Oversees all aspects of grants, contracts, and the financial management of the program. Develops budgets and budget narratives for all proposed grants in cooperation with the fiscal department.
- Collaborates with program's governing bodies to ensure training needs are being met, program information such as budget information, policies and procedures, projects that help the program achieve CAP's mission, etc.
- Evaluates all program areas regularly to maintain and improve quality, plans, and evaluates all program operations and development. Works to integrate program operations and budgets to maximize program resources.
- Oversees the development of policies and procedures for the program and ensures their implementation.
- Facilitates leadership team meetings on a regular basis that promote productive teamwork, brainstorming solutions, providing training opportunities, and promoting program growth.
- Prepares program for all monitoring reviews in all areas and works with program specialists, managers, and staff to ensure program compliance in all areas including childcare licensing.
- Attends community events to promote all CAP agency programs.

Northeast Arc Early Intervention Northshore

Outreach and Training Coordinator

February 2020- June 2021

- Provide formal clinical and administrative supervision to an assigned team of staff who facilitate Early Intervention groups by facilitating meetings, overseeing curriculum development, providing technical support, engaging in quality assurance activities, and resolving clinical issues related to Early Intervention groups
- Create Early Intervention parent/child playgroup schedules, as well as oversee online registration, enrollment and administrative tasks related to groups to help ensure the fiscal health of the program.
- Ensure appropriate advertising and branding for all Early Intervention groups
- Develop and maintain collaborative relationships with community partners
- Attend community outreach and business development activities
- Evaluate and make recommendations regarding orientation of new staff and training needs of staff, as well as oversees scheduling of trainings, in-services, and securing of facilitators to conduct trainings for staff's clinical development.
- Work with Early Intervention management team to oversee curriculum development for community trainings and workshops and oversees the implementation of the workshops and trainings offered to the community.
- Maintain communication and provide marketing materials to current and potential referral sources.
- Oversee mail, email, and social media campaigns to market and brand Early Intervention services including community groups, trainings and workshops.
- Organize peer training, resource sharing, and group supervision opportunities for staff.
- Provide oversight, training, and quality assurance for all state, federal and program mandated documentation including the using of and maintenance of Electronic Health Record.
- Work closely with management team including Program Director and Team Supervisors in order to ensure the program is adhering to best practices and managing the fiscal health of the program.

Clinical Team Supervisor**2014-2020**

- Manage caseload of seven staff members by monitoring productivity requirements, facilitating regular supervision meetings, and conducting quality assurance checks with the families that our program serves.
- Facilitate regular team meetings that include case presentations, providing program and agency updates, team building activities, and having collaborative discussions on developmentally appropriate practices.
- Collaborate with other team leaders and administration on program policies, staff retreat ideas, team building events, as well as ways to ensure continue growth of our program.
- Adhere to agency's disciplinary action plans and annual reviews to support staff members' growth and identify support needed in order to ensure quality of services provided to families.
- Provide orientation to new staff members.
- Implement Routine Based Interview (Robin McWilliam) to help families identify their priorities to be worked on in Early Intervention.
- Implement PIWI (Parents Interacting with Infants) model to empower all caregivers in learning and confidently using strategies during their daily routines in order to meet their outcomes
- Support families in finding resources such as Parent/Child Playgroups, outpatient services, integrate preschool programs, etc.
- Support families as they learn to understand their child's needs, delays, and/or diagnosis and help them find appropriate supports for their child and family.
- Administer evaluations, assessments, and screening tools to help determine a child's eligibility for EI services, strength and next steps, as well as further support that may be needed to meet outcomes.
- Support families through the transition to integrated preschool programs by attending evaluations and IEP meetings.
- Collaborate with outside resources such as the Department of Children and Families, daycare providers, outpatient services, pediatricians, and other medical specialists in order to ensure a full team approach.
- Collaborate with a transdisciplinary team (speech language pathologists, occupational therapists, physical therapists, nurses, development specialist, and child life specialists) in order to bring evidence-based and clinically appropriate strategies to families.
- Conduct home visits in a child and family's natural environment.
- Complete Individualize Family Service Plans that emphasize outcomes that the family has identified as priorities and ensure that appropriate services are taking place.

Education**Northshore Community College****Spring 2014**

Supervision and Leadership in Human Services Certificate

Northshore Community College**Winter 2008**

Supervision and Administration of ECE programs

Worcester State College**2002- 2006**

Bachelors of Science Communications Sciences and Disorders

Awards and Acknowledgements**Employee of the Month****June 2019****Massachusetts Early Intervention Specialist Certification****2011**

Jeanne Agri

PROFESSIONAL PROFILE

Versatile and experienced leader with highly developed communication skills: written, verbal and presentational. Adept in coaching and mentoring employees and colleagues as evidenced by my selection by the National Office of Head Start to serve as a mentor for new Head Start Directors. Committed to continuous improvement of activities to ensure they meet outcomes approved by the board through strategic planning, creating goal-oriented systems and conformance with all local, state and federal guidance.

WORK EXPERIENCE

Community Action Program Belknap-Merrimack Counties, Concord, NH

Executive Director

2018-present

- Assures the organization has long-range strategy which makes consistent and timely progress towards meeting the Agencies overall mission
- Responsible for the general supervision of all grant awards, ensuring that all statutory, regulatory, and /or program and financial requirements are met, that generally accepted accounting principles are applied, and that all program and financial policies and procedures are adhered to.
- Provide leadership in developing programs, organizational structures and financial systems that carry out the instructions and policies authorized by the Board
- Establish sound working relationships and cooperative arrangements with community groups, organizations and all funding sources important to the development of the agency and programs.
- See that the Board Director is kept fully informed and up to date on the condition of the organization and all important Federal, State or local requirements impacting on the Agency and/or its programs.

Southern New Hampshire Services, Manchester, NH

Education and Nutrition Operations Director

2016 - 2018

- Coordinate, manage and monitor workings of Child Development, Women Infant and Children, and Literacy Programs, as well as development of an agency wide Two-Generational Approach to services
- Formulate, improve and implement departmental and organizational policies and procedures to maximize output. Monitor adherence to rules, regulations, and procedures
- Assist in the recruitment and placement of required staff; establishment of organizational structure; delegation of tasks and accountabilities
- Supervise staff, including establishment of work schedules and monitoring and evaluating performance in partnership with Executive Director
- Assist in development of strategic plans for operational activity; implement and manage operational plans

Director of Child Development Programs

2001-2016

- Hire, coach and evaluate the performance of Program Managers, Specialists, Coordinators, Center Directors, Teachers and Head Start support staff
- Provide coaching, and learning opportunities for all employees focused on promoting, supporting and improving early development of children from the prenatal stage to five years of age using research-based practices
- Plan and implement strategic interventions with Program Managers, Specialists, Coordinators and Center Directors for sites needing administrative support and direction
- Plan, coordinate and facilitate regular leadership meetings for evaluating and strengthening systems to maintain the highest quality of services in compliance with Head Start Performance Standards
- Develop internal structures, systems, and policies supporting major content areas of Head Start program including education, health, mental health, social services, parent involvement, nutrition, disabilities, and transportation

- Collaborate with managers and internal fiscal department in the monitoring and control of component budgets; identification and interpretation of Head Start and community needs; conformance to the Performance Standards and other regulatory requirements
- Work in partnership with internal departments to support project goals and meet customer expectations
- Establish and maintain relationships and collaborations with public school districts, systems of higher education, and other community agencies and partners
- Ensure adequate systems in place to maintain the highest quality of services to children and families in compliance with Head Start Performance Standards
- Ensure consistency in service delivery across the program with attention to inclusive practices and integration of component areas; encourage continuous improvement of systems.

Quality Assurance Director/Co-Director for Child Development Programs 1999-2001

- Established and managed a robust monitoring, analysis and evaluation system with well-defined results, milestones, and targets inclusive of Continuous Quality Improvement practices
- Monitored for quality and compliance at Grantee and Delegate level
- Worked closely with program Director to review, track and assess monitoring compliance throughout program operations
- Developed and implements a written quality assurance and performance evaluation plan in conjunction with Governing Board, Policy Council
- Interpreted and evaluated a variety of information to present it in meaningful oral or written form for varied audiences and provide reliable analysis leading to sound decision-making

Area Manager/Education Manager 1997-1999

- Supervision of various Child Care sites including direct supervision of Center Directors/Site Managers
- Coordinate personal and professional development and training plans for staff and ensure teaching staff progress towards educational requirements as supported by the Performance Standards
- Documented and administered both positive and negative feedback and utilize Performance Improvement Plans when warranted.

Child Care Center Director/Site Manager 1995-1997

- Supervised, mentored, coach and administered work plans and directives to staff
- Communicated areas of performance improvement to staff and promote training that reflected individual needs of staff members and the team as a whole
- Ensure program compliance with codes of state and local licensing agencies and grant requirements

New Hampshire Technical College, Nashua, NH

Instructor 1995-1997

- Taught Child Growth & Development and assisted in curriculum development for Early Childhood Education Program
- Planned and organized instruction to maximize documented student learning
- Employed appropriate teaching and learning strategies to communicate subject matter to students
- Modified, where applicable, instructional methods and strategies to meet diverse student needs

EDUCATION

Southern New Hampshire University, Manchester, NH

Master's in Business Administration

June 2017

Notre Dame College, Manchester, NH

Bachelors of Arts in Elementary Education

1981

Jill Lesmerises

Profile

Experienced and self-motivated Accounting Professional bringing forth over 30 years of valuable progressive non-profit experience. Looking for an opportunity to use my non-profit experience to help guide an organization. Areas of experience range from cash management, bank reconciliations, accounts receivable, fixed assets, accounts payable, payroll, audit preparation, budget preparation, monitoring subrecipients, 403B pension compliance and audit preparation, employee benefits, and system implementations.

Employment Experience

10/21 – Present

Chief Fiscal Officer, Community Action Program Belknap-Merrimack Counties, Inc.

CAPBM is a not-for-profit with 25 million in revenue with 11 legal entities. The Agency has over 300 employees and holds 8 million in assets.

Oversee the daily activities of 6 fiscal staff, conduct budget meetings, prepare work papers for annual audit for agency and 10 housing projects, manage the daily cash flow of the agency and 10 housing projects, prepare paperwork for monitorings conducted by various funding sources, and review accounts payable input, journal entries, accounts receivable input, and monthly billings.

10/17 – 12/21

Senior Accountant, Southern New Hampshire Services, Inc.

Southern New Hampshire Services is a not-for-profit with 49 million in revenue with 30 legal entities. The Agency has over 400 employees and holds 84 million in assets.

Conduct monthly budget meetings, bill funding sources monthly, prepare work papers for annual audit, monitor subrecipients, prepare paperwork for monitoring conducted by various funding sources, review accounts payable input and manage daily workflow, provide backup for accounts payable and fuel assistance payable positions, prepare surveys for various governmental agencies, prepare ACA forms, prepare paperwork for 403B annual audit and file

5500, member and secretary of the 403B Committee, instrumental in getting PaperSave up and running within the Fiscal Department, prepare work papers for 26 housing programs

11/02 – 10/17

Staff Accountant, Community Action Program Belknap-Merrimack Counties, Inc.

At the time of my employment, Community Action Program Belknap-Merrimack Counties was a not-for-profit with 20 million in revenue. The Agency had over 479 employees and held over 7 million in assets.

Reconciled 36 bank accounts, billed funding sources monthly, prepared work papers for annual audit, prepared paperwork for monitoring by various funding sources, prepared and entered journal entries, reconciled general ledger accounts, reviewed daily accounts payable input, entered cash receipts in A/R system, provided backup for both payroll and accounts payable/receivable positions, managed daily workflow, and trained new accounting staff members

1/00 – 9/02

Account Supervisor (for 2 Companies), Whole Life, Inc.

Whole Life, Inc. is a not-for-profit with 6 million in revenue. The Agency had over 140 employees and held over 4 million in assets.

Prepared monthly and quarterly reports, yearly budgets, monthly invoices, work papers, and cost reports, prepared and entered journal entries, reconciled general ledger accounts, and billed Medicaid

9/98 – 1/00

Account Receivable Clerk (for 4 Companies), CSN Financial, Inc.

Coded cash receipts, prepared monthly invoices, and prepared accounts receivable and revenue work papers

5/93 – 9/98

Assistant Controller, Biosystems, Inc.

Collected past due accounts receivable both foreign and domestic, provided switchboard relief, handled petty cash funds, audited salesmen expenses, cut accounts payable checks, prepared journal entries, performed payroll functions

3/88 – 5/93

Business Officer, The Caring Community of Connecticut, Inc.

The Caring Community of Connecticut is a not-for-profit with 18 million in revenue.

Answered phones, filed correspondence, handled petty cash funds, typed correspondence, coded cash receipts and disbursements, reconciled bank accounts, screened job applicants, prepared work papers, and participated in administrator on-call program

Educational Background

1996-2000

Bachelor Degree in Accounting, Eastern Connecticut State University

Graduated cum laude

1992-1996

Associate Degree in Accounting, Three Rivers Community Technical College

Named to Dean's list, graduated with high honors

1981-1985

Merrimack Valley High School

Member of National Honor Society, named to Honor Roll for 3 years

Volunteer Work

1/17 – Present

Director on The Loudon Communications Council

Council is responsible for the distribution of a monthly newspaper to the residents of Loudon and to maintain the Town of Loudon NH website. Also served as Treasurer of the Council for 2 years.

RYAN A. MARCHAND

MISSION

I'd like to empower staff and new parents in the area through skill-building, resource connection, reflection, and evidence-based practices.

EXPERIENCE

Program Manager/Supervisor/FAW, Healthy Families America, CAPBM - 2022-present

Oversees HFA program, ensuring our site follows and upholds up to date Best Practice Standards. I also supervise and provide guidance for home visiting staff with weekly reflective supervision. Additionally, I screen/enroll referrals using the FROG tool.

Family Support Specialist, Healthy Families America, CAPBM – 2018-2022

As a Home visitor/FSS, I was responsible for building relationships with new and expecting parents in the area, as well as connecting them with community resources to promote a sense of confidence and build protective factors for participating families.

EDUCATION

Lakes Region Community College, Laconia, NH — Computer Technologies, 2013 - 2015

Plymouth State University, Plymouth, NH — BA, Communications, 2007

SKILLS SUMMARY

- Familiarity with up to date HFA Best Practice Standards
- Records available for HFA FSS/FAW/Supervisory trainings
- Dependability, collaboration and friendliness as a baseline in home and work life
- Excellent time and resource management skills, flexible and pragmatic problem solving
- Administrative organization with special attention to confidentiality
- Course-backed Microsoft Office Suite expertise (Word, Excel, PowerPoint, Outlook, Access)

References available upon request

Community Action Program Belknap-Merrimack Counties, Inc.

Department of Health and Human Services

HOME VISITING SERVICES – AMENDMENT #4

9/30/2022 – 3/31/2023

KEY PERSONNEL SALARIES AND ALLOCATION

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Jeanne Agri	Chief Executive Officer	\$145,916.10	0%	\$0.00
Jill Lesmerises	Chief Fiscal Officer	\$103,000.04	0%	\$0.00
Heather Patton	Child Development Director	\$83,265.00	0%	\$0.00
Ryan Marchand	HFA Supervisor	\$51,208.00	100%	\$51,208.00

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

Lori A. Skibiaste
 Commissioner

Patricia M. Tilley
 Director

29 HAZEN DRIVE, CONCORD, NH 03301
 603-271-4501 1-800-857-3345 Ext. 4501
 Fax: 603-271-4827 TDD Access: 1-800-735-2964
 www.dhhs.nh.gov

March 17, 2022

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 amend existing contracts with the Contractors listed below to provide home visiting services to expectant women and newly parenting individuals by increasing the total price limitation by \$813,936 from \$10,157,002 to \$10,970,938 with no change to the contract completion dates of September 30, 2022, effective upon Governor and Council approval. 87% Federal Funds. 9% General Funds. 4% Other Funds (Governor Commission Funds).

The individual contracts were approved by Governor and Council as specified in the table below.

Vendor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval
Community Action of Belknap-Merrimack Counties Inc.	177203-B003	Concord, NH	\$725,477	\$21,268	\$746,745	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27) A2: 9/11/2020 (Item #11)
Community Action Partnership of Strafford County	177200-B004	Dover, NH	\$1,143,145	\$52,354	\$1,195,499	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27) A2: 9/23/2020 (Item #27)
Waypoint	177166-B002	City of Manchester, Hillborough, Merrimack, and Rockingham Counties	\$4,891,017	\$418,808	\$5,309,825	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27) A2: 9/11/2020 (Item #11)

The Department of Health and Human Services' Mission is to join communities and families in providing opportunities for citizens to achieve health and independence.

The Family Resource Center at Gorham	182412-B001	Grafton and Coos County	\$1,771,141	\$269,152	\$2,040,293.00	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27) A2: 9/11/2020 (Item #11)
TLC Family Resource Center	170625-B001	Claremont, NH	\$599,500	\$19,632	\$619,132	O: 06/20/18 (Item #27E) A1: 9/11/2020 (Item #11)
Central New Hampshire VNA & Hospice	177724-4-B002	Leconia, NH	\$419,394	\$0	\$419,394	O: 06/20/18 (Item #27E) A1: 09/11/20 (Item #11)
VNA at HCS, Inc.	177274-B002	Kennebunk, NH	\$607,328	\$32,722	\$640,050.00	O: 06/20/18 (Item #27E) A1: 9/11/2020 (Item #11)
Totals			\$10,157,002	\$813,936	\$10,970,938	

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 support the Maternal Infant Early Childhood Home Visiting model by expanding the allowable expenses to include service delivery to increase access to home visiting services, staff costs such as incentive pay, hiring costs or hiring bonuses, home visitor training, technology, emergency supplies, diaper bank coordination to support getting concrete needs to families such as diapers and wipes, and prepaid grocery cards. Providing services through evidence based home visiting, and collaborating with community partners to connect families with needed supports, ensures an array of services is available to assist with supporting and strengthening families in New Hampshire, statewide.

Approximately 260 households per year will be served during State Fiscal Years 2022 and 2023.

The Contractors provide home visiting services to pregnant women and newly parenting families with children up to the age of three (3). Nurses and family support workers visit families in their homes with the capacity to conduct visits virtually to provide educational information, depression and developmental screening, and connect families, as needed, with community services such as substance use treatment, prenatal care, employment programs, and the New Hampshire Tobacco Helpline.

The Department will monitor services by increasing the percent of families who remain enrolled in Healthy Families America for at least six (6) months from the baseline.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 3 of 3

Should the Governor and Executive Council not authorize this request, many of the most at risk New Hampshire families may not receive access to resources and family support and strengthening services necessary to raise children who are physically, socially and emotionally healthy, which can reduce juvenile delinquency, family violence, and crime.

Source of Federal Funds: Assistance Listing Number #93.870; FAIN #'s X1029490, X1031156, X1033595, X1039701, and X1141935. Health Disparities CDC #93.391, FAIN# NH750T000031.

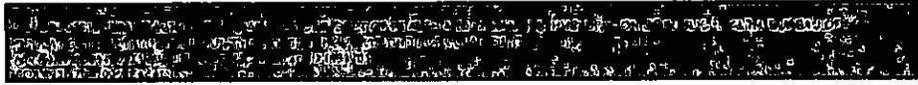
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Lori A. Shibanette
Commissioner

FINANCIAL DETAIL ATTACHMENT SHEET
Home Visiting-HFA
AMENDMENT #3



Community Action Bellinag Merrimack Counties - Vendor #177203-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$127,085.00	\$0.00	\$127,085.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$127,085.00	\$0.00	\$127,085.00
SFY 2021	102-500731	Contracts for Program Svcs	90083203	\$148,171.00	\$0.00	\$148,171.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$155,200.00	\$0.00	\$155,200.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$39,800.00	\$11,225.00	\$50,025.00
		Subtotal		\$597,341.00	\$11,225.00	\$608,566.00

Community Action Partnership of Stafford County - Vendor #177206-B004

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$186,512.00	\$0.00	\$186,512.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$186,512.00	\$0.00	\$186,512.00
SFY 2021	102-500731	Contracts for Program Svcs	90083203	\$239,543.00	\$0.00	\$239,543.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$257,067.00	\$0.00	\$257,067.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$84,272.00	\$15,138.00	\$99,410.00
		Subtotal		\$953,826.00	\$15,138.00	\$968,964.00

Waypoint - City of Manchester - Vendor #177168-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$271,404.00	\$0.00	\$271,404.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$271,404.00	\$0.00	\$271,404.00
SFY 2021	102-500731	Contracts for Program Svcs	90083203	\$271,404.00	\$0.00	\$271,404.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$271,404.00	\$0.00	\$271,404.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$87,851.00	\$0.00	\$87,851.00
		Subtotal		\$1,183,467.00	\$0.00	\$1,183,467.00

Waypoint - Hillsboro - Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$278,493.00	\$0.00	\$278,493.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$278,493.00	\$0.00	\$278,493.00
SFY 2021	102-500731	Contracts for Program Svcs	90083203	\$268,146.00	\$0.00	\$268,146.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$268,146.00	\$0.00	\$268,146.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$67,036.00	\$0.00	\$67,036.00
		Subtotal		\$1,160,314.00	\$0.00	\$1,160,314.00

Waypoint - Merrimack Vendor #177168-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$252,164.00	\$0.00	\$252,164.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$252,164.00	\$0.00	\$252,164.00
SFY 2021	102-500731	Contracts for Program Svcs	90083203	\$268,146.00	\$0.00	\$268,146.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$268,146.00	\$0.00	\$268,146.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$67,036.00	\$0.00	\$67,036.00
		Subtotal		\$1,107,656.00	\$0.00	\$1,107,656.00

Waypoint - Rockingham Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$184,818.00	\$0.00	\$184,818.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$184,818.00	\$0.00	\$184,818.00
SFY 2021	102-500731	Contracts for Program Svcs	90083203	\$268,146.00	\$0.00	\$268,146.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$268,146.00	\$0.00	\$268,146.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$67,036.00	\$0.00	\$67,036.00
		Subtotal		\$972,964.00	\$0.00	\$972,964.00

FINANCIAL DETAIL ATTACHMENT SHEET
Home Visiting-HFA

Granite VNA formerly known as (FKA): Central New Hampshire VNA & Hospice - Vendor #177244-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90081200	\$85,768.00	\$0.00	\$85,768.00
SFY 2020	102-500731	Contracts for Program Svcs	90081201	\$85,768.00	\$0.00	\$85,768.00
SFY 2021	102-500731	Contracts for Program Svcs	90081201	\$85,768.00	\$0.00	\$85,768.00
SFY 2022	102-500731	Contracts for Program Svcs	90081204	\$85,768.00	\$0.00	\$85,768.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$21,442.00	\$8,098.00	\$27,540.00
Subtotal				\$364,514.00	\$8,098.00	\$370,612.00

The Family Resource Center at Gorham - Coos County - Vendor #182412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90081200	\$148,927.00	\$0.00	\$148,927.00
SFY 2020	102-500731	Contracts for Program Svcs	90081201	\$148,927.00	\$0.00	\$148,927.00
SFY 2021	102-500731	Contracts for Program Svcs	90081201	\$179,102.00	\$0.00	\$179,102.00
SFY 2022	102-500731	Contracts for Program Svcs	90081204	\$179,102.00	\$0.00	\$179,102.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$44,778.00	\$0.00	\$44,778.00
Subtotal				\$699,834.00	\$0.00	\$699,834.00

The Family Resource Center at Gorham - Grafton County - Vendor #182412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90081200	\$180,901.00	\$0.00	\$180,901.00
SFY 2020	102-500731	Contracts for Program Svcs	90081201	\$180,901.00	\$0.00	\$180,901.00
SFY 2021	102-500731	Contracts for Program Svcs	90081201	\$213,071.00	\$0.00	\$213,071.00
SFY 2022	102-500731	Contracts for Program Svcs	90081204	\$213,071.00	\$0.00	\$213,071.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$53,268.00	\$0.00	\$53,268.00
Subtotal				\$841,112.00	\$0.00	\$841,112.00

TLC Family Resource Center - Vendor #170625-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90081200	\$104,000.00	\$0.00	\$104,000.00
SFY 2020	102-500731	Contracts for Program Svcs	90081201	\$104,000.00	\$0.00	\$104,000.00
SFY 2021	102-500731	Contracts for Program Svcs	90081201	\$104,000.00	\$0.00	\$104,000.00
SFY 2022	102-500731	Contracts for Program Svcs	90081204	\$104,000.00	\$0.00	\$104,000.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$29,000.00	\$17,500.00	\$43,500.00
Subtotal				\$449,000.00	\$17,500.00	\$469,500.00

VNA at HCS, Inc. - Vendor #177274-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90081200	\$138,789.00	\$0.00	\$138,789.00
SFY 2020	102-500731	Contracts for Program Svcs	90081201	\$138,789.00	\$0.00	\$138,789.00
SFY 2021	102-500731	Contracts for Program Svcs	90081201	\$138,789.00	\$0.00	\$138,789.00
SFY 2022	102-500731	Contracts for Program Svcs	90081204	\$138,789.00	\$0.00	\$138,789.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$34,870.00	\$1,676.00	\$36,846.00
Subtotal				\$599,746.00	\$1,676.00	\$601,422.00

FINANCIAL DETAIL ATTACHMENT SHEET

Home Visiting -48 A

STATE OF MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES BIRTH AND INFANT DEATH PREVENTION PROGRAM OPERATIONAL BUDGET FISCAL YEAR 2020

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svc.	82098501	\$28,115.00	\$0.00	\$28,115.00
SFY 2021	102-500734	Contracts for Social Svc.	82098501	\$0.00	\$24,480.00	\$24,480.00
SFY 2022	102-500734	Contracts for Social Svc.	82098501	\$0.00	\$44,880.00	\$44,880.00
SFY 2023	102-500734	Contracts for Social Svc.	82098501	\$0.00	\$46,000.00	\$46,000.00
			Subtotal	\$28,115.00	\$144,920.00	\$173,035.00

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svc.	82098501	\$68,575.00	\$0.00	\$68,575.00
SFY 2021	102-500734	Contracts for Social Svc.	82098501	\$0.00	\$40,553.00	\$40,553.00
SFY 2022	102-500734	Contracts for Social Svc.	82098501	\$0.00	\$0.00	\$0.00
SFY 2023	102-500734	Contracts for Social Svc.	82098501	\$48,575.00	\$40,553.00	\$89,128.00
			Subtotal	\$117,150.00	\$81,103.00	\$198,253.00

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svc.	82098501	\$48,045.00	\$0.00	\$48,045.00
SFY 2021	102-500734	Contracts for Social Svc.	82098501	\$0.00	\$0.00	\$0.00
SFY 2022	102-500734	Contracts for Social Svc.	82098501	\$0.00	\$0.00	\$0.00
SFY 2023	102-500734	Contracts for Social Svc.	82098501	\$48,045.00	\$0.00	\$48,045.00
			Subtotal	\$96,090.00	\$0.00	\$96,090.00

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svc.	82098501	\$17,150.00	\$0.00	\$17,150.00
SFY 2021	102-500734	Contracts for Social Svc.	82098501	\$0.00	\$4,000.00	\$4,000.00
SFY 2022	102-500734	Contracts for Social Svc.	82098501	\$0.00	\$0.00	\$0.00
SFY 2023	102-500734	Contracts for Social Svc.	82098501	\$0.00	\$0.00	\$0.00
			Subtotal	\$17,150.00	\$4,000.00	\$21,150.00

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svc.	82098501	\$32,170.00	\$0.00	\$32,170.00
SFY 2021	102-500734	Contracts for Social Svc.	82098501	\$0.00	\$0.00	\$0.00
SFY 2022	102-500734	Contracts for Social Svc.	82098501	\$0.00	\$0.00	\$0.00
SFY 2023	102-500734	Contracts for Social Svc.	82098501	\$32,170.00	\$0.00	\$32,170.00
			Subtotal	\$64,340.00	\$0.00	\$64,340.00

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	012-600848	Community Grants	82098502	\$0.00	\$1,792.00	\$1,792.00
SFY 2021	012-600848	Community Grants	82098502	\$0.00	\$0.00	\$0.00
SFY 2023	012-600848	Community Grants	82098502	\$0.00	\$3,782.00	\$3,782.00
			Subtotal	\$0.00	\$5,574.00	\$5,574.00

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	012-600848	Community Grants	82098502	\$0.00	\$30,000.00	\$30,000.00
SFY 2021	012-600848	Community Grants	82098502	\$0.00	\$0.00	\$0.00
SFY 2023	012-600848	Community Grants	82098502	\$0.00	\$19,000.00	\$19,000.00
			Subtotal	\$0.00	\$49,000.00	\$49,000.00

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	012-500645	Community Grants	82098502	\$0.00	\$24,001.00	\$24,001.00
SFY 2021	012-500645	Community Grants	82098502	\$0.00	\$0.00	\$0.00
SFY 2023	012-500645	Community Grants	82098502	\$0.00	\$24,991.00	\$24,991.00
			Subtotal	\$0.00	\$48,992.00	\$48,992.00

FINANCIAL DETAIL ATTACHMENT SHEET

Home Visiting-HFA

08-95-09-0010-0001 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES DIV, CHILD PROTECTION, CHILD & FAMILY SERVICES

Waypoint- Merrimack County Vendor #177168-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$181,178.00		\$181,178.00
SFY 2022	645-504004	General Funds for Other	42105748	\$181,178.00	(\$181,178.00)	\$0.00
SFY 2023	645-504004	General Funds for Other	42105748	\$45,295.00	(\$45,295.00)	\$0.00
			Subtotal	\$407,651.00	(\$276,474.00)	\$181,178.00

VNA at HCS, Inc. - Vendor #177274-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$7,814.00	\$0.00	\$7,814.00
SFY 2022	645-504004	General Funds for Other	42105749	\$7,814.00	-\$7,814.00	\$0.00
SFY 2023	645-504004	General Funds for Other	42105748	\$1,934.00	-\$1,934.00	\$0.00
			Subtotal	\$17,562.00	-\$9,768.00	\$7,814.00

Community Action Partnership of Stafford County Vendor #177200-B004

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105748	\$60,553.00	\$0.00	\$60,553.00
SFY 2022	645-504004	General Funds for Other	42105748	\$60,553.00	-\$60,553.00	\$0.00
SFY 2023	645-504004	General Funds for Other	42105748	\$15,138.00	-\$15,138.00	\$0.00
			Subtotal	\$136,244.00	-\$75,691.00	\$60,553.00

Community Action Belknap Merrimack Counties Vendor #177201-B003

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$44,898.00	\$0.00	\$44,898.00
SFY 2022	645-504004	General Funds for Other	42105748	\$44,898.00	-\$44,898.00	\$0.00
SFY 2023	645-504004	General Funds for Other	42105748	\$11,225.00	-\$11,225.00	\$0.00
			Subtotal	\$101,021.00	-\$56,123.00	\$44,898.00

Granite VNA formerly know as (FKA): Central New Hampshire VNA & Hospice - Vendor #177244-B007

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105748	\$24,391.00	\$0.00	\$24,391.00
SFY 2022	645-504004	General Funds for Other	42105749	\$24,391.00	-\$24,391.00	\$0.00
SFY 2023	645-504004	General Funds for Other	42105749	\$6,098.00	-\$6,098.00	\$0.00
			Subtotal	\$54,880.00	-\$30,489.00	\$24,391.00

The Family Resource Center at Gorham - Coos County Vendor #182412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$25,000.00	\$0.00	\$25,000.00
SFY 2022	645-504004	General Funds for Other	42105748	\$25,000.00	(\$25,000.00)	\$0.00
SFY 2023	645-504004	General Funds for Other	42105748	\$4,250.00	(\$4,250.00)	\$0.00
			Subtotal	\$54,250.00	-\$31,250.00	\$25,000.00

The Family Resource Center at Gorham - Grafton County Vendor #182412-D001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105748	\$50,000.00	\$0.00	\$50,000.00
SFY 2022	645-504004	General Funds for Other	42105748	\$50,000.00	(\$50,000.00)	\$0.00
SFY 2023	645-504004	General Funds for Other	42105748	\$12,500.00	(\$12,500.00)	\$0.00
			Subtotal	\$112,500.00	(\$62,500.00)	\$50,000.00

TLC Family Resource Center - Vendor #170625-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105749	\$70,000.00	\$0.00	\$70,000.00
SFY 2022	645-504004	General Funds for Other	42105748	\$70,000.00	(\$70,000.00)	\$0.00
SFY 2023	645-504004	General Funds for Other	42105748	\$17,500.00	(\$17,500.00)	\$0.00
			Subtotal	\$157,500.00	-\$77,500.00	\$80,000.00

08-95-09-0010-0001 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES DIV, CHILD PROTECTION, CHILD & FAMILY SERVICES

Family Resource Center at Gorham - Grafton Vendor #182412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	102-500731	Contracts for Program Svcs	80004019	\$0.00	\$50,000.00	\$50,000.00
SFY 2023	102-500731	Contracts for Program Svcs	80004019	\$0.00	\$12,500.00	\$12,500.00
			Subtotal	\$0.00	\$62,500.00	\$62,500.00

Family Resource Center at Gorham - Coos Vendor #182412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	102-500731	Contracts for Program Svcs	80004019	\$0.00	\$75,000.00	\$75,000.00
SFY 2023	102-500731	Contracts for Program Svcs	80004019	\$0.00	\$8,250.00	\$8,250.00
			Subtotal	\$0.00	\$83,250.00	\$83,250.00

08-95-09-0010-0001 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: PUBLIC HEALTH DIV, BUREAU OF POPULATION, HEALTH AND COMMUNITY SERVICES, MATERNAL & CHILD HEALTH & 8000 GENERAL FUNDS

FINANCIAL DETAIL ATTACHMENT SHEET
Home Visiting-HFA

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500580	Grants for Pub Asst and Relief	90577100	\$0.00	\$181,179.00	\$181,179.00
SFY 2023	074-500580	Grants for Pub Asst and Relief	90577100	\$0.00	\$45,295.00	\$45,295.00
		Subtotal		\$0.00	\$226,474.00	\$226,474.00

Waypoint-Rockingham County Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500580	Grants for Pub Asst and Relief	90577100	\$0.00	\$185,821.00	\$185,821.00
SFY 2023	074-500580	Grants for Pub Asst and Relief	90577100	\$0.00	\$42,205.00	\$42,205.00
		Subtotal		\$0.00	\$271,026.00	\$271,026.00

Family Resource Center at Gorham - Coos Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500580	Grants for Pub Asst and Relief	90577100	\$0.00	\$115,350.00	\$115,350.00
BFY 2022	074-500580	Grants for Pub Asst and Relief	90577100	\$0.00	\$45,000.00	\$45,000.00
SFY 2023	074-500580	Grants for Pub Asst and Relief	90577100	\$0.00	\$28,838.00	\$28,838.00
SFY 2023	074-500580	Grants for Pub Asst and Relief	90577100	\$0.00	\$11,250.00	\$11,250.00
		Subtotal		\$0.00	\$200,438.00	\$200,438.00
		TOTAL		\$0.00	\$637,938.00	\$637,938.00

Community Action Partnership of Bradford County Vendor #177200-B004

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500580	Grants for Pub Asst and Relief	90083206	\$0.00	\$29,177.00	\$29,177.00
SFY 2023	074-500580	Grants for Pub Asst and Relief	90083206	\$0.00	\$29,177.00	\$29,177.00
		Subtotal		\$0.00	\$58,354.00	\$58,354.00

Waypoint Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500580	Grants for Pub Asst and Relief	90083206	\$0.00	\$103,861.00	\$103,861.00
SFY 2023	074-500580	Grants for Pub Asst and Relief	90083206	\$0.00	\$103,861.00	\$103,861.00
		Subtotal		\$0.00	\$207,722.00	\$207,722.00

Family Resource Center at Gorham Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500580	Grants for Pub Asst and Relief	90083206	\$0.00	\$34,357.00	\$34,357.00
SFY 2023	074-500580	Grants for Pub Asst and Relief	90083206	\$0.00	\$34,357.00	\$34,357.00
		Subtotal		\$0.00	\$68,714.00	\$68,714.00

VNA at HCS, Inc. - Vendor #177274-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500580	Grants for Pub Asst and Relief	90083206	\$0.00	\$19,301.00	\$19,301.00
SFY 2023	074-500580	Grants for Pub Asst and Relief	90083206	\$0.00	\$19,301.00	\$19,301.00
		Subtotal		\$0.00	\$38,602.00	\$38,602.00

TLC Family Resource Center - Vendor #170625-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500580	Grants for Pub Asst and Relief	90083206	\$0.00	\$9,816.00	\$9,816.00
SFY 2023	074-500580	Grants for Pub Asst and Relief	90083206	\$0.00	\$9,816.00	\$9,816.00
		Subtotal		\$0.00	\$19,632.00	\$19,632.00

Community Action Belknap Merrimack Counties Vendor #177203-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500580	Grants for Pub Asst and Relief	90083206	\$0.00	\$10,634.00	\$10,634.00
SFY 2023	074-500580	Grants for Pub Asst and Relief	90083206	\$0.00	\$10,634.00	\$10,634.00
		Subtotal		\$0.00	\$21,268.00	\$21,268.00
		TOTALS		\$10,157,002.00	\$813,938.00	\$10,970,938.00

\$10,970,938.00

**State of New Hampshire
Department of Health and Human Services
Amendment #3 to the Home Visiting Services Contract**

This Amendment to the Home Visiting Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Community Action Program of Belknap-Merrimack Counties, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 20, 2018 (Item #27E), as amended on September 18, 2019 (Item #27), and September 23, 2020, (Item #27), 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 1.8, Price Limitation, to read:
\$746,745
2. Modify Exhibit A, Scope of Services Section 1 Provisions Applicable to All Services, Subsection 1.5, to read:
 - 1.5 The Contractor shall provide home visiting services as detailed in this Exhibit A, Scope of Services as follows:

Reference	Area of Service	Proposed Caseload SFY 2022 (Date of G&C approval - 6/30/2022)	Proposed Caseload SFY 2023 (7/1/22-9/30/22)
1.5.1	Belknap/Merrimack County	13 families	13 families

3. Modify Exhibit A, Scope of Services Section 2 Scope of Work, Subsection 2.4 Paragraph 2.2.4, to read:

2.2.4 Ensure the twelve (12) critical elements that make up the essential components of the HFA Model are addressed in agency policies.

4. Modify Exhibit A, Scope of Services Section 2 Scope of Work, by adding Subsection 2.10, to read:

2.10 The Contractor shall support program staff and participants by providing the following allowable expenses under MIECHV American Rescue Plan funding:

- 2.10.1 Service delivery.
- 2.10.2 Hazard pay or other staff costs.
- 2.10.3 Home visitor training.
- 2.10.4 Technology.
- 2.10.5 Emergency Supplies.
- 2.10.6 Diaper bank coordination (if not possible, barriers to coordination must be

provided in writing).

2.10.7 Prepaid grocery cards.

5. Modify Exhibit A, Scope of Services Section 4 Reporting and Deliverable Requirements, Subsection 4.7, to read:

4.7 The Contractor shall submit annual reports by July 31st of each contract year, with the first report due on July 31, 2022.

6. Modify Exhibit A, Scope of Services Section 6 Performance Measures, Subsection 6.1, to read:

6.1 All measures, consider services provided within the scope of this MCH contract during State Fiscal year 2022, July 1, 2021 – June 30, 2022. Measures may be modified to reflect updates after October 1, 2021 to reflect new Federal updates.

7. Modify Exhibit A, Scope of Services Section 6 Performance Measures, Subsection 6.1 Paragraph 6.1.2, to read:

6.1.2 Performance Measure #2

HVNH-HFA Performance Measure #2 (Retention Report)

HFA Standard 3-4.A

Measure: Increase the percent of families who remain enrolled in HFA for at least 6 months from the baseline¹.

Goal: Families stay connected and maintain involvement with HFA services.

Definition: **Numerator-** Of those in the denominator, the number of families that remained in HFA services at least 6 months.

Denominator- The number of families who received a first home visit during the period for:

Quarter 4 - 7/1/2021 - 9/30/2021

Quarter 1 - 10/1/2021 - 12/31/2021

Quarter 2 - 1/1/2022 – 3/31/2022

Data Source: HVNH-HFA Data Records, HFA methodology for measuring retention rates.

8. Modify Exhibit B, Amendment #1, Methods and Conditions Precedent to Payment, Section 2 to read:

2. This Agreement is funded with:

2.1 86% Federal Funds from Maternal, Infant and Early Childhood Home Visiting Grant Program as awarded on 5/18/2017, 9/15/2017, 8/26/2019, 2/4/2021, and 4/30/2021 by the Department of Health and Human Services, Health Resources and Services Administration; CDFA #93.870; FAIN #'s X1029490, X1031156, X1033595, X1039701, and X1141935.

2.2 10% General Funds from Parental Assistance Funds.

2.3 4% Other Funds (Governor Commission Funds).

9. Modify Exhibit B - Amendment #1, Methods and Conditions Precedent to Payment, Section 3, to read:

3. Payment for expenses shall be on a cost reimbursement basis for allowable costs only in accordance with Exhibit B-1 Budget through Exhibit B-11 Budget – Amendment #3.

10. Add Exhibit B-10 Budget – Amendment #3 and Exhibit B11 Budget – Amendment #3 which are attached hereto and incorporated by reference herein.

DS
JA

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 Governor and 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

3/22/2022

Date

DocuSigned by:

Patricia M. Tilley

Name: Patricia M. Tilley

Title: director

Community Action Program of Belknap-Merrimack
Counties, Inc.

3/17/2022

Date

Jeanne Agri

Name: Jeanne Agri

Title: chief executive officer

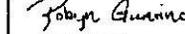
The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

3/22/2022

Date

DocuSigned by:



Name: Robyn Guarnino

Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

Exhibit S-11, Amendment 5, BY 2022 Budget

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

Contractor Name: Colson, Adam Program Salary and Meritwork Contract, Inc.

Project Title: Home Visiting New Hampshire - Family Focus America

Budget Period: July 1, 2022 to September 30, 2022 (SFY 2022)

Agency/Program	Fiscal Year 2022		Fiscal Year 2023		Fiscal Year 2024		Fiscal Year 2025		Fiscal Year 2026	
	Request	Actual								
1. Personnel	1,500		1,500							
2. Materials	1,000		1,000							
3. Travel										
4. Contractual										
5. Information Technology										
6. Capital Equipment										
7. Construction										
8. Other										
9. Total	2,500		2,500							
10. Personnel										
11. Materials										
12. Travel										
13. Contractual										
14. Information Technology										
15. Capital Equipment										
16. Construction										
17. Other										
18. Total										
19. Personnel										
20. Materials										
21. Travel										
22. Contractual										
23. Information Technology										
24. Capital Equipment										
25. Construction										
26. Other										
27. Total										
TOTAL	2,500		2,500							



Lori A. Silbaste
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: 603-271-4877 TDD Access: 1-800-735-2964
www.dhhs.nh.gov

September 1, 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 amend an existing **Retroactive, Sole Source** agreement with the vendor listed in below in bold to provide home visiting services to expectant women and newly parenting individuals, by increasing the total price limitation by \$411,421 from \$9,745,581 to \$10,157,002 and by extending the completion dates from September 30, 2020 to September 30, 2022 effective upon Governor and Council approval. 81% Federal Funds. 19% General Funds.

The contracts and subsequent amendments were approved by Governor and Council, as indicated below.

Vendor Name	Vendor Code	Location	Current Amount	Increase (Decrease)	Revised Amount	G&C Date (Item #)
Community Action of Belknap-Merrimack Counties Inc.	177203-B003	2 Industrial Park Drive Concord, NH	\$314,056	\$411,421	\$725,477	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27)
Community Action Partnership of Strafford County	177200-B004	642 Central Avenue Dover, NH	\$1,143,145	\$0	\$1,143,145	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27) A2: 09/11/20 (Item #TBD)
Waypoint	177166-B002	City of Manchester, Hillsborough, Merrimack, and Rockingham Counties	\$4,891,017	\$0	\$4,891,017	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27) A2: 09/11/20 (Item #TBD)
The Family Resource Center of Gorham	162412-B001	Grafton and Coos County	\$1,771,141	\$0	\$1,771,141	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27) A2: 09/11/20 (Item #TBD)

The Department of Health and Human Services' Mission is to join communities and families in providing opportunities for citizens to achieve health and independence.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2 of 3

TLC Family Resource Center	170825-B001	109 Pleasant Street Claremont, NH	\$599,500	\$0	\$599,500	O: 06/20/18 (Item #27E) A1: 09/11/20 (Item #TBD)
Central New Hampshire VNA & Hospice	1777244-B002	780 North Main Street Laconia, NH	\$419,394	\$0	\$419,394	O: 06/20/18 (Item #27E) A1: 09/11/20 (Item #TBD)
VNA at HCS, Inc.	177274-B002	312 Marlboro Street Keene, NH	\$607,328	\$0	\$607,328	O: 06/20/18 (Item #27E) A1: 09/11/20 (Item #TBD)
Totals			\$9,746,581	\$411,421	\$10,157,002	

Funds are available in the following accounts for State Fiscal Year 2021, and 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 Retroactive because the vendor took longer than anticipated to execute the contract, therefore it is being submitted separately from the items that passed on September 11, 2020 (Item # TBD). This request is Sole Source because the contract was originally approved as sole source and MOP 150 requires any subsequent amendments to be labelled as sole source. Additionally, the vendor is one of the only vendors certified to provide the evidence based home visiting model, 'Healthy Families America.' The vendor has been providing home visiting services in Belknap and Merrimack counties and has developed collaborative referral networks that provide new mothers and their families with additional assistance programs in their community.

The purpose of this request is to continue providing Home Visiting services to eligible households utilizing the Maternal Infant Early Childhood Home Visiting model. Providing services through this model along with permanent partners within each community, ensures an array of services is available to assist with supporting and strengthening families in New Hampshire, statewide.

Continuing home visiting services allows the vendor to provide services to approximately thirty (30) households through September 30, 2022.

The Contractor provides home visiting services to pregnant women and newly parenting families with children up to the age of three (3). Nurses and family support workers visit families in their homes with the capacity to conduct visits virtually to provide educational information, depression and developmental screening, and connect families, as needed, with community services such as prenatal care, employment programs and the New Hampshire Tobacco Helpline.

As referenced in Exhibit C-1, Revisions to General Provisions of the original contract, the parties have the option to extend the agreement 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.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 3 of 3

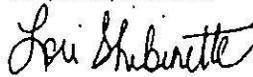
Should the Governor and Executive Council not authorize this request, many of the most at risk New Hampshire families may not receive access to resources and family support and strengthening services necessary to raise children who are physically, socially and emotionally healthy, which can reduce juvenile delinquency, family violence and crime.

Area served: Statewide

Source of Funds: CFDA #93.870, FAIN #X10MC33595

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

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



**State of New Hampshire
Department of Health and Human Services
Amendment #2 to the Home Visiting Services Contract**

This 2nd Amendment to the Home Visiting Services 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 Community Action Program of Belknap-Merrimack Counties, Inc., (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 2 Industrial Park Drive, Concord, NH 03302-1018.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 20, 2018 (Item #27E), as amended on September 18, 2019, (Item #27), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1, Revisions to General Provisions, Paragraph 3, 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:
September 30, 2022.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$725,477.
3. Modify Exhibit A, Scope of Services, Section 1 Provisions Applicable to All Services, Subsection 1.5., to read:
 - 1.5. The Contractor shall provide home visiting services in the Belknap/Merrimack County Areas to a minimum of 13 families per contract year.
4. Modify Exhibit A, Scope of Services, Section 2 Scope of Work, Subsection 2.2, Paragraph 2.2.4., to read:
 - 2.2.4. Ensure the twelve (12) critical elements that make up the essential components of the HFA Model are addressed in agency policies.
5. Modify Exhibit A, Scope of Services, Section 2 Scope of Work, Subsection 2.2, by adding Paragraph 2.2.6., to read:
 - 2.2.6 Participate in Continuous Quality Improvement Projects and collaborative efforts to serve families within designated catchment areas. The Contractor shall:
 - 2.2.6.1. Ensure staff are available to provide relevant data as well as key data and metrics, as requested by the Department.
 - 2.2.6.2. Ensure staff are available to review data, discuss performance, learn from their

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



- peers, and identify action-steps that may improve client outcomes.
6. Modify Exhibit A, Scope of Services, Section 3 Staffing Requirements, Subsection 3.5 to read:
3.5. Reserved.
 7. Modify Exhibit A, Scope of Services, Section 3 Staffing Requirements, Subsection 3.6, to read
3.6. Reserved.
 8. Modify Exhibit A, Scope of Services, Section 4 Reporting and Deliverable Requirements, by adding Subsection 4.8., to read:
4.8 The Contractor shall participate in sub-recipient monitoring activities, as coordinated by the Department. The Contractor shall:
 - 4.8.1 Provide fiscal documentation demonstrating that MIECHV funding is utilized solely to support activities under this contract, as requested by the Department.
 - 4.8.2 Ensure expenses are reasonable, allowable and allocable per 45 CFR 75.
 - 4.8.3 Provide documentation of funding utilization and reasonable expenses to the Department upon request.
 9. Modify Exhibit A, Scope of Services, Section 5 Work Plan, Subsection 5.2. to read:
5.2. The Contractor shall submit a Work Plan, utilizing a template as provided by the Department, that includes, but is not limited to:
 - 5.2.1. Activities.
 - 5.2.2. Performance Measures (Outcomes).
 - 5.2.3. Action Plan for Improvement.
 10. Modify Exhibit A-2 Work Plan Template by deleting it in its entirety and replacing it with Exhibit A-2 Performance Measures, which is attached hereto and incorporated by reference herein.
 11. Modify Exhibit B - Amendment #1, Methods and Conditions Precedent to Payment, Section 2, Subsection 2.3 to read:
2.3 General Funds from Parental Assistance Funds
 12. Modify Exhibit B - Amendment #1, Methods and Conditions Precedent to Payment, Section 3, to read:
3. Payment for expenses shall be on a cost reimbursement basis for allowable costs only in accordance with Exhibit B-1 Budget through Exhibit B-9 Budget – Amendment #2.
 13. Modify Exhibit B-3 Budget by deleting it in its entirety and replacing it with Exhibit B-3 – Amendment #2, which is attached hereto and incorporated by reference herein.
 14. Add Exhibit B-5 Budget - Amendment #2.
 15. Add Exhibit B-6 Budget – Amendment #2.
 16. Add Exhibit B-7 Budget – Amendment #2.
 17. Add Exhibit B-8 Budget – Amendment #2.
 18. Add Exhibit B-9 Budget – Amendment #2.

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



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

9/1/2020
Date

Lois Stubinette
Name:
Title:

Community Action Program of Belknap-Merrimack
Counties, Inc.

8/12/20
Date

Michael T. Brown
Name: MICHAEL T. BROWN
Title: DEPUTY DIRECTOR

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



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

OFFICE OF THE ATTORNEY GENERAL

09/04/20
Date

Catherine Pinos
Name:
Title: Catherine Pinos, Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

New Hampshire Department of Health and Human Services
Home Visiting Services



Exhibit A-2 Performance Measures

1. Performance Measures

- 1.1. For all measures, consider services provided during State Fiscal year 2021 (July 1, 2020– June 30, 2021) in accordance with Exhibit A, Scope of Services of this Contract.

Performance Measure #1 (EPDS)
HFA Best Practice Standard 7-4.D

Measure: 80% of women enrolled in the program received at least one Edinburgh Postnatal Depression Scale screening by 3 months postpartum.

Goal: All post-partum women enrolled in HFA will receive this formal, validated screening for depression at the optimal time.

Definition: Numerator- Of those in the denominator, the number of women that received an Edinburgh Postnatal Depression Scale (EPDS) screening by 3 months postpartum.

Denominator- The total number of women in the program who reached 3 months postpartum during the reporting period and were enrolled prior to 3 months after the birth of their baby.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → HFA EPDS 3 months rev [7/10/2019] Index child only

Performance Measure #2 (Retention)
HFA Best Practice Standard 3-4.A

Measure: Increase the percent of families who remain enrolled in HFA for at least 6 months from FFY 2019 average (10/1/2018-9/30/2019) baseline.

Goal: Families stay connected and maintain involvement with HFA services.

Definition: Numerator- Of those in the denominator, the number of families that remained in HFA services at least 6 months.

Denominator- The number of families who received a first home visit during the period 10/1/2019-9/30/2020:

Quarter 1 10/1/2019- 12/31/2019

Quarter 2 1/1/2020- 3/31/2020

Quarter 3 4/1/2020 - 6/30/2020

Quarter 4 7/1/2020 - 9/30/2020.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → HFA Retention Summary (Current). (Baseline is determined by performance in the prior fiscal year.)

Community Action Program of
Belknap-Merrimack Counties, Inc.

Exhibit A-2 Performance Measures

Vendor Initials

Date Bho/20

New Hampshire Department of Health and Human Services
Home Visiting Services



Exhibit A-2 Performance Measures

Performance Measure #3
HFA Best Practice Standard 6-6.B

Measure: 90% of target children with a positive screen for developmental delays (scoring below the "cutoff" on the ASQ-3) receive services in a timely manner. Children already receiving developmental services should not be screened.

Goal: All children served who are determined to be at risk for developmental delays, and are not already receiving developmental services, will receive a referral for further evaluation or services. (If a family declines a referral this should be documented in the family's file and the Family Support Specialist shall continue efforts to advocate for accessing developmental services.)

Definition: Numerator: Number of children enrolled in home visiting who a) received individualized developmental support from a home visitor; b) were referred to early intervention services and received an evaluation within 45 days; OR c) were referred to other community services who received services within 30 days (and met the conditions specified in the denominator.)

Denominator: Total number of children enrolled in HFA with positive screens (scoring below the cutoff) for developmental delays, measured using the ASQ-3.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → HFA Child Development Screenings (Current)

Performance Measure #4
HFA Standard 12-1.B

Measure: All direct service staff receive a minimum of 75% of required weekly individual supervision according to the HFA Standards.

Goal: Service providers receive ongoing, effective supervision so they are able to develop realistic and effective plans to empower families.

Definition: Numerator- Of those in the denominator, the number of direct service staff who received 75% of required weekly individual supervision for a minimum of 1.5 hours for full-time (.75 to 1.0 FTE) and 1 hour for part-time staff (from .25 - .75 FTE).

Denominator- The number of direct service staff/home visitors employed in the HFA Program during quarter.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → Staff Supervision Rev [6-22-2018]

Community Action Program of
Belknap-Merrimack Counties, Inc.

Exhibit A-2 Performance Measures

Vendor Initials

SS-2019-DPHS-05-HOMEV-01-A02

Page 2 of 2

Date 8/10/20

Table B-3 - Amendment #3

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

Budget/Program Name: Community Action Program (CAPP) - Northham County Inc.

Budget Report No.: 02-2016-CAPS-01-HSHTY 01-400

Budget Period: July 1, 2016 - June 30, 2017 (Annual)

Activity Name	2016 (Fiscal Year)			2017 (Fiscal Year)			Total		
	Original	Amended	Total	Original	Amended	Total	Original	Amended	Total
Administrative	1,100,000	1,100,000	2,200,000	1,100,000	1,100,000	2,200,000	2,200,000	2,200,000	4,400,000
Community Action Program	1,100,000	1,100,000	2,200,000	1,100,000	1,100,000	2,200,000	2,200,000	2,200,000	4,400,000
...
TOTAL	1,100,000	1,100,000	2,200,000	1,100,000	1,100,000	2,200,000	2,200,000	2,200,000	4,400,000

Checked by: *[Signature]*
 Date: *[Date]*

Exhibit B-3 Budget - Amendment #2

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

Budget/Program Name: Community Action Program-Burke-Deerfield Bourne Inc.

Budget Request No.: 15-2914DPH-Sub-01-01-01-01

Budget Period: July 1, 2019 - June 30, 2020 (2400)

Fund	Special Program Fund		General		Capital		Total	
	Request	Balance	Request	Balance	Request	Balance	Request	Balance
1000	11,000.00						11,000.00	
1100								
1200								
1300								
1400								
1500								
1600								
1700								
1800								
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Signature: *[Handwritten Signature]*

Exhibit 5-4 Budget - Amendment 03

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

State/Program/Agency: Community Adult Program Before/Afternoon Counties Inc.

Budget Request for: 13-00157PNC 00 H0000V 00-000

Budget Period: July 1, 2011 - June 30, 2012 (Fiscal)

Line Item	Fiscal Year 2011			Fiscal Year 2012			Total		
	Original Budget	Amendment 01	Amendment 02	Original Budget	Amendment 01	Amendment 02	Original Budget	Amendment 01	Amendment 02
1. Personnel	11,111,000	1,234,000	1,234,000	11,111,000	1,234,000	1,234,000	11,111,000	1,234,000	1,234,000
2. Materials	1,000,000	0	0	1,000,000	0	0	1,000,000	0	0
3. Travel	500,000	0	0	500,000	0	0	500,000	0	0
4. Contractual	1,000,000	0	0	1,000,000	0	0	1,000,000	0	0
5. Other	1,000,000	0	0	1,000,000	0	0	1,000,000	0	0
TOTAL	14,611,000	1,234,000	1,234,000	14,611,000	1,234,000	1,234,000	14,611,000	1,234,000	1,234,000

[Signature]
8/9/20

Form 9-7 Budget - Attachment 2

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

Budget/Program Name: Community Action Program @Hampshire County, Inc.

Budget Request No: 11-2011-DPHS-04 HHS/IV 01-101

Budget Period: July 1, 2011 - June 30, 2012 \$0000

Line Item	Fiscal Year 2011		Fiscal Year 2012		Total	Funding Source		Total
	Request	Actual	Request	Actual		State	Federal	
1. Personnel	1,200,000	1,200,000	1,200,000	1,200,000	2,400,000	1,200,000	1,200,000	2,400,000
2. Contractual	500,000	500,000	500,000	500,000	1,000,000	500,000	500,000	1,000,000
3. Materials	100,000	100,000	100,000	100,000	200,000	100,000	100,000	200,000
4. Travel	50,000	50,000	50,000	50,000	100,000	50,000	50,000	100,000
5. Other	250,000	250,000	250,000	250,000	500,000	250,000	250,000	500,000
Total	2,100,000	2,100,000	2,100,000	2,100,000	4,200,000	2,100,000	2,100,000	4,200,000

D
MSD

AUG 29 '19 PM 1:57 DRS

27 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

August 27, 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 amend existing sole source agreements with four (4) of the seven (7) vendors listed (in bold) below, to provide home visiting services to expectant women and newly parenting individuals by increasing the total price limitation by \$250,000 from \$4,407,387 to \$4,657,387 with no change to the contract completion dates of September 30, 2020, effective upon Governor and Executive Council approval. 100% Other Funds.

The agreements were originally approved by the Governor and Executive Council on June 20, 2018 (Item #27E).

Vendor Name	Vendor Number	Location	Current Budget Amount	Increase/ (Decrease) Amount	Modified Budget Amount
Community Action of Belknap-Merrimack Counties Inc.	177203-B003	2 Industrial Park Drive Concord, NH 03302-1016	\$285,941	\$28,115	\$314,056
Community Action Partnership of Strafford County	177200-B004	642 Central Avenue Dover, NH 03820	\$424,152	\$68,575	\$492,727
Waypoint	177166-B002	City of Manchester, Hillsborough, Merrimack and Rockingham Counties	\$2,220,473	\$88,965	\$2,309,438
The Family Resource Center at Gorham	162412-B001	Grafton and Coos County	\$737,613	\$64,345	\$801,958
TLC Family Resource Center	170625-B001	109 Pleasant Street Claremont, NH 03743	\$234,000	\$0	\$234,000
Central New Hampshire VNA & Hospice	177244-B002	780 North Main Street, Laconia, NH 03246	\$192,978	\$0	\$192,978
VNA at HCS, Inc.	177274-B002	312 Marlboro Street Keene, NH 03431	\$312,230	\$0	\$312,230
		Totals	\$4,407,387	\$250,000	\$4,657,387

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2 of 3

Funds to support this request are anticipated to be available in the following accounts for 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 and adjust encumbrances between state fiscal years through the Budget Office, if needed and justified.

05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY
SERVICES, ACA HOME VISITING

Fiscal Year	Class	Title	Activity Code	Current (Modified) Budget	Increased/ (Decreased) Amount	Revised Modified Budget
2019	102-500731	Contracts for Program Svcs	90083200	\$1,958,839	\$0	\$1,958,839
2020	102-500731	Contracts for Program Svcs	90083201	\$1,958,839	\$0	\$1,958,839
2021	102-500731	Contracts for Program Svcs	90083201	\$489,709	\$0	\$489,709
			Subtotals:	\$4,407,387	\$0	\$4,407,387

05-95-92-920510-3382 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: BEHAVIORAL HEALTH DIVISION, BUREAU OF DRUG & ALCHOL SVCS, GOVERNOR
COMMISSION FUNDS

Fiscal Year	Class	Title	Activity Code	Current (Modified) Budget	Increased/ (Decreased) Amount	Revised Modified Budget
2019	102-500734	Contracts for Social Svcs	92058502	\$0	\$0	\$0
2020	102-500734	Contracts for Social Svcs	92058502	\$0	\$250,000	\$250,000
2021	102-500734	Contracts for Social Svcs	92058502	\$0	\$0	\$0
			Subtotals:	\$0	\$250,000	\$250,000
			Totals:	\$4,407,387	\$250,000	\$4,657,387

EXPLANATION

This request is sole source because these Contractors are the only vendors certified to provide the evidence based home visiting model "Healthy Families America" as approved by the Division of Public Health Services and federal funders. Additionally, these vendors have been providing home visiting services in their respective counties and have developed collaborative referral networks, which can provide new mothers and their families with additional assistance programs in their community. Home Visiting utilizes an approved Maternal Infant Early Childhood Home Visiting model and along with permanent partners within each community, provides an array of services to assist in family support and strengthening services to New Hampshire citizens, statewide.

The purpose of this request is to increase capacity for community outreach in identified areas of need. The additional funding for the four (4) Contractors supports the requirement set forth by the Healthy Families America model to have staff trained in Parent Survey and Community Outreach (PSCO). Contractor staff will provide increased, dedicated allocation of time on community outreach.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 3 of 3

The additional funding will allow the Department to provide services to a total of 255 households in need through September 30, 2020. The Contractors have demonstrated their ability to provide these services.

The services provided in these agreements improve maternal and child health, prevent child abuse and neglect, encourage positive parenting and promote child growth and development. Home visitation programs are an effective early-intervention strategy to improve the health and well-being of children, particularly if they are embedded in comprehensive community services to families at risk, referrals and linkages to necessary services is an integral part of the Healthy Families America model.

The Contractors provide home visiting services to pregnant women and newly parenting families with children up to the age of three (3). Nurses and family support workers visit families in their homes to provide educational information, depression and developmental screening, and connect families, as needed, with community services such as prenatal care, employment programs and the New Hampshire Tobacco Helpline.

These original agreements contain language in Exhibit C-1, Revisions to General Provisions that allow the Department to renew the contracts for up to two (2) additional years, subject to the continued availability of funds, satisfactory performance of services and approval from the Governor and Executive Council. The Department is not exercising renewal options at this time.

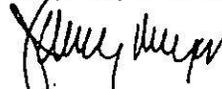
Should the Governor and Executive Council not approve this request, many of the most at risk New Hampshire families may not receive access to resources and family support and strengthening services necessary to raise children who are physically, socially and emotionally healthy, which can reduce juvenile delinquency, family violence and crime.

Area Served: Statewide

Source of Funds: 100% Other Funds from the Governor's Commission on Alcohol and Other Drugs Fund.

In the event that other funds become no longer available, general funds will not be requested to support these agreements.

Respectfully Submitted,



Jeffrey A. Meyers
Commissioner

JUN11 '18 PM12:51 DAS

MLC
27E



Jeffrey A. Meyers
Commissioner

Lisa M. Norris
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

May 2, 2018

His Excellency Governor Christopher T. Sununu
and the Honorable Executive 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 agreements with the vendors listed below, in an amount not to exceed \$4,407,387, to provide the provision of home visiting services to expectant women and newly parenting individuals, July 1, 2018 upon Governor and Executive Council approval through September 30, 2020. 100% Federal Funds.

Vendor	Vendor Code	Address	Amount
Community Action of Belknap-Merrimack Counties Inc.	177203-B003	2 Industrial Park Drive Concord, NH 03302-1016	\$285,941
Community Action Partnership of Strafford County	177200-B004	642 Central Avenue Dover, NH 03820	\$424,152
Child and Family Services of New Hampshire	177166-B002	City of Manchester, Hillsborough, Merrimack and Rockingham Counties	\$2,220,473
The Family Resource Center at Gorham	162412-B001	Grafton and Coos County	\$737,613
TLC Family Resource Center	170625-B001	109 Pleasant Street Claremont, NH 03743	\$234,000
Central New Hampshire VNA & Hospice	177244-B002	780 North Main Street, Laconia, NH 03246	\$192,978
VNA at HCS, Inc.	177274-B002	312 Marlboro Street Keene, NH 03431	\$312,230
Total:			\$4,407,387

Her Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
Page 2 of 3

Funds are available in the following account in State Fiscal Years 2019 and are anticipated to be available in State Fiscal Years 2020 and 2021, upon availability and continued appropriation of funds in the future operating budget, with the ability to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified, without approval from Governor and Executive Council.

05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY
SERVICES, ACA HOME VISITING

Fiscal Year	Class	Title	Activity Code	Amount
2019	102-500731	Contracts for Program Svcs	90083200	\$1,958,839
2020	102-500731	Contracts for Program Svcs	90083201	\$1,958,839
2021	102-500731	Contracts for Program Svcs	90083201	\$489,709
			Total:	\$4,407,387

EXPLANATION

This request is sole source because these vendors are the only vendors certified to provide the evidence based home visiting model "Healthy Families America" as approved by the Division of Public Health Services and federal funders. Additionally, these vendors have been providing home visiting services in their respective counties and have developed collaborative referral networks, which can provide new mothers and their families with additional assistance programs available in their community. Home Visiting utilizes an approved Maternal Infant Early Childhood Home Visiting model along with permanent partners within each community providing an array of services to assist in family support and strengthening services to more New Hampshire citizens, statewide. Funds will allow the vendors to provide services to 255 households in need through September 30, 2020. The vendors have demonstrated their ability to provide these services.

The purpose of these agreements is to improve maternal and child health, prevent child abuse and neglect, encourage positive parenting and promote child growth and development. Home visitation programs can be an effective early-intervention strategy to improve the health and well-being of children, particularly if they are embedded in comprehensive community services to families at risk.

These agreements contain language in Exhibit C-1, Revisions to General Provisions that allow the Department to renew the contracts for up to two (2) additional years, subject to the continued availability of funds, satisfactory performance of services and approval from the Governor and Executive Council.

The vendors will provide home visiting services to pregnant women and newly parenting families with children up to the age of three (3). Nurses and family support workers will visit families in their homes to provide educational information, depression and developmental screening, and connect families, as needed, with community services such as prenatal care, employment programs and the New Hampshire Tobacco Helpline.

Should the Governor and Executive Council not approve this request, many of the most at risk New Hampshire families may not receive access to resources and family support and strengthening services necessary to raise children who are physically, socially and emotionally healthy, which can reduce juvenile delinquency, family violence and crime.

Area Served: Statewide

Her Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
Page 3 of 3

Source of Funds: 100% Federal Funds, CFDA # 93.870, US Department of Health and Human Services, Health Resources and Services Administration, FAIN #'s are: X10MC29490 (4/1/16 - 9/30/18) X10MC31156) (9/30/17 - 9/29/19).

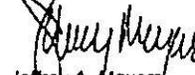
In the event that federal funds become no longer available, general funds will not be requested to support these agreements.

Respectfully Submitted,



Lisa Morris
Director

Approved by:



Jeffrey A. Meyers
Commissioner

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

This Amendment to the Home Visiting Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and TLC Family Resource Center ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 20, 2018 (Item #27E), as amended on September 11, 2020, (Item #11), and April 06, 2022 Item #12) 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, and increase the price limitation, 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:
March 31, 2023
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$706,132
3. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:
Robert W. Moore, Director.
4. Modify Exhibit A, Scope of Services Section 1 Provisions Applicable to All Services, Subsection 1.5, to read:

1.5 The Contractor shall provide home visiting services as detailed in this Exhibit A, Scope of Services as follows:

Reference	Area of Service	Proposed Caseload SFY 2023 (Date of G&C approval – 3/31/2023)	Proposed Caseload SFY 2023 (9/30/22 – 3/31/2023)
1.5.1	Sullivan County	15 families	15 families

5. Modify Exhibit A, Scope of Services Section 4 Reporting and Deliverable Requirements, Subsection 4.7, to read:
 - 4.7 The Contractor shall submit annual reports by July 31st of each contract year, with the first report due on June 30, 2023.
6. Modify Exhibit B - Amendment #1, Methods and Conditions Precedent to Payment, Section 3, to read:
 3. Payment for expenses shall be on a cost reimbursement basis for allowable costs only in accordance with Exhibit B-1 Budget through Exhibit B-11 Budget – Amendment #3. Exhibit B-11 Budget – Amendment #3 Budget, budget narrative and staffing list must be provided to the Department within 15 days upon Governor and Executive Council approval

SS

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 September 30, 2022, upon Governor and 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

9/2/2022

Date

Patricia M. Tilley

Name: Patricia M. Tilley
Title: Director

TLC Family Resource Center

9/1/2022

Date

Stephanie Slayton

Name: Stephanie Slayton
Title: Executive Director

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

OFFICE OF THE ATTORNEY GENERAL

9/2/2022



Date

Name: Robyn Guarino
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

State of New Hampshire

Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that TLC FAMILY RESOURCE CENTER is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on January 14, 2004. 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: 461338

Certificate Number: 0005822002



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 7th day of July A.D. 2022.

A handwritten signature in black ink, appearing to read "David M. Scanlan".

David M. Scanlan
Secretary of State

CERTIFICATE OF AUTHORITY

I, Zach Johnson, 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 TLC Family Resource Center.
(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 July 27, 2022, at which a quorum of the Directors/shareholders were present and voting.

(Date)

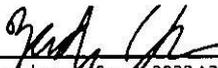
VOTED: That Stephanie Slayton, Executive Director
(may list more than one person)
(Name and Title of Contract Signatory)

is duly authorized on behalf of TLC Family Resource Center 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: Sep 1, 2022


Zach Johnson (Sep 1, 2022 13:27 EDT)
Signature of Elected Officer
Name: Zach Johnson
Title: Treasurer



MISSION STATEMENT

The mission of TLC Family Resource Center (TLC) is to promote the optimal health and development of children and families in our region of New Hampshire.

TLC FAMILY RESOURCE CENTER, INC.

Financial Statements
(With Independent Auditors' Report)

June 30, 2021 and 2020

TLC FAMILY RESOURCE CENTER, INC.
June 30, 2021 and 2020

Table of Contents

	<u>Page(s)</u>
Independent Auditors' Report	
Statement of Financial Position	3
Statement of Activities and Changes in Net Assets	4
Statement of Functional Expenses	5
Statement of Cash Flows	6
Notes to Financial Statements	7 – 13



Independent Auditors' Report

To the Board of Directors of
TLC Family Resource Center, Inc.
Claremont, NH

Opinion

We have audited the accompanying financial statements of TLC Family Resource Center, Inc. (a nonprofit corporation, the "Center"), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of TLC Family Resource Center, Inc. as of June 30, 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibility section of our report. We are required to be independent of the Center and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management 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, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Center's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditors' Responsibility

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material



misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Center's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Center's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Report on Summarized Comparative Information

We have previously audited the Center's 2020 financial statements and we expressed an unmodified opinion on them in our report dated January 26, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2020, is consistent, in all material respects, with the audited financial statements from which it has been derived.

McSoley McCoy & Co.

November 9, 2021
South Burlington, Vermont
VT Reg. No. 92-349

TLC Family Resource Center, Inc.

Statement of Financial Position

June 30, 2021

(With Summarized Comparative Totals as of June 30, 2020)

	June 30, 2021			As of June 30, 2020
	Without Donor Restrictions	With Donor Restrictions	Total	Totals (Summarized)
Assets:				
Cash and cash equivalents	\$ 669,982	\$ 75,323	\$ 745,305	\$ 587,841
Accounts receivable	129,646	-	129,646	169,451
Grants receivable	-	133,440	133,440	149,168
Security deposit	1,350	-	1,350	1,350
Property and equipment, net	<u>505,336</u>	<u>-</u>	<u>505,336</u>	<u>35,293</u>
Total assets	<u>\$ 1,306,314</u>	<u>\$ 208,763</u>	<u>\$ 1,515,077</u>	<u>\$ 943,103</u>
Liabilities and net assets				
Liabilities:				
Accrued expenses	\$ 62,729	\$ -	\$ 62,729	\$ 48,867
Accounts payable	141,479	-	141,479	11,570
Advances refundable	35,561	-	35,561	-
Fiscal sponsor funds	-	-	-	6,271
Bank loan payable	<u>100,000</u>	<u>-</u>	<u>100,000</u>	<u>231,500</u>
Total liabilities	<u>339,769</u>	<u>-</u>	<u>339,769</u>	<u>298,208</u>
Net assets:				
Without donor restrictions	966,545	-	966,545	422,179
With donor restrictions	<u>-</u>	<u>208,763</u>	<u>208,763</u>	<u>222,716</u>
Total net assets	<u>966,545</u>	<u>208,763</u>	<u>1,175,308</u>	<u>644,895</u>
Total liabilities and net assets	<u>\$ 1,306,314</u>	<u>\$ 208,763</u>	<u>\$ 1,515,077</u>	<u>\$ 943,103</u>

See accompanying notes to financial statements

TLC Family Resource Center, Inc.
Statement of Activities and Changes in Net Assets
For the Year Ended June 30, 2021
(With Summarized Comparative Totals for the Year Ended June 30, 2020)

	<u>Year Ended June 30, 2021</u>			<u>Year Ended June 30, 2020</u>
	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>	<u>Totals (Summarized)</u>
Support and revenue				
Governmental support	\$ 1,058,616	\$ -	\$ 1,058,616	\$ 457,370
Program fees	427,826	-	427,826	415,997
Foundations and trusts	141,747	233,032	374,779	477,975
Contributions	37,739	56,677	94,416	62,730
Interest income	471	-	471	2,256
In-kind contributions	4,730	-	4,730	-
Facility sublease income	-	-	-	9,788
Net assets released from restrictions	303,662	(303,662)	-	-
Total support and revenue	<u>1,974,791</u>	<u>(13,953)</u>	<u>1,960,838</u>	<u>1,426,116</u>
Expenses				
Program services				
Family Support	782,985	-	782,985	647,028
Recovery Programs	305,299	-	305,299	300,967
Youth Programs	81,520	-	81,520	63,954
	<u>1,169,804</u>	<u>-</u>	<u>1,169,804</u>	<u>1,011,949</u>
Fundraising	42,331	-	42,331	25,016
Management and general	218,290	-	218,290	206,128
Total expenses	<u>1,430,425</u>	<u>-</u>	<u>1,430,425</u>	<u>1,243,093</u>
Change in net assets	544,366	(13,953)	530,413	183,023
Net assets, beginning of year	422,179	222,716	644,895	461,872
Net assets, end of year	<u>\$ 966,545</u>	<u>\$ 208,763</u>	<u>\$ 1,175,308</u>	<u>\$ 644,895</u>

See accompanying notes to financial statements

TLC Family Resource Center, Inc.
Statement of Functional Expenses
For the Year Ended June 30, 2021
(With Summarized Comparative Totals for the Year Ended June 30, 2020)

	<u>Year Ended June 30, 2021</u>						<u>Year Ended</u>	
	<u>Program Services</u>				<u>Mgt. & General</u>	<u>Fund-raising</u>	<u>Total Expenses</u>	<u>June 30, 2020</u>
	<u>Family Support</u>	<u>Recovery Programs</u>	<u>Youth Programs</u>	<u>Total Program Services</u>				
Advertising and marketing	\$ 37,371	\$ 2,426	\$ 9,352	\$ 49,149	\$ 3,500	\$ 26	\$ 52,675	\$ 18,417
Computer and technology expenses	12,959	3,998	2,346	19,303	21,883	144	41,330	26,559
Contract services	2,207	7,362	500	10,069	3,300	-	13,369	27,264
Depreciation	7,166	2,883	628	10,677	1,384	496	12,557	9,963
Direct assistance	31,207	11,206	-	42,413	297	-	42,710	31,503
Employee benefits	19,321	9,253	1,666	30,240	4,896	512	35,648	33,567
Equipment rental and maintenance	1,744	821	152	2,717	221	25	2,963	2,893
In-kind materials	-	-	4,730	4,730	-	-	4,730	-
Insurance	6,171	2,200	601	8,972	2,498	107	11,577	7,308
Loss on disposal of assets	-	-	-	-	7,668	-	7,668	-
Mileage reimbursement	3,540	1,795	1,088	6,423	25	-	6,448	12,319
Occupancy	32,211	20,269	2,843	55,323	7,453	978	63,754	75,247
Operating supplies and expenses	24,603	4,892	4,582	34,077	12,391	2,792	49,260	38,454
Payroll taxes	43,243	14,810	3,623	61,676	7,586	508	69,770	63,373
Postage	905	129	221	1,255	79	-	1,334	799
Printing	1,231	651	184	2,066	410	-	2,476	3,136
Professional fees	14,094	5,064	1,169	20,327	19,608	37	39,972	28,029
Salaries and wages	526,911	211,961	46,151	785,023	101,742	36,458	923,223	836,476
Telephone	7,529	4,231	930	12,690	459	107	13,256	14,858
Theft loss	-	-	-	-	22,765	-	22,765	-
Training and development	10,572	1,348	441	12,361	125	141	12,627	12,298
Vehicle expense	-	-	313	313	-	-	313	630
Total expenses	\$ 782,985	\$ 305,299	\$ 81,520	\$ 1,169,804	\$ 218,290	\$ 42,331	\$ 1,430,425	\$ 1,243,093

See accompanying notes to financial statements

TLC Family Resource Center, Inc.
Statement of Cash Flows
For the Year Ended June 30, 2021
 (With Summarized Comparative Totals for the Year Ended June 30, 2020)

	<u>Year Ended June 30, 2021</u>			<u>Year Ended June 30, 2020</u>
	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>	<u>Totals (Summarized)</u>
Cash flows from operating activities:				
Change in net assets	\$ 544,366	\$ (13,953)	\$ 530,413	\$ 183,023
Adjustments to reconcile change in net assets to net cash provided by operating activities:				
Depreciation	12,557	-	12,557	9,963
Paycheck Protection Loan forgiveness	(231,500)	-	(231,500)	-
Loss on disposal of assets	7,668	-	7,668	-
Decrease in accounts receivable	39,805	-	39,805	10,507
(Increase) decrease in grants receivable	-	15,728	15,728	(149,168)
Increase in accounts payable	129,909	-	129,909	7,548
Increase in accrued expenses	13,862	-	13,862	14,182
Increase in advances refundable	35,561	-	35,561	-
Decrease in fiscal sponsor funds	(6,271)	-	(6,271)	-
Net cash provided by operating activities	<u>545,957</u>	<u>1,775</u>	<u>547,732</u>	<u>76,055</u>
Cash flows used by investing activities				
Equipment and leasehold improvement additions	(490,268)	-	(490,268)	(9,982)
Cash flows from financing activities				
Proceeds from bank loan	100,000	-	100,000	231,500
Increase in cash and cash equivalents	155,689	1,775	157,464	297,573
Cash and cash equivalents, beginning of year	<u>514,293</u>	<u>73,548</u>	<u>587,841</u>	<u>290,268</u>
Cash and cash equivalents, end of year	<u>\$ 669,982</u>	<u>\$ 75,323</u>	<u>\$ 745,305</u>	<u>\$ 587,841</u>

See accompanying notes to financial statements

TLC Family Resource Center, Inc.
Notes to Financial Statements
June 30, 2021 and 2020

1. Summary of Operations and Significant Accounting Policies

TLC Family Resource Center, Inc., (the "Center") is a non-profit organization established in 2004 for the purpose of promoting the physical and emotional health and safety of women and families expecting infants or with young children. The Center serves individuals in New Hampshire's Sullivan and lower Grafton counties. Approximately 54% of the Center's revenue and support comes from governmental financial assistance, 22% from program services, and 24% from contributions.

(a) Basis of Accounting

The accompanying financial statements are prepared using the accrual basis of accounting under U.S. generally accepted accounting principles (U.S. GAAP). Under the accrual basis of accounting, revenues are recorded as earned and expenses are recorded at the time liabilities are incurred.

(b) Basis of Presentation

The Center reports information regarding its financial position and activities according to two classes of net assets: net assets with donor restrictions, which represent resources restricted by donors as to purpose or by the passage of time; and net assets without donor restrictions, which represent the expendable resources that are available for operations at management's discretion.

(c) 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 disclosures 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.

(d) Property and Equipment

Property and equipment are stated at cost. Donations of property and equipment are recorded at their estimated fair value. Depreciation is computed using the straight-line method over the assets' estimated useful lives. Additions and betterments with a value in excess of \$500 and with a useful life greater than one year are capitalized, and expenditures for repairs and maintenance are expensed when incurred. Upon sale or retirement, the costs and related accumulated depreciation are eliminated from the respective accounts, and the resulting gain or loss is included in income.

(e) Accrued Compensated Absences

The Center provides each eligible employee with vacation time, which is accumulated on a pro-rata basis as actual hours are worked. Compensated absences accrue when amounts can be reasonably estimated and payment of compensation is probable.

(f) Cash and cash equivalents

Cash and cash equivalents include all certificates of deposits and highly liquid investments with maturities of three months or less at the date of purchase. The Center maintains cash and cash equivalents in bank deposit accounts which, at times, may exceed federally insured limits. The Center has not experienced any losses with these accounts. Management believes the Center is not exposed to any significant credit risk on cash.

TLC Family Resource Center, Inc.
Notes to Financial Statements
June 30, 2021 and 2020

Summary of Operations and Significant Accounting Policies (continued)

(g) Comparative Data

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 U.S. GAAP. Accordingly, such information should be read in conjunction with the Center's financial statements for the year ended June 30, 2020 from which the summarized information was derived

(h) Revenue Recognition

The Center's fees for programs and services provided are recognized when earned, which is within the time period covered by the services or program. The Center records contributions as with donor restriction or without donor restriction support depending on the existence or nature of donor restrictions. The Center reports gifts and grants of cash or other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is when a stipulated restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restriction.

Contributions of non-cash assets are recorded at their fair values in the period received. Contributions of services that create or enhance non-financial assets or that require specialized skills, which are provided by individuals possessing those skills and would typically need to be purchased if not provided by donation, are recorded at their fair values in the period received. Donated investments are also reported at fair value at the date of receipt, which is then treated as the Center's cost basis.

(i) Functional Expenses

The costs of providing programs and other activities have been summarized on a functional basis in the statements of activities and functional expenses. In addition to the allocation of direct cost to programs and supporting services, certain costs have been allocated indirectly based on an analysis of personnel time related to these programs and supporting services. Certain prior year amounts have been reclassified for consistency with the current period presentation. These reclassifications had no effect on the reported changes in net assets.

(j) Income Taxes

The Center is a not-for-profit organization as described under Section 501(c)(3) of the Internal Revenue Code and is exempt from federal income taxes on income related to the fulfillment of the Center's mission. Accordingly, no provision for income taxes has been recorded in the accompanying financial statements.

The Center annually files an Internal Revenue Service Form 990, Return of Organization Exempt From Income Tax, tax return in the U.S. Federal jurisdiction. The Center is no longer subject to U.S. Federal income tax examination by tax authorities for the years prior to June 30, 2018. In the normal course of business, the Center is subject to examination by various taxing authorities. Although the outcome of tax audits is always uncertain, the management of the Center believes that there are no significant unrecognized tax liabilities at June 30, 2021.

TLC Family Resource Center, Inc.
Notes to Financial Statements
June 30, 2021 and 2020

Summary of Operations and Significant Accounting Policies (continued)

(k) Allowance for Doubtful Accounts

It is the policy of management to review the outstanding receivables at year end, as well as the bad debt write offs experienced in the past, and establish an allowance for doubtful accounts for uncollectible amounts. Based on management's estimates, no amounts have been recorded as an allowance for doubtful accounts at June 30, 2021 and 2020.

(l) Recently Issued Accounting Standards

In February 2016, the FASB issued ASU 2016-02, *Leases (Topic 842)*, which requires lessees to recognize leases on-balance sheet and disclose key information about leasing arrangements. The new standard establishes a right of use (ROU) model that requires a lessee to recognize a ROU asset and lease liability on the balance sheet for all leases with a term longer than 12 months. Leases will be classified as finance or operating, with classification affecting the pattern and classification of expense recognition in the income statement.

The new standard is effective for the Center on July 1, 2022.

(m) Subsequent Events

Management has evaluated subsequent events through November 9, 2021, which is the date the financial statements were available to be issued.

2. Fair Value Measurements

In accordance with FASB ASC 820, *Fair Value Measurements and Disclosures*, the Center is required to disclose certain information about its financial assets and liabilities. As of June 30, 2021 and 2020, the Center had no financial instruments subject to the disclosure requirements. Cash and cash equivalents, grants and accounts receivable, accounts payable, accrued expenses, advances refundable, and fiscal agency funds are reported in the statements of financial position approximate fair values because of the short maturities of those instruments or because of the fixed rate of interest required to be paid.

3. Fiscal Sponsor Funds

The Center has administered several grant agreements to serve as a fiscal sponsor for a local initiative. Under these agreements the Center receives the funds to be administered and charges an administration fee for their work. The agreements were completed during the year ended June 30, 2021 and there is no liability related to these agreements as of the year end.

4. Concentration of Support

The Center receives a significant portion of its support from federal and state programs. A significant reduction in the level of this support, if this were to occur, may have an effect on the Center's ability to continue its program and activities.

TLC Family Resource Center, Inc.
Notes to Financial Statements
June 30, 2021 and 2020

5. Net Assets With Donor Restrictions

Net assets with donor restrictions are available to support a future period or a specific activity not yet completed by the Center. Net assets with donor restrictions at June 30, 2021 and 2020 consisted of:

	<u>2021</u>	<u>2020</u>
Couch Family Foundation	\$ 77,241	\$ 190,281
Byrne Foundation	-	15,000
New program support	24,274	-
New Hampshire Charitable Foundation	40,000	-
Rural outright program	16,545	9,624
Donley Foundation	20,000	-
Rocking Chair Project	<u>30,703</u>	<u>7,811</u>
Totals	<u>\$ 208,763</u>	<u>\$ 222,716</u>

6. Retirement Plan

Effective January 1, 2019, the Center established a Simple IRA Retirement Plan for which all employees are eligible to participate in the Plan. Under the Plan, the Center provides a contribution equal to 2% of the employee's compensation. Employees are eligible to participate in the plan on the next entry date following the date of their employment. Total retirement plan expense was \$16,429 and \$12,788 for the years ending June 30, 2021 and 2020, respectively.

7. Commitments and Contingencies

The Center receives funds under various state and federal programs. Under the terms of these programs, the Center is required to expend the funds within the designated period for purposes specified in the grant proposal. If expenditures of the funds are found not in compliance with the proposal, the Center may be required to return those funds to the grantor. The amount, if any, of expenses which may be disallowed by the granting agency cannot be determined at this time, although the Center expects such amounts, if any, to be immaterial.

8. Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the financial position date, comprise the following:

Cash and cash equivalents	\$ 669,982
Accounts receivable	<u>129,646</u>
Total financial assets	<u>\$ 799,628</u>

TLC Family Resource Center, Inc.
Notes to Financial Statements
June 30, 2021 and 2020

Liquidity and Availability (continued)

The Center regularly monitors liquidity required to meet its operating needs and other contractual commitments, while also striving to maximize the investment of its available funds. The Center has various sources of liquidity at its disposal, including cash and cash equivalents, and various receivables.

In addition to financial assets available to meet general expenditures over the next 12 months, the Center operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures. The Center strives to maintain liquid cash reserves sufficient to cover 90 days of general expenditures. General expenditures include administrative, fundraising and operating expenses.

The Center receives the majority of its funding from grants and contributions which are available to meet annual cash needs for general expenditures. Some funding sources are restricted to specific programs, and are used in accordance with the associated purpose restrictions.

9. Property and Equipment

Property and equipment consisted of the following at June 30:

	Useful Life (Years)	2021	2020
Office equipment & software	2-5	\$ 72,754	\$ 51,364
Office furniture	7	71,002	57,441
Leasehold improvements	39	413,834	-
Total property and equipment		<u>557,590</u>	<u>108,805</u>
Less accumulated depreciation		<u>(52,254)</u>	<u>(73,512)</u>
Property and equipment, net		<u>\$ 505,336</u>	<u>\$ 35,293</u>

Depreciation expense totaled \$12,557 and \$9,963 for the years ended June 30, 2021 and 2020, respectively.

10. Operating Lease Arrangements

On August 16, 2020, the Center entered into a leasing arrangement for office space and gave written notice to terminate the existing office space lease as of November 30, 2020. The lease is a ten year lease with the option to renew at the end of the term with monthly rental payments of \$3,788, for an annual lease commitment of \$45,456. The first lease payment was due March 1, 2021. Commencing January 1, 2022, the Center will occupy additional square footage with monthly rental payments of \$4,713, for an annual lease commitment of \$56,556. Per the lease agreement, rent will be adjusted annually using the all urban consumers year over year percentage change published by the Bureau of Labor Statistics for the month prior to the commencement of the ten year term.

TLC Family Resource Center, Inc.
 Notes to Financial Statements
 June 30, 2021 and 2020

Operating Lease Arrangements (continued)

On July 1, 2019 the Center entered into a lease agreement for office space for the Recovery Coaching program. The lease is a one year term with monthly rental payments of \$1,428, for a lease commitment of \$10,016. This lease was extended on July 1, 2020 on a month to month arrangement.

Facility lease payments for the years ended June 30, 2021 and 2020 totaled \$41,835 and \$40,140, respectively.

The Center entered into a photocopier lease agreement on October 14, 2018 for a term of 48 months at \$192 per month. Total lease payments for the fiscal years ended June 30, 2021 and 2020 totaled \$1,728 and \$1,728, respectively.

The Center entered into a leasing arrangement for a client database management program and related support in January 2019 at a cost of \$11,962 per year for seven years. Total lease payments for the fiscal years ended June 30, 2021 and 2020 totaled \$11,962 and \$11,962, respectively.

Future minimum lease payments are as follows:

Fiscal 2022	\$ 63,994
Fiscal 2023	68,518
Fiscal 2024	68,518
Fiscal 2025	68,518
Fiscal 2026	56,556
Thereafter	<u>280,670</u>
Total	<u>\$ 606,774</u>

11. Bank Loan Payable

In April 2020, the Center received a loan of \$231,500 under the Paycheck Protection Program issued by the Small Business Administration. The loan was forgiven by the Small Business Administration on April 1, 2021, and accordingly, the Center has recognized the loan forgiveness on the accompanying statement of activities and changes in net assets as government support.

In August 2020, the Center entered into a line of credit agreement with a local bank in the amount of \$100,000 with a term of ten and a half years maturing on February 14, 2031. For the first five and a half years the interest rate is 3.25% with a monthly payment of principal and interest of \$977, for the remaining five years the interest rate will be the Wall Street Journal Prime Rate (currently 3.25%) with a monthly payment of principal and interest of \$977. The Center drew down the \$100,000 line of credit on June 9, 2021, with monthly payments commencing on July 9, 2021.

TLC Family Resource Center, Inc.
Notes to Financial Statements
June 30, 2021 and 2020

Bank Loan Payable (continued)

Maturities by year are as follows:

Fiscal 2022	\$ 8,603
Fiscal 2023	8,887
Fiscal 2024	9,180
Fiscal 2025	9,483
Fiscal 2026	9,796
Thereafter	<u>54,051</u>
Totals	<u>\$ 100,000</u>

12. Advances Refundable

The Center receives advance payments on various service contracts which are recorded as revenue without restrictions when received. The unexpended portion of the advance payments as of the end of the Center's fiscal year are reported as advances refundable, a liability on the statement of financial position, and subsequently recognized as revenue in the following fiscal year when earned. As of June 30, 2021 and 2020, advances refundable totaled \$35,561 and \$0, respectively.

13. Related Party

The Treasurer of the Board of Directors is branch manager at the bank which holds the Center's note payable and other cash accounts owned by the Center. Management believes these are arm's length transactions.

TLC Family Resource Center
BOARD OF DIRECTORS
July 2022

Megan Blood
President (term Expires 1/2023)
AP Analyst, Hypertherm

Mariah Davis
Vice President (term expires 1/2023)
Mascoma Bank

Zachariah Johnson
Treasurer (term expires 3/2024)
Mascoma Bank Branch Manager II and Bank Officer

Sue Elliott
Secretary (term expires 01/2024)
Retired, Quinnipiac University

Beth Hoyt- Flewelling
Member (Term expires 1/2023)
Retired, Granite State College

Laura Hagley
Member (term expires 1/2023)
Valley Regional Hospital, Director of Quality and
Project Manager.

Sara Harkins
Member (term expires 1/2023)

Peter Nelson
Member (Term Expires 1/2023)
Retired Federally Qualified Health Centers

Jane Van Bremen
Member (term expires 1/2023)
Parent Child Development Specialist

Carol Wood
Member (1/2023)
Retired Educator

Brooke Salls
Member (term expires 01/2024)
Assistant Director, Recognition and Stewardship
Dartmouth College, Tuck School of Business

Cynthia Boland
Member (term expires 3/2025)
Retired Academic Administrator
Brown BioMed Faculty Affairs, Lifespan Corporation

Michelle Greene
Member (term expires 03/2025)
Substance Use Counselor, Habit Opco

Erin Nicolè Angley-Cohen, MSW, LICSW

Objective To work in a therapeutic setting providing support, advocacy, crisis intervention, and community outreach for at risk individuals, children and families.

Qualifications

Excellent with children with special needs, specifically Autism and Pervasive Developmental Disorders
Solid background working with children and families
Effective verbal and written communication skills
Excellent computer and analytical skills
Familiar with Applied Behavioral Analysis and Total Communication
Background in early childhood development

Special Interests/Achievements

Licensed Clinical Social Worker-VT and NH
Foster Care Training in both New Hampshire and Vermont
Completion of Positive Approaches to Solving Behavior Challenges (3 Day Seminar offered by the Institute of Applied Behavioral Analysis)
Child abuse And Exploitation Investigative Techniques, September 2000
Habitat for Humanity, John's Island, SC 2001
Completed Covered Bridges Half Marathon 2008; 2009; 2011; 2012; 2016
Upper Valley Community Band (Board Member 2007-2009)
Past Volunteer Coach for Girls on the Run (VT and NH)
Coach for Finding our Stride
Founding member-Lake Sunapee Area Flute Choir
Approved Social Work supervisor for candidates for licensure

Professional Experience Highlights

Clinical Supervisor, TLC Family Resource Center, Claremont, NH

May 2022-Present

- Provide clinical supervision to family support specialists and therapists
- Review treatment plans and casenotes
- Provide therapeutic interventions for children, youth and families

Clinical Social Worker, Newport Health Center, Newport, NH

March 2017-Present

- Provide support and resource assistance to patients in a rural health clinic
- Ensure compliance with the Sullivan County Grant
- Increase community awareness on health related issues especially mental health and addiction
- Improve collaboration with outside agencies including local mental health programs; addiction resources; school districts; community action programs, etc.

Clinical Social Worker, Birthing Pavilion/Intensive Care Nursery; Pediatric Cystic Fibrosis Program, Dartmouth Hitchcock Medical Center, Lebanon, NH

June 2011-April 2017

- Meet with at-risk mothers after delivery to assess for safety and post partum depression
- Help families cope with long term stays in the intensive care nursery
- Provide information and support to families with babies who are experiencing Neonatal Abstinence Syndrome
- Assist families with children diagnosed with Cystic Fibrosis with coping and navigating the system in order to provide for their children
- Assist with discharge planning of patients
- Provide emotional support and guidance for patients in an in-patient hospital setting

School-Based Clinician, Health Care and Rehabilitation Services of Southeastern Vermont, Hartford, VT, April 2007-June 2011

- Provide individual therapy to high school students
- Attend IEP and team meetings as necessary
- Create individual treatment plans and psychosocial assessments

Clinical Case Manager/Behavioral Specialist, Easter Seals of New Hampshire, Manchester NH, November 2001 – June 2005; November 2005-April 2007

- Manage a caseload of 10-12 children with Pervasive Developmental Disorders in a therapeutic residential treatment facility
- Develop treatment plans and complete psychosocial assessments with a team approach based on each individual's strengths
- Handle on-call crisis intervention
- Supervise unit staff
- Ensure treatment goals are carried out by entire treatment team
- Maintain training in Therapeutic Crisis Intervention
- Provided in-home early intervention therapy to a child under three with Autism
-

Intern, Dartmouth-Hitchcock Concord, Concord, NH, November 2005-May 2006

- Provide crisis intervention as necessary to patients
- Assist patients in locating services in the community
- Provide patients assistance in applying for community services

Developmental Specialist, Cape Cod Child Development Program, Hyannis, MA, June 2005-October 2005

- Provide support and instruction to families of young children with developmental delays or who are at-risk for delays
- Conduct treatment in the natural setting, generally at home or in the community

Intern, Nashua Children's Home, Nashua NH, September 2004 – May 2005

- Provide family and individual therapy to court ordered youth in a residential treatment setting
- Complete case notes and court reports

Acting Director, Cradle & Crayon Child Development Center, Hanover, NH, April 2001 – October 2001

- Manage the duties of a Child Development Center
- Supervise a staff of 25 teachers
- Ensure curriculum planning is implemented in all classrooms

Child Protective Service Worker, State of New Hampshire Division of Children, Youth and Families, Claremont, NH, September 1999 – April 2001

- Investigate and assess reports of child abuse and/or neglect
- Court involvement as necessary
- Strengthened partnerships with community agencies and police departments

Agro-Forestry Extension Agent, Peace Corps, Mauritania, West Africa, July 1998 – April 1999

- Follow the Mission of the Peace Corps
- Explore and implement the environmental needs of a West African Village

Education

Masters of Social Work, University of New Hampshire-Manchester, 2006
Bachelor of Arts in Psychology, Centenary College, 1993

ERIN A. KELLY

SUMMARY

Enthusiastic, personable and dedicated professional with 8+ years experience in supporting and advocating for clients with a wide range of skills and goals. Proven track record in dependability, communication and organizational skills. Ability to multi-task, prioritize and analyze to obtain best possible outcomes.

SKILLS

- Active listening
- Reading Comprehension
- Service Orientation
- Familiar with confidentiality procedures
- Critical Thinking
- Writing
- Excellent Time Management Skills
- Judgement and Decision Making
- Coordination
- Problem Sensitivity
- Organizational skills,
- Excellent Communication skills
- Ability to analyze situations from multiple vantage points
- Very versed in experience with the public, from varied socio-economic classes
- Current CPR and First Aid Certification
- Life long learner- have attended countless conferences, seminars, and panel as well as collaboration efforts with other area organizations.

WORK EXPERIENCE

April 2016-present

TLC Family Resource Center

Family Support Specialist

- Provide parent education and training based on Strengthening Families Framework
- Teach parents from Growing Great Kids curriculum during home visits
- Promoted to Healthy Families America Supervisor

January 2007 – April 2016

Southwestern Community Services - Head Start

Family Advocate

- Assist families in goal setting, finding available resources, educational opportunities, referrals to outside agencies
- Familiarity with social service agencies in the area
- 100% success rate in program wide federal reviews
- Maintain clients' records from application to graduation from the program
- Manage client database
- Compliance with Office of Head Start initiatives, policies and procedures.

Summer 2008 & 2009

West Central Behavioral Health

Behavioral Support

&

Summer 2004 & 2005

Health Care and Rehabilitation Services of Southeastern Vermont

Behavioral Support

- Assisted children with their therapeutic goals as outlined by their treatment plan
- Provide support, role modeling, and help identifying strengths
- Offer advice in overcoming challenges and support growing self-confidence

- Implemented daily activities including group ad confidence building exercises for youth at risk

Summer to Fall 2006

Connecticut Valley Home Care and Hospice

Companion & Homemaker

- Assist the elderly and disabled with household chores, errands
- Acted as companion and friend to help maintain their safety and lifestyle

Summer 2004

Upwey Farms

Milker

- Daily milking upwards of 60 head
- Light farm chores

2003-2006

Griswald Library, Green Mountain College

Librarian/Archival Assistant

- Cataloging, circulation of materials, archiving, and interlibrary loans

EDUCATION

2003-2006 Green Mountain College Poultney, Vermont

Sociology/Anthropology

- B.A.
- Cumulative GPA 3.6

2007 -Present

- Professional development documentation, training certificates in a wide variety of topics available upon request.

AWARDS

- Magna Cum Laude
- Sociology/Anthropology Senior Award
- President's List: 2 Semesters
- Dean's List: 2 Semesters

EXTRACURRICULAR/VOLUNTEER WORK

- Poultney Partners Mentoring Club 2004-2006
- Kiwanis Club of Claremont, member 2008-2011
- Claremont Cares gift giving program 2007 - present

RELATED EXPERIENCE AND COURSE WORK

Practicum, The Poultney Historical Society, VT March 2006

Interviewed Poultney residents regarding personal and community history as part of Oral History Project

Ethnographic Field Studies in China Summer 2005

Yancheng China, Jiangsu Province

Adirondack Block Course: Fall 2004

In-depth historical, social, and environmental study of the Adirondacks.

Upper-level course work

Area Studies, Social Research I & II, Human Ecology, Criminology, Social Theory, Senior Seminar in Behavioral Science

BRENDA L. FOLEY

SKILLS & EXPERIENCE as acquired and demonstrated through trainings, education, and life/work history.
- Strong ability to communicate effectively with diverse populations- Interpersonal relationship building and conflict resolution- Ability to adapt to difficult situations- Detail oriented- Capable problem solver- Good organizational skills- Efficient computer abilities- Effective time and project management- Leadership skills-

EDUCATION

Granite State College, Claremont, NH

- Bachelor of Science degree in Health & Human Services.
- Graduation: December 2006. Summa Cum Laude
- Recipient of Granite State College's 2006-2007 Merit Scholarship Award.

Andover College, Portland, ME

- Associate in Applied Science degree. Medical Assisting major/Human Services minor.
- Graduation: May 2002. GPA 4.0
- Recipient of Andover College's President Cup Award 2002.

EMPLOYMENT

Quality Assurance and Database Administrator, TLC Family Resource Center Claremont, NH 2015-present

- Coordinate quality assurance and quality improvement projects to comply with various state and foundation contracts and awards
- Generate reports and related information for management, contracts, and accreditation processes
- Manage Apricot database including development, training, and problem solving database components

Resident Services Coordinator, POAH Communities at Sugar River Mills Claremont, NH (5/13-4/15)

- Develop and implement supportive service programming in collaboration with residents, site staff and management and local community service providers.
- Identify, assess and coordinate the delivery of services with service providers and contractors
- Maintain all necessary information and reports in a confidential manner following the regulatory guidance provided by HUD.

Economic Independence / Direct Services Coordinator, TPN Claremont, NH (12/03-6/05; 12/09-5/13)

- Developed, coordinated and supervised the EIP, a grant funded program designed to promote and assist victim/survivors of domestic abuse, sexual assault, and stalking with whatever s/he may identify in order to reach self sufficiency and economic independence.
- Educated and trained community and businesses of trauma informed services.
- Coordinated and supervised agency D.S. staff and services including 24-hour crisis and support line, individual peer support counseling; group facilitation; outreach services, social services, legal, medical, law enforcement, and court advocacy and mediation, transportation; shelter and safe home placement; and referrals and follow up.
- Established and maintained collaborative working relationships with community providers including police, courts, attorneys, clergy, and medical mental health and social service providers.
- Recruited, trained, and retained 24-hour volunteer task force.

Independent Services Coordinator, Self-employed Contractor, Claremont, NH (12/09-present)

- Provide services as described below for two individuals who with the agreement and consent of their guardians requested I continue as their case manager by contracting independently with PathWays.

Family Services Coordinator, PathWays of the River Valley, Claremont, NH (12/06-12/09)

- Provided comprehensive case management social role valorization, and advocacy for persons with developmental disabilities and /or traumatic brain injury, ensuring the preservation of civil rights and those rights to treatment and services as set forth in NH RSA 171-A.
- Facilitated planning meetings, individual budgets, legal processes; and acted as a liaison between the individual, community, state agencies, and service providers.

COMMUNITY SERVICE & VOLUNTEERISM

- Crisis Intervention Volunteer Advocate, TPN Sullivan County 2005-2009, 2013-present
- Team Leader: Steppin Up to End Violence annual walk, TPN 2007-present

Karen W. Jameson, M.Ed, RN

Education:

NH M.Ed/ in Health Education, May 2009, Plymouth State University

NH Associate degree in nursing, May 2001, New Hampshire Community Technical College, Claremont,

Bachelor of Science in Animal, Veterinary and Aquatic Science, May 1991, University of Maine,

Orono, ME

Professional Experience:

TLC Family Resource Center, Claremont, NH 03743

(9/02- present)

NH Licensed Registered Nurse and Lactation Counselor: Function as a member of a dynamic team providing comprehensive health and parenting support to pregnant women, children and families. Provides health education and encouragement to ensure the best possible outcomes for infant and mother. Network with other social service agencies.

Valley Regional Hospital, Claremont, NH 03743

(6/01-12/02)

Registered Nurse: Assessed, diagnosed, planned, implemented and evaluated health care strategies for patients in a fast-paced medical and surgical unit.

Planned Parenthood of Northern New England, West Lebanon, NH 03784

(9/94-5/03)

Health care Assistant/ Registered Nurse: Performed a variety of medical, clerical, and administrative functions in a busy health care facility. Responsible for client safety, education and advocacy.

Dartmouth College, Biology Department, Hanover, NH 03755

(1/93-1/94)

Laboratory technician: Directly responsible for the efficient operation of a cell biology research lab. Supervised and trained several undergraduate students, ordered and inventoried supplies, performed various scientific assays. Assisted in grant application process.

Professional Training:

Healthy Families America: Healthy Families America (HFA) is one of the leading family support and evidence-based home visiting programs in the United States.

Growing Great Kids : An evidence informed curricula used in HFA The goal is to help strengthen families and assure optimal child development.

Circle of Security: Focused on helping caregivers reflect upon children's attachment needs in order to promote secure attachment with a child.

Helping Women Recover: A group for adult women with addictive disorders and a trauma history (eg: abuse, domestic violence, community violence, etc.)

Motivational Interviewing: A directive, client-centered counseling style for eliciting behavior change by helping clients to explore and resolve ambivalence.

Samantha Palmer

EDUCATION AND CERTIFICATION

Social Work

Masters Degree, University of New Hampshire, Durham, NH *anticipated December 2022*

Human Services with Early Childhood Development Specialty

Bachelors Degree, Granite State College, Concord, NH *June 2020*

Early Childhood Education

Associates Degree, Granite State College, Concord, NH *2012*

PROFESSIONAL EXPERIENCE

TLC Family Resource Center, *Family Support Specialist, (Claremont, NH)*

October 2020- present

- Provide case management and connect families to community resources.
- Complete required electronic documentation and program specific forms thoroughly, accurately and on time using Apricot, and other data platforms as required by contract.
- Conduct visits during times that are convenient to parents, including days, early evening and weekends, to provide program specific resources designed to strengthen families.
- Help families set goals and action steps.
- Participate in required program specific trainings and approved professional development.
- Facilitate parenting education groups

Pearls Little Angels/Creative Kids Adventure, Inc., *Lead Toddler Teacher, (Grantham, NH)*

January 2018- October 2020

- Develop and implement individual education plans for children ages 13 months- 2 years until transition to older Toddler classroom, which encourage their social, emotional, physical, linguistic, and intellectual development in a manner appropriate to their age and stage of development.
- Ensures the teaching team (Child care assistant, substitutes, etc) provides a safe, stimulating, and nurturing environment enriched by a high quality early language experience and an emphasis on social and emotional growth.
- Held responsible for implementing all program requirements in adherence to performance and outcome standards as prescribed by Pearl's Little Angels
- Successfully communicate, orally or in writing, with parents or guardians each day about their child's day at the Center.
- Perform monthly ASQ evaluations on each child with corresponding goals.

Concord Family YMCA, *Lead Preschool Teacher (Concord, NH)*

August 2014- June 2017

- Develop and implement individual education plans for children ages 3 years until transition to pre-kindergarten classroom, which encourage their social, emotional, physical, linguistic, and intellectual development in a manner appropriate to their age and stage of development.
- Ensures the teaching team (Child care assistant, substitutes, etc) provides a safe, stimulating, and nurturing environment enriched by a high quality early language experience and an emphasis on social and emotional growth.
- Held responsible for implementing all program requirements in adherence to performance and outcome standards as prescribed by Creative Curriculum and the YMCA.
- Successfully communicate, orally or in writing, with parents or guardians each day about their child's day at the Center.

Early Intervention and Education Network, Mentorship

June 2014- November 2014; per diem

- Mentorship through Early Intervention and Education Network
- Mentor professionals in the Early Childhood field
- Answer questions, provide guidance and provide materials to help professionals better understand behavior in children

Cinnamon Street Childcare Center (Newport, NH)

February 2014- August 2015

- Develop and implement individual education plans for children ages 2 years until transition to preschool, which encourage their social, emotional, physical, linguistic, and intellectual development in a manner appropriate to their age and stage of development.
- Ensures the teaching team (Child care assistant, substitutes, etc) provides a safe, stimulating, and nurturing environment enriched by a high quality early language experience and an emphasis on social and emotional growth.
- Held responsible for implementing all program requirements in adherence to performance and outcome standards as prescribed by Creative Curriculum.

PROFESSIONAL SKILLS

Proficient in MS Word, Excel, Photo Editing & Graphic Design Experience, CPR and First Aid Certified

PROFESSIONAL CREDENTIALS

Early Childhood Master Teacher Level 2, Infant & Toddler Foundational Level I, Early Childhood Master Professional Credential with the following endorsements: Individual Mentor, Workshop Trainer, Program Consultant

PROFESSIONAL TRAININGS

- HIPAA *fall 2020*
- Know & Tell *fall 2020*
- Concrete Support *fall 2020*
- Bringing the Protective Factors Framework to Life in Your Work: Introduction and Overview *fall 2020*
- Knowledge of Parenting and Child Development *fall 2020*
- Parental Resilience *fall 2020*
- Social and Emotional Competence of Children *fall 2020*
- Social Connections *fall 2020*
- Strengthening Families Wrap Up: Moving From Knowledge Into Action *fall 2020*
- Protective Factors Survey, 2nd Edition *fall 2020*
- Standards of Quality for Family Strengthening & Support Certification *fall 2020*
- Maternal Mental Health 101 *winter 2020*
- Community Development and Early Childhood: Partnering for Better Outcomes *winter 2020*
- Sudden Infant Death Syndrome (SIDS): Reducing the Risk *winter 2020*
- Perinatal Mood Disorder: Components of Care *spring 2021*
- Advanced Perinatal Mental Health Psychotherapy Training *spring 2021*
- Period of Purple Crying Training for Implementation *spring 2021*

Sarah E. Breisch

Education

- B. A. Literature, 2004

Experience

January 2018 to November 2018, April 2019 to Present

Family Support Specialist, TLC Family Resource Center

- Prenatal Education and Support, Parenting Support and Education, Case Management and Care Coordination, Referral Services and connection to area resources, Concrete supports for Families, and Family Advocacy offered through the Comprehensive Family Support Home Visiting Program.
- Facilitate supervised visits between parents and children with active DCYF involvement. Assist parents with meeting court-ordered goals through the Child Health Support/Parent Aid Program. Provide CPSWs with monthly progress reports and attend Court Hearings to provide information about the client's progress.
- Continue to offer all supports to families virtually or by phone as circumstances dictate.
- Sustain visit notes and other supporting documentation on all client-related activity on an online database.
- Completed Training in Growing Great Kids curriculum, Protective Factors, HIPPA standards
- Regularly participate in trainings related to working with young children, families in crisis, mental health and substance use issues
- Participated in No Drama Discipline Parent Café Pilot Program
- Co-authored Facilitator's Packet and Handout Packet for No Drama Discipline Parent Café
- Facilitate 12-session No Drama Discipline Parent Café for client group and company-offered employee group

July 2017 to January 2018

Kitchen Production Staff, Logistics and Order Fulfillment, Blake Hill Artisan Preserves

September 2009 to June 2017

Teacher, New England Classical Academy, 18 Central St. Claremont, NH 03743

September 2005- June 2009

Instructor, Mother of Divine Grace School, 407 Bryant Circle, Suite B1, Ojai, CA, 93023

**TLC Family Resource Center
HFA Home Visiting
October 1, 2022 – March 31, 2023**

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Erin Angley-Cohen	Clinical Supervisor	\$29,952	17%	\$5,092
Erin Kelly	HFA Supervisor	\$18,377	100%	\$18,377
Karen Jameson	Registered Nurse	\$28,852	22%	\$6,347
Samantha Palmer	Family Support Specialist	\$20,448	30%	\$6,134
Sarah Breisch	Family Support Specialist	\$16,380	67%	\$10,893
Brenda Foley	Quality Improvement Coordinator	\$18,018	16%	\$2,883
VACANT	Family Support Team Program Director	\$35,204	25%	\$8,801

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

Lori A. Shiblette
Commissioner

Patricia M. Tilley
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

March 17, 2022

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 amend existing contracts with the Contractors listed below to provide home visiting services to expectant women and newly parenting individuals by increasing the total price limitation by \$813,936 from \$10,157,002 to \$10,970,938 with no change to the contract completion dates of September 30, 2022, effective upon Governor and Council approval. 87% Federal Funds. 9% General Funds. 4% Other Funds (Governor Commission Funds).

The individual contracts were approved by Governor and Council as specified in the table below.

Vendor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval
Community Action of Belknap-Merrimack Counties Inc.	177203-B003	Concord, NH	\$725,477	\$21,268	\$746,745	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27) A2: 9/11/2020 (Item #11)
Community Action Partnership of Strafford County	177200-B004	Dover, NH	\$1,143,145	\$52,354	\$1,195,499	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27) A2: 9/23/2020 (Item #27)
Waypoint	177166-B002	City of Manchester, Hillsborough, Merrimack, and Rockingham Counties	\$4,891,017	\$418,808	\$5,309,825	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27) A2: 9/11/2020 (Item #11)

The Department of Health and Human Services' Mission is to join communities and families in providing opportunities for citizens to achieve health and independence.

The Family Resource Center at Gorham	162412-B001	Grafton and Coos County	\$1,771,144	\$269,162	\$2,040,293.00	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27) A2: 9/11/2020 (Item #11)
TLC Family Resource Center	170625-B001	Claremont, NH	\$599,500	\$19,632	\$619,132	O: 06/20/18 (Item #27E) A1: 9/11/2020 (Item #11)
Central New Hampshire VNA & Hospice	177724-4-B002	Laconia, NH	\$419,394	\$0	\$419,394	O: 06/20/18 (Item #27E) A1: 09/11/20 (Item #11)
VNA at HCS, Inc.	177274-B002	Keene, NH	\$607,328	\$32,722	\$640,050.00	O: 06/20/18 (Item #27E) A1: 9/11/2020 (Item #11)
Totals			\$10,157,002	\$813,936	\$10,970,938	

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 support the Maternal Infant Early Childhood Home Visiting model by expanding the allowable expenses to include service delivery to increase access to home visiting services, staff costs such as incentive pay, hiring costs or hiring bonuses, home visitor training, technology, emergency supplies, diaper bank coordination to support getting concrete needs to families such as diapers and wipes, and prepaid grocery cards. Providing services through evidence based home visiting, and collaborating with community partners to connect families with needed supports, ensures an array of services is available to assist with supporting and strengthening families in New Hampshire, statewide.

Approximately 260 households per year will be served during State Fiscal Years 2022 and 2023.

The Contractors provide home visiting services to pregnant women and newly parenting families with children up to the age of three (3). Nurses and family support workers visit families in their homes with the capacity to conduct visits virtually to provide educational information, depression and developmental screening, and connect families, as needed, with community services such as substance use treatment, prenatal care, employment programs, and the New Hampshire Tobacco Helpline.

The Department will monitor services by increasing the percent of families who remain enrolled in Healthy Families America for at least six (6) months from the baseline.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 3 of 3

Should the Governor and Executive Council not authorize this request, many of the most at risk New Hampshire families may not receive access to resources and family support and strengthening services necessary to raise children who are physically, socially and emotionally healthy, which can reduce juvenile delinquency, family violence, and crime.

Source of Federal Funds: Assistance Listing Number #93.870; FAIN #'s X1029490, X1031156, X1033595, X1039701, and X1141935. Health Disparities CDC #93.391, FAIN# NH75OT000031.

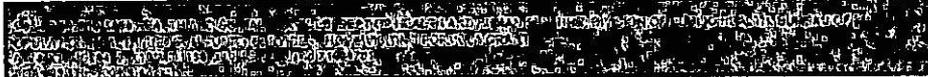
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Lori A. Shibinette
Commissioner

FINANCIAL DETAIL ATTACHMENT SHEET
Home Visiting-HFA
AMENDMENT 43



Community Action Defining Merrimack Counties - Vendor #177203-B003

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$127,085.00	\$0.00	\$127,085.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$127,085.00	\$0.00	\$127,085.00
SFY 2021	102-500731	Contracts for Program Svcs	90083203	\$148,171.00	\$0.00	\$148,171.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$155,200.00	\$0.00	\$155,200.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$39,000.00	\$11,225.00	\$50,225.00
			Subtotal	\$596,541.00	\$11,225.00	\$607,766.00

Community Action Partnership of Stratford County - Vendor #177200-B004

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$189,512.00	\$0.00	\$189,512.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$189,512.00	\$0.00	\$189,512.00
SFY 2021	102-500731	Contracts for Program Svcs	90083202	\$239,843.00	\$0.00	\$239,843.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$257,067.00	\$0.00	\$257,067.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$44,272.00	\$15,138.00	\$59,410.00
			Subtotal	\$920,126.00	\$15,138.00	\$935,264.00

Waypoint - City of Manchester - Vendor #177168-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$271,404.00	\$0.00	\$271,404.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$271,404.00	\$0.00	\$271,404.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$271,404.00	\$0.00	\$271,404.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$271,404.00	\$0.00	\$271,404.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$87,851.00	\$0.00	\$87,851.00
			Subtotal	\$1,153,467.00	\$0.00	\$1,153,467.00

Waypoint - Hillsboro - Vendor #177168-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$278,493.00	\$0.00	\$278,493.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$278,493.00	\$0.00	\$278,493.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$268,146.00	\$0.00	\$268,146.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$298,146.00	\$0.00	\$298,146.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$67,036.00	\$0.00	\$67,036.00
			Subtotal	\$1,160,314.00	\$0.00	\$1,160,314.00

Waypoint - Merrimack Vendor #177168-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$252,164.00	\$0.00	\$252,164.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$252,164.00	\$0.00	\$252,164.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$268,146.00	\$0.00	\$268,146.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$268,146.00	\$0.00	\$268,146.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$67,036.00	\$0.00	\$67,036.00
			Subtotal	\$1,107,656.00	\$0.00	\$1,107,656.00

Waypoint - Rockingham Vendor #177168-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$184,816.00	\$0.00	\$184,816.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$184,816.00	\$0.00	\$184,816.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$268,146.00	\$0.00	\$268,146.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$268,146.00	\$0.00	\$268,146.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$67,036.00	\$0.00	\$67,036.00
			Subtotal	\$972,860.00	\$0.00	\$972,860.00

FINANCIAL DETAIL ATTACHMENT SHEET
Hunts Waking-HFA

Granite VNA formerly known as (FKA): Central New Hampshire VNA & Hospice - Vendor #177244-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$85,768.00	\$0.00	\$85,768.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$85,768.00	\$0.00	\$85,768.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$85,768.00	\$0.00	\$85,768.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$85,768.00	\$0.00	\$85,768.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$21,442.00	\$8,098.00	\$27,540.00
		Subtotal		\$264,814.00	\$8,098.00	\$370,812.00

The Family Resource Center at Gorham - Coos County - Vendor #182412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$148,827.00	\$0.00	\$148,827.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$148,827.00	\$0.00	\$148,827.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$179,102.00	\$0.00	\$179,102.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$179,102.00	\$0.00	\$179,102.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$44,776.00	\$0.00	\$44,776.00
		Subtotal		\$696,534.00	\$0.00	\$696,534.00

The Family Resource Center at Gorham - Grafton County - Vendor #182412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$180,901.00	\$0.00	\$180,901.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$180,901.00	\$0.00	\$180,901.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$213,071.00	\$0.00	\$213,071.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$213,071.00	\$0.00	\$213,071.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$53,298.00	\$0.00	\$53,298.00
		Subtotal		\$841,212.00	\$0.00	\$841,212.00

TLC Family Resource Center - Vendor #170825-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$104,000.00	\$0.00	\$104,000.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$104,000.00	\$0.00	\$104,000.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$104,000.00	\$0.00	\$104,000.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$104,000.00	\$0.00	\$104,000.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$29,000.00	\$17,500.00	\$43,500.00
		Subtotal		\$445,000.00	\$17,500.00	\$462,500.00

VNA at HCS, Inc. - Vendor #177274-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$138,789.00	\$0.00	\$138,789.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$138,789.00	\$0.00	\$138,789.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$138,789.00	\$0.00	\$138,789.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$138,789.00	\$0.00	\$138,789.00
SFY 2023	102-500731	Contracts for Program Svcs	td	\$34,879.00	\$1,076.00	\$36,848.00
		Subtotal		\$556,146.00	\$1,076.00	\$557,222.00

FINANCIAL DETAIL ATTACHMENT SHEET
Home Visiting-WFA

STATE OF NEW HAMPSHIRE DEPARTMENT OF HEALTH AND HUMAN SERVICES BEHAVIORAL HEALTH DIVISION BUREAU OF DRUG ABUSE AND OTHER FUNDS

Community Action Debnep Merrimack Counties Vendor #177201-B003

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svs.	92058501	\$28,115.00	\$0.00	\$28,115.00
SFY 2021	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2022	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$44,898.00	\$44,898.00
SFY 2023	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
			Subtotal	\$28,115.00	\$44,898.00	\$73,013.00

Community Action Partnership of Stratford County Vendor #177200-B004

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svs.	92058501	\$68,575.00	\$0.00	\$68,575.00
SFY 2021	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2022	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$40,553.00	\$60,553.00
SFY 2023	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
			Subtotal	\$68,575.00	\$60,553.00	\$129,128.00

Waypoint- Rockingham County Vendor #177188-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svs.	92058501	\$88,965.00	\$0.00	\$88,965.00
SFY 2021	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2022	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2023	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
			Subtotal	\$88,965.00	\$0.00	\$88,965.00

The Family Resource Center at Gorham - Coos Vendor #182142-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svs.	92058501	\$32,175.00	\$0.00	\$32,175.00
SFY 2021	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2022	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2023	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
			Subtotal	\$32,175.00	\$0.00	\$32,175.00

The Family Resource Center at Gorham - Grafton County Vendor #182142-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svs.	92058501	\$32,170.00	\$0.00	\$32,170.00
SFY 2021	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2022	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2023	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
			Subtotal	\$32,170.00	\$0.00	\$32,170.00

VNA at HCS - Vendor #177274-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500585	Community Grants	92058502	\$0.00	\$7,792.00	\$7,792.00
SFY 2023	074-500585	Community Grants	92058502	\$0.00	\$0.00	\$0.00
			Subtotal	\$0.00	\$7,792.00	\$7,792.00

IJC Family Resource Center - Vendor #170673-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500585	Community Grants	92058502	\$0.00	\$70,000.00	\$70,000.00
SFY 2023	074-500585	Community Grants	92058502	\$0.00	\$0.00	\$0.00
			Subtotal	\$0.00	\$70,000.00	\$70,000.00

Granite VNA formerly known as (FKA): Central New Hampshire VNA & Hospice - Vendor #177244-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500585	Community Grants	92058502	\$0.00	\$24,391.00	\$24,391.00
SFY 2023	074-500585	Community Grants	92058502	\$0.00	\$0.00	\$0.00
			Subtotal	\$0.00	\$24,391.00	\$24,391.00

FINANCIAL DETAIL ATTACHMENT SHEET
Home Visiting-HFA

05-00-0010-0000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: HUMAN SERVICES DIV, CHILD PROTECTION, CHILD-FAMILY SERVICES
100% FEDERAL FUNDS CPDA #93.391 FAIRHD070T009031

Waypoint- Merrimack County Vendor #177168-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$181,179.00		\$181,179.00
SFY 2022	645-504004	General Funds for Other	42105746	\$181,179.00	(\$181,179.00)	\$0.00
SFY 2023	645-504004	General Funds for Other	42105746	\$45,295.00	(\$45,295.00)	\$0.00
			Subtotal	\$407,653.00	(\$226,474.00)	\$181,179.00

VNA at HCS, Inc. - Vendor #177274-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$7,814.00	\$0.00	\$7,814.00
SFY 2022	645-504004	General Funds for Other	42105746	\$7,814.00	-\$7,814.00	\$0.00
SFY 2023	645-504004	General Funds for Other	42105746	\$1,954.00	-\$1,954.00	\$0.00
			Subtotal	\$17,582.00	-\$7,764.00	\$7,814.00

Community Action Partnership of Stratford County Vendor #177208-B004

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$60,553.00	\$0.00	\$60,553.00
SFY 2022	645-504004	General Funds for Other	42105746	\$60,553.00	-\$60,553.00	\$0.00
SFY 2023	645-504004	General Funds for Other	42105746	\$15,138.00	-\$15,138.00	\$0.00
			Subtotal	\$136,244.00	-\$75,491.00	\$60,553.00

Community Action Bellinop Merrimack Counties Vendor #177203-B003

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$44,898.00	\$0.00	\$44,898.00
SFY 2022	645-504004	General Funds for Other	42105746	\$44,898.00	-\$44,898.00	\$0.00
SFY 2023	645-504004	General Funds for Other	42105746	\$11,725.00	-\$11,725.00	\$0.00
			Subtotal	\$101,521.00	-\$35,723.00	\$44,898.00

Granite VNA formerly know as (FKA): Central New Hampshire VNA & Hospice - Vendor #177344-B007

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$74,391.00	\$0.00	\$74,391.00
SFY 2022	645-504004	General Funds for Other	42105746	\$74,391.00	-\$74,391.00	\$0.00
SFY 2023	645-504004	General Funds for Other	42105746	\$5,098.00	-\$5,098.00	\$0.00
			Subtotal	\$154,880.00	-\$30,499.00	\$74,391.00

The Family Resource Center at Gorham - Coos County Vendor #182412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$25,000.00	\$0.00	\$25,000.00
SFY 2022	645-504004	General Funds for Other	42105746	\$25,000.00	(\$25,000.00)	\$0.00
SFY 2023	645-504004	General Funds for Other	42105746	\$6,250.00	(\$6,250.00)	\$0.00
			Subtotal	\$56,250.00	-\$31,750.00	\$25,000.00

The Family Resource Center at Gorham - Grafton County Vendor #182412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$50,000.00	\$0.00	\$50,000.00
SFY 2022	645-504004	General Funds for Other	42105746	\$50,000.00	(\$50,000.00)	\$0.00
SFY 2023	645-504004	General Funds for Other	42105746	\$12,500.00	(\$12,500.00)	\$0.00
			Subtotal	\$112,500.00	(\$62,500.00)	\$80,000.00

TLC Family Resource Center - Vendor #170825-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105746	\$70,000.00	\$0.00	\$70,000.00
SFY 2022	645-504004	General Funds for Other	42105746	\$70,000.00	(\$70,000.00)	\$0.00
SFY 2023	645-504004	General Funds for Other	42105746	\$17,500.00	(\$17,500.00)	\$0.00
			Subtotal	\$157,500.00	-\$87,500.00	\$70,000.00

Total of AU 2918 **\$1,049,722.00** **(\$579,798.00)** **\$448,834.00**

Family Resource Center at Gorham - Grafton Vendor #182412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	102-500731	Contracts for Program Svcs	90004019	\$0.00	\$50,000.00	\$50,000.00
SFY 2023	102-500731	Contracts for Program Svcs	90004019	\$0.00	\$12,500.00	\$12,500.00
			Subtotal	\$0.00	\$62,500.00	\$62,500.00

Family Resource Center at Gorham - Coos Vendor #182412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	102-500731	Contracts for Program Svcs	90004019	\$0.00	\$25,000.00	\$25,000.00
SFY 2023	102-500731	Contracts for Program Svcs	90004019	\$0.00	\$6,250.00	\$6,250.00
			Subtotal	\$0.00	\$31,250.00	\$31,250.00

Total of AU 8190 **\$0.00** **\$31,250.00** **\$31,250.00**

FINANCIAL DETAIL ATTACHMENT SHEET
Home Visiting-1FA

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500580	Grants for Pub Asst and Relief	90577100	\$0.00	\$181,178.00	\$181,178.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90577180	\$0.00	\$45,295.00	\$45,295.00
			Subtotal	\$0.00	\$226,473.00	\$226,473.00

Waypoint-Rockingham County Vendor #177186-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90577180	\$0.00	\$186,821.00	\$186,821.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90577180	\$0.00	\$42,205.00	\$42,205.00
			Subtotal	\$0.00	\$229,026.00	\$229,026.00

Family Resource Center at Gorham - Coos Vendor #182412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90577140	\$0.00	\$115,350.00	\$115,350.00
SFY 2022	074-500589	Grants for Pub Asst and Relief	90577100	\$0.00	\$45,000.00	\$45,000.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90577140	\$0.00	\$28,838.00	\$28,838.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90577100	\$0.00	\$11,250.00	\$11,250.00
			Subtotal	\$0.00	\$200,438.00	\$200,438.00
			Total AU 8771	\$0.00	\$837,938.00	\$837,938.00

Community Action Partnership of Stratford County Vendor #177200-B004

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500588	Grants for Pub Asst and Relief	90083206	\$0.00	\$28,177.00	\$28,177.00
SFY 2023	074-500588	Grants for Pub Asst and Relief	90083206	\$0.00	\$28,177.00	\$28,177.00
			Subtotal	\$0.00	\$56,354.00	\$56,354.00

Waypoint Vendor #177168-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500588	Grants for Pub Asst and Relief	90083206	\$0.00	\$103,891.00	\$103,891.00
SFY 2023	074-500588	Grants for Pub Asst and Relief	90083206	\$0.00	\$103,891.00	\$103,891.00
			Subtotal	\$0.00	\$207,782.00	\$207,782.00

Family Resource Center at Gorham Vendor #182412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$34,357.00	\$34,357.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$34,357.00	\$34,357.00
			Subtotal	\$0.00	\$68,714.00	\$68,714.00

VNA at HCS, Inc. - Vendor #177274-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$18,361.00	\$18,361.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$10,361.00	\$18,361.00
			Subtotal	\$0.00	\$28,722.00	\$37,722.00

TLC Family Resource Center - Vendor #170625-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500588	Grants for Pub Asst and Relief	90083206	\$0.00	\$9,816.00	\$9,816.00
SFY 2023	074-500588	Grants for Pub Asst and Relief	90083206	\$0.00	\$9,816.00	\$9,816.00
			Subtotal	\$0.00	\$19,632.00	\$19,632.00

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget

Community Action Belknap Merrimack Counties Vendor #177203-B003

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$10,634.00	\$10,634.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$10,634.00	\$10,634.00
			Subtotal	\$0.00	\$21,268.00	\$21,268.00

				TOTALS	\$10,157,002.00	\$813,938.00	\$10,970,938.00

10,970,938
\$10,970,938.00

**State of New Hampshire
Department of Health and Human Services
Amendment #2**

This Amendment to the Home Visiting Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and TLC Family Resource Center ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 20, 2018 (Item #27E), as amended on September 11, 2020, (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, 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 1.8, Price Limitation, to read:
\$619,132
2. Modify Exhibit A, Scope of Services Section 1 Provisions Applicable to All Services, Subsection 1.5, to read:
 - 1.5 The Contractor shall provide home visiting services as detailed in this Exhibit A, Scope of Services as follows:

Reference	Area of Service	Proposed Caseload SFY 2022 (Date of G&C Approval – 6/30/22)	Proposed Caseload SFY 2022 (7/1/2022 – 9/30/2022)
1.5.1	Sullivan County	15 families	15 families

3. Modify Exhibit A, Scope of Services Section 2 Scope of Work, by adding Subsection 2.10, to read:
 - 2.10 The Contractor shall support program staff and participants by providing the following allowable expenses under MIECHV American Rescue Plan funding:
 - 2.10.1 Service delivery.
 - 2.10.2 Hazard pay or other staff costs.
 - 2.10.3 Home visitor training.
 - 2.10.4 Technology.
 - 2.10.5 Emergency Supplies.
 - 2.10.6 Diaper bank coordination (if not possible, barriers to coordination must be provided in writing).
 - 2.10.7 Prepaid grocery cards.
4. Modify Exhibit A, Scope of Services Section 4 Reporting and Deliverable Requirements, Subsection 4.7, to read:
 - 4.7 The Contractor shall submit annual reports by July 31st of each contract year, with the first report due on July 31, 2022.
5. Modify Exhibit A, Scope of Services Section 6 Performance Measures, Subsection 6.1 to read as

follows with no change to Paragraph 6.1.1.:

6.1 All measures, consider services provided within the scope of this MCH contract during State Fiscal Year 2022, July 1, 2021 – June 30, 2022. Measures may be modified to reflect updates after October 1, 2021, to reflect new Federal updates.

6. Modify Exhibit A, Scope of Services Section 6 Performance Measures, Subsection 6.1 Paragraph 6.1.2, to read:

6.1.2 Performance Measure #2

HVNH-HFA Performance Measure #2 (Retention Report)

HFA Standard 3-4.A

Measure: Increase the percent of families who remain enrolled in HFA for at least six (6) months from the baseline¹.

Goal: Families stay connected and maintain involvement with HFA services.

Definition: **Numerator-** Of those in the denominator, the number of families that remained in HFA services at least six (6) months.

Denominator- The number of families who received a first home visit during the period for:

Quarter 4 - 7/1/2021 – 9/30/2021

Quarter 1 - 10/1/2021 - 12/31/2021

Quarter 2 - 1/1/2022 – 3/31/2022

Data Source: HVNH-HFA Data Records, HFA methodology for measuring retention rates.

7. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 1 to read:

1. This Agreement is funded with:

2.1 86% Federal Funds from Maternal, Infant and Early Childhood Home Visiting Grant Program as awarded on 5/18/2017, 9/15/2017, 8/26/2019, 2/4/2021, and 4/30/2021 by the Department of Health and Human Services, Health Resources and Services Administration; CDFA #93.870; FAIN #'s X1029490, X1031156, X1033595, X1039701, and X1141935.

2.2 10% General Funds from Parental Assistance Funds.

2.3 4% Other Funds (Governor Commission Funds).

8. Modify Exhibit B - Amendment #1, Methods and Conditions Precedent to Payment, Section 3, to read:

3. Payment for expenses shall be on a cost reimbursement basis for allowable costs only in accordance with Exhibit B-1 Budget through Exhibit B-10 Budget – Amendment #2.

9. Add Exhibit B-9 Budget – Amendment #2 and Exhibit B-10 Budget – Amendment #2, which are 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 Governor and 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

3/21/2022

Date

DocuSigned by:

Patricia M. Tilley

Name: Patricia M. Tilley

Title: Director

TLC Family Resource Center

3/18/2022

Date

Stephanie Slayton

Name: Stephanie Slayton

Title: Executive Director

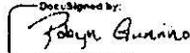
The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

3/22/2022

Date

DocuSigned by:



Name: Robyn Guarino

Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

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

Customer Name: TLC Family Resource Center

Project Title: Home Visiting New Hampshire - led by Family America

Budget Period: Date of BAC to June 30, 2007 (SFY 2007)

Category	Subcategory	Item	Quantity	Unit Price	Total	Category	Subcategory	Item	Quantity	Unit Price	Total
1. Personnel											
2. Contractual											
3. Materials											
4. Travel											
5. Information Technology											
6. Other											
7. Total											
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Lori A. Sibillette
Commissioner

I. 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

August 25, 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 amend existing Sole Source agreements with the vendors listed below in bold to provide home visiting services to expectant women and newly parenting individuals, by increasing the total price limitation by \$5,088,194 from \$4,657,387 to \$9,745,581 and by extending the completion dates from September 30, 2020 to September 30, 2022 effective upon Governor and Council approval. 81% Federal Funds. 19% General Funds.

The contracts and subsequent amendments were approved by Governor and Council, as indicated below.

Vendor Name	Vendor Code	Location	Current Amount	Increase (Decrease)	Revised Amount	G&C Date (Item #)
Community Action of Belknap-Merrimack Counties Inc.	177203-B003	2 Industrial Park Drive Concord, NH	\$314,056	\$0	\$314,056	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27)
Community Action Partnership of Strafford County	177200-B004	642 Central Avenue Dover, NH	\$492,727	\$650,418	\$1,143,145	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27)
Waypoint	177166-B002	City of Manchester, Hillsborough, Merrimack, and Rockingham Counties	\$2,309,438	\$2,581,579	\$4,891,017	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27)
The Family Resource Center at Gorham	162412-B001	Grafton and Coos County	\$801,958	\$969,183	\$1,771,141	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27)
TLC Family Resource Center	170625-B001	109 Pleasant Street Claremont, NH	\$234,000	\$365,500	\$599,500	O: 06/20/18 (Item #27E)
Central New Hampshire VNA & Hospice	1777244-B002	780 North Main Street Laconia, NH	\$192,978	\$226,416	\$419,394	O: 06/20/18 (Item #27E)

The Department of Health and Human Services' Mission is to join communities and families in providing opportunities for citizens to achieve health and independence.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2 of 3

VNA at HCS, Inc.	177274- B002	312 Marlboro Street Keene, NH	\$312,230	295,098	\$607,328	O: 06/20/18 (Item #27E)
Totals			\$4,657,387	\$5,088,194	\$9,745,581	
*The amendment with the Community Action of Belknap-Merrimack Counties Inc. is currently pending and will be submitted to a future G&C meeting.						

Funds are available in the following accounts for State Fiscal Year 2021, and 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 the contracts were originally approved as sole source and MOP 150 requires any subsequent amendments to be labelled as sole source. Additionally, the vendors are the only vendors certified to provide the evidence based home visiting model, 'Health Families America.' The vendors have been providing home visiting services in their respective counties and have developed collaborative referral networks that provide new mothers and their families with additional assistance programs in their community.

The purpose of this request is to continue providing Home Visiting services to eligible households utilizing the Maternal Infant Early Childhood Home Visiting model. Providing services through this model along with permanent partners within each community, ensures an array of services is available to assist with supporting and strengthening families in New Hampshire, statewide.

Continuing home visiting services allows the Department to provide services to a total of 500 households through September 30, 2022.

The Contractors provide home visiting services to pregnant women and newly parenting families with children up to the age of three (3). Nurses and family support workers visit families in their homes with the capacity to conduct visits virtually to provide educational information, depression and developmental screening, and connect families, as needed, with community services such as prenatal care, employment programs and the New Hampshire Tobacco Helpline.

As referenced in Exhibit C-1, Revisions to General Provisions 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, many of the most at risk New Hampshire families may not receive access to resources and family support and strengthening services necessary to raise children who are physically, socially and emotionally healthy, which can reduce juvenile delinquency, family violence and crime.

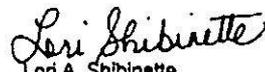
His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 3 of 3

Area served: Statewide

Source of Funds: CFDA #93.870, FAJN #X10MC33595

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. Shibanette
Commissioner

New Hampshire Department of Health and Human Services
Home Visiting Services



State of New Hampshire
Department of Health and Human Services
Amendment #1 to the Home Visiting Services Contract

This 1st Amendment to the Home Visiting Services contract (hereinafter referred to as "Amendment #1") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and TLC Family Resource Center, (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 109 Pleasant Street, Claremont, NH 03743.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 20, 2018 (Item #27E), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1, Revisions to General Provisions, Paragraph 3, 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:
September 30, 2022.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$599,500.
3. Modify Exhibit A, Scope of Services, Section 1 Provisions Applicable to All Services, Subsection 1.5., to read:
1.5. The Contractor shall provide home visiting services in Sullivan County to a minimum of 15 families per contract year.
4. Modify Exhibit A, Scope of Services, Section 2 Scope of Work, Subsection 2.2, Paragraph 2.2.4., to read:
2.2.4. Ensure the twelve (12) critical elements that make up the essential components of the HFA Model are addressed in agency policies.
5. Modify Exhibit A, Scope of Services, Section 2 Scope of Work, Subsection 2.2, by adding Paragraph 2.2.6., to read:
2.2.6 Participate in Continuous Quality Improvement Projects and collaborative efforts to serve families within designated catchment areas. The Contractor shall:
 - 2.2.6.1. Ensure staff are available to provide relevant data as well as key data and metrics, as requested by the Department.
 - 2.2.6.2. Ensure staff are available to review data, discuss performance, learn from their

New Hampshire Department of Health and Human Services
Home Visiting Services



peers, and identify action-steps that may improve client outcomes.

6. Modify Exhibit A, Scope of Services, Section 3 Staffing Requirements, Subsection 3.5 to read:
3.5. Reserved.
7. Modify Exhibit A, Scope of Services, Section 3 Staffing Requirements, Subsection 3.6, to read
3.6. Reserved.
8. Modify Exhibit A, Scope of Services, Section 4 Reporting and Deliverable Requirements, by adding Subsection 4.8., to read:
4.8 The Contractor shall participate in sub-recipient monitoring activities, as coordinated by the Department. The Contractor shall:
 - 4.8.1 Provide fiscal documentation demonstrating that MIECHV funding is utilized solely to support activities under this contract, as requested by the Department.
 - 4.8.2 Ensure expenses are reasonable, allowable and allocable per 45 CFR 75.
 - 4.8.3. Provide documentation of funding utilization and reasonable expenses to the Department upon request.
9. Modify Exhibit A, Scope of Services, Section 5 Work Plan, Subsection 5.2. to read:
5.2. The Contractor shall submit a Work Plan, utilizing a template as provided by the Department, that includes, but is not limited to:
 - 5.2.1. Activities.
 - 5.2.2. Performance Measures (Outcomes).
 - 5.2.3. Action Plan for Improvement.
10. Modify Exhibit A-2 Work Plan Template by deleting it in its entirety and replacing it with Exhibit A-2 Performance Measures, which is attached hereto and incorporated by reference herein.
11. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 1, to read:
 1. This Contract is funded with federal funds. Department access to supporting funding for this project is dependent upon the criteria set forth in the Catalog of Federal Domestic Assistance (CFDA) # 93.870 (<https://www.cfda.gov>), U.S. Department of Health and Human Services, Health Resources and Services Administration (HRSA) and General Funds from Parental Assistance Funds.
12. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 3, to read:
 3. Payment for expenses shall be on a cost reimbursement basis for allowable costs only in accordance with Exhibit B-1, Budget through Exhibit B-8 – Amendment #1.
13. Modify Exhibit B-3, Budget by deleting it in its entirety and replacing it with Exhibit B-3 Budget – Amendment #1, which is attached hereto and incorporated by reference herein.
14. Add Exhibit B-4 Budget – Amendment #1.
15. Add Exhibit B-5 Budget – Amendment #1.
16. Add Exhibit B-6 Budget – Amendment #1.
17. Add Exhibit B-7 Budget – Amendment #1.
18. Add Exhibit B-8 Budget – Amendment #1.

TLC Family Resource Center

SS-2019-DPHS-05-HOMEV-06-A01

Amendment #1
Page 2 of 4

Contractor Initials
Date

8/17/19

New Hampshire Department of Health and Human Services
Home Visiting Services



All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #1 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

8/13/20
Date

[Signature]
Name: Ann Lander
Title: KSAC Chair
TLC Family Resource Center

8/12/20
Date

[Signature]
Name: Stephanie Slayton
Title: Executive Director

New Hampshire Department of Health and Human Services
Home Visiting Services



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

OFFICE OF THE ATTORNEY GENERAL

08/24/20
Date

Catherine Pinos
Name:
Title: Catherine Pinos, Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

New Hampshire Department of Health and Human Services
Home Visiting Services



Exhibit A-2 Performance Measures

1. Performance Measures

- 1.1. For all measures, consider services provided during State Fiscal year 2021 (July 1, 2020– June 30, 2021) in accordance with Exhibit A, Scope of Services of this Contract.

Performance Measure #1 (EPDS)
HFA Best Practice Standard 7-4.1)

Measure: 80% of women enrolled in the program received at least one Edinburgh Postnatal Depression Scale screening by 3 months postpartum.

Goal: All post-partum women enrolled in HFA will receive this formal, validated screening for depression at the optimal time.

Definition: Numerator- Of those in the denominator, the number of women that received an Edinburgh Postnatal Depression Scale (EPDS) screening by 3 months postpartum.

Denominator- The total number of women in the program who reached 3 months postpartum during the reporting period and were enrolled prior to 3 months after the birth of their baby.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → HFA EPDS 3 months rev [7/10/2019] Index child only

Performance Measure #2 (Retention)
HFA Best Practice Standard 3-4.A)

Measure: Increase the percent of families who remain enrolled in HFA for at least 6 months from FPY 2019 average (10/1/2018-9/30/2019) baseline.

Goal: Families stay connected and maintain involvement with HFA services.

Definition: Numerator- Of those in the denominator, the number of families that remained in HFA services at least 6 months.

Denominator- The number of families who received a first home visit during the period 10/1/2019-9/30/2020:

Quarter 1 10/1/2019- 12/31/2019

Quarter 2 1/1/2020- 3/31/2020

Quarter 3 4/1/2020 - 6/30/2020

Quarter 4 7/1/2020 - 9/30/2020.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → HFA Retention Summary (Current) (Baseline is determined by performance in the prior fiscal year.)

TLC Family Resource Center

SS-2019-DPHS-05-HOMEV-06-AD1

Page 1 of 2

Date ⁹⁸ 8/12/20

New Hampshire Department of Health and Human Services
Home Visiting Services



Exhibit A-2 Performance Measures

Performance Measure #3
HFA Best Practice Standard 6-6.B

Measure: 90% of target children with a positive screen for developmental delays (scoring below the "cutoff" on the ASQ-3) receive services in a timely manner. Children already receiving developmental services should not be screened.

Goal: All children served who are determined to be at risk for developmental delays, and are not already receiving developmental services, will receive a referral for further evaluation or services. (If a family declines a referral this should be documented in the family's file and the Family Support Specialist shall continue efforts to advocate for accessing developmental services.)

Definition: Numerator: Number of children enrolled in home visiting who a) received individualized developmental support from a home visitor; b) were referred to early intervention services and received an evaluation within 45 days; OR c) were referred to other community services who received services within 30 days (and met the conditions specified in the denominator.)

Denominator: Total number of children enrolled in HFA with positive screens (scoring below the cutoff) for developmental delays, measured using the ASQ-3.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → HFA Child Development Screenings (Current)

Performance Measure #4
HFA Standard 12-1.B

Measure: All direct service staff receive a minimum of 75% of required weekly individual supervision according to the HFA Standards.

Goal: Service providers receive ongoing, effective supervision so they are able to develop realistic and effective plans to empower families.

Definition: Numerator- Of those in the denominator, the number of direct service staff who received 75% of required weekly individual supervision for a minimum of 1.5 hours for full-time (.75 to 1.0 FTE) and 1 hour for part-time staff (from .25 - .75 FTE).

Denominator- The number of direct service staff/home visitors employed in the HFA Program during quarter.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → Staff Supervision Rev [6-22-2018]

TLC Family Resource Center

SS-2019-DPHS-05-HOMEV-06-A01

Page 2 of 2

Date 8/12/20

Long-Term Budget - Amendment #1

New Hampshire Department of Health and Human Services
 Budget Request for Fiscal Year 2020 - Health and Human Services
 Budget Period: October 1, 2019 - June 30, 2020

Line Item	FTE	Total Program Cost		Contractor Salary / Materials		Funded by Other Contract	
		2019	2020	2019	2020	2019	2020
1. Total Salaries	1	1,111,000	1,111,000	1,111,000	1,111,000	1,111,000	1,111,000
2. Employee Benefits	1	174,225	174,225	-	-	-	-
3. Contract	1	-	-	-	-	-	-
4. Materials	1	-	-	-	-	-	-
5. Travel	1	-	-	-	-	-	-
6. Rental and Maintenance	1	-	-	-	-	-	-
7. Purchased Services	1	-	-	-	-	-	-
8. Equipment	1	-	-	-	-	-	-
9. Information Technology	1	-	-	-	-	-	-
10. Other	1	-	-	-	-	-	-
11. Training	1	-	-	-	-	-	-
12. Consulting	1	-	-	-	-	-	-
13. Current Expenses	1	-	-	-	-	-	-
14. Printing	1	-	-	-	-	-	-
15. Reproduction	1	-	-	-	-	-	-
16. Audit and Legal	1	-	-	-	-	-	-
17. Travel Expenses	1	-	-	-	-	-	-
18. Supplies	1	-	-	-	-	-	-
19. Other Direct Contract Costs	1	-	-	-	-	-	-
20. Total Program Cost	1	1,285,225	1,285,225	1,111,000	1,111,000	1,111,000	1,111,000
TOTAL	1	1,285,225	1,285,225	1,111,000	1,111,000	1,111,000	1,111,000

ES
 8/18/20

Budget 0-1 Budget Amendment #1

Commission on the T.C. Family Resource Center
 New Hampshire Department of Health and Human Services
 Budget Request for: Homeless New Hampshire - Healthy Families Initiative
 Budget Period: July 1, 2019 - June 30, 2020 (6 Months)

Line Item	Description	Total Program Cost		Committed (thru 7/1/20)		Funding by Grant (through 6/30/20)	
		Current	Amended	Current	Amended	Current	Amended
1	Salaries and Wages	31,000.00		31,000.00		31,000.00	
2	Contractual Services	8,117.50		8,117.50		8,117.50	
3	Commodities						
4	Capital	322.20		322.20		322.20	
5	Equipment and Maintenance						
6	Professional/Consultant	700.00		700.00		700.00	
7	Travel						
8	Telephone	1,500.00		1,500.00		1,500.00	
9	Utilities						
10	Printing						
11	Office	1,700.00		1,700.00		1,700.00	
12	Other	1,550.00		1,550.00		1,550.00	
13	Contingency		8,000.00		8,000.00		8,000.00
14	Capital Expenses						
15	Telephone	1,227.50		1,227.50		1,227.50	
16	Utilities						
17	Printing		1,500.00		1,500.00		1,500.00
18	Office and LPA		1,170.00		1,170.00		1,170.00
19	Other						
20	Contingency						
21	Other						
22	Salaries and Wages	2,000.00		2,000.00		2,000.00	
23	Contractual Services	800.00		800.00		800.00	
24	Commodities						
25	Capital						
26	Equipment and Maintenance						
27	Professional/Consultant	400.00		400.00		400.00	
28	Travel						
29	Telephone						
30	Utilities						
31	Printing						
32	Office						
33	Other						
34	Contingency						
35	Capital Expenses						
36	Telephone						
37	Utilities						
38	Printing						
39	Office and LPA						
40	Other						
41	Contingency						
42	Capital Expenses						
43	Telephone						
44	Utilities						
45	Printing						
46	Office						
47	Other						
48	Contingency						
49	Capital Expenses						
50	Telephone						
51	Utilities						
52	Printing						
53	Office						
54	Other						
55	Contingency						
56	Capital Expenses						
57	Telephone						
58	Utilities						
59	Printing						
60	Office						
61	Other						
62	Contingency						
63	Capital Expenses						
64	Telephone						
65	Utilities						
66	Printing						
67	Office						
68	Other						
69	Contingency						
70	Capital Expenses						
71	Telephone						
72	Utilities						
73	Printing						
74	Office						
75	Other						
76	Contingency						
77	Capital Expenses						
78	Telephone						
79	Utilities						
80	Printing						
81	Office						
82	Other						
83	Contingency						
84	Capital Expenses						
85	Telephone						
86	Utilities						
87	Printing						
88	Office						
89	Other						
90	Contingency						
91	Capital Expenses						
92	Telephone						
93	Utilities						
94	Printing						
95	Office						
96	Other						
97	Contingency						
98	Capital Expenses						
99	Telephone						
100	Utilities						
101	Printing						
102	Office						
103	Other						
104	Contingency						
105	Capital Expenses						
106	Telephone						
107	Utilities						
108	Printing						
109	Office						
110	Other						
111	Contingency						
112	Capital Expenses						
113	Telephone						
114	Utilities						
115	Printing						
116	Office						
117	Other						
118	Contingency						
119	Capital Expenses						
120	Telephone						
121	Utilities						
122	Printing						
123	Office						
124	Other						
125	Contingency						
126	Capital Expenses						
127	Telephone						
128	Utilities						
129	Printing						
130	Office						
131	Other						
132	Contingency						
133	Capital Expenses						
134	Telephone						
135	Utilities						
136	Printing						
137	Office						
138	Other						
139	Contingency						
140	Capital Expenses						
141	Telephone						
142	Utilities						
143	Printing						
144	Office						
145	Other						
146	Contingency						
147	Capital Expenses						
148	Telephone						
149	Utilities						
150	Printing						
151	Office						
152	Other						
153	Contingency						
154	Capital Expenses						
155	Telephone						
156	Utilities						
157	Printing						
158	Office						
159	Other						
160	Contingency						
161	Capital Expenses						
162	Telephone						
163	Utilities						
164	Printing						
165	Office						
166	Other						
167	Contingency						
168	Capital Expenses						
169	Telephone						
170	Utilities						
171	Printing						
172	Office						
173	Other						
174	Contingency						
175	Capital Expenses						
176	Telephone						
177	Utilities						
178	Printing						
179	Office						
180	Other						
181	Contingency						
182	Capital Expenses						
183	Telephone						
184	Utilities						
185	Printing						
186	Office						
187	Other						
188	Contingency						
189	Capital Expenses						
190	Telephone						
191	Utilities						
192	Printing						
193	Office						
194	Other						
195	Contingency						
196	Capital Expenses						
197	Telephone						
198	Utilities						
199	Printing						
200	Office						
201	Other						
202	Contingency						
203	Capital Expenses						
204	Telephone						
205	Utilities						
206	Printing						
207	Office						
208	Other						
209	Contingency						
210	Capital Expenses						
211	Telephone						
212	Utilities						
213	Printing						
214	Office						
215	Other						
216	Contingency						
217	Capital Expenses						
218	Telephone						
219	Utilities						
220	Printing						

Line 6 - Budget - Amendment #1

Committed to date: FLE Family Resource Center		New Hampshire Department of Health and Human Services	
Budget to date for: New Funding for Computers - Health / Family Resource		Budget Period: July 1, 2021 - June 30, 2022	
Line Item	Original Budget	Amendment #1	Total
1. Total Encumbrances	10,000.00	1,111.00	11,111.00
2. Unencumbered Balance	17,825.00	10,242.00	28,067.00
3. Contingency	-	-	-
4. Reserve	-	-	-
5. Funds and Transfers	-	-	-
6. Partial Encumbrances	-	-	-
7. Encumbrances	-	-	-
8. Payroll	-	-	-
9. Materials	-	-	-
10. Travel	-	-	-
11. Other	-	-	-
12. Contingency	-	-	-
13. Capital Expenses	-	-	-
14. Depreciation	-	-	-
15. Insurance	-	-	-
16. Bond and Legal	-	-	-
17. Interest	-	-	-
18. Bond Expenses	-	-	-
19. Salaries	-	-	-
20. Operating Agreements	-	-	-
21. Debt Services and Interest	-	-	-
22. Accounting Adjustments	-	-	-
23. Capital Equipment Inventory	-	-	-
TOTAL	17,825.00	11,353.00	29,178.00

8/2/20

Budget 94 Budget Amendment #1

Connecticut State Family Resource Center New Hampshire Department of Health and Human Services
 Budget Request for Family Resource Centers - Healthy Families Square
 Budget Period: July 1, 2021 - June 30, 2022 (6 MONTH FUNDING)

Line Item	2021 Program Cost			Companion State Match			Funded by SFRC (Funding Shift)		
	Direct	Indirect	Total	Direct	Indirect	Total	Direct	Indirect	Total
1. Personnel	1,304,000	-	1,304,000	-	-	-	1,304,000	-	1,304,000
2. Contract Services	5,112,000	-	5,112,000	-	-	-	5,112,000	-	5,112,000
3. Equipment	-	-	-	-	-	-	-	-	-
4. Materials	122,500	-	122,500	-	-	-	122,500	-	122,500
5. Rental and maintenance	-	-	-	-	-	-	-	-	-
6. Other	2,000	-	2,000	-	-	-	2,000	-	2,000
7. Depreciation	-	-	-	-	-	-	-	-	-
8. Intangible	-	-	-	-	-	-	-	-	-
9. Other	1,242,000	-	1,242,000	-	-	-	1,242,000	-	1,242,000
10. Travel	1,122,000	-	1,122,000	-	-	-	1,122,000	-	1,122,000
11. Contingency	-	1,000,000	1,000,000	-	-	-	-	1,000,000	1,000,000
12. Computer Expenses	-	-	-	-	-	-	-	-	-
13. Insurance	1,122,000	-	1,122,000	-	-	-	1,122,000	-	1,122,000
14. Other	-	-	-	-	-	-	-	-	-
15. Other	-	-	-	-	-	-	-	-	-
16. Other	-	-	-	-	-	-	-	-	-
17. Other	-	-	-	-	-	-	-	-	-
18. Other	-	-	-	-	-	-	-	-	-
19. Other	-	-	-	-	-	-	-	-	-
20. Other	-	-	-	-	-	-	-	-	-
21. Other	-	-	-	-	-	-	-	-	-
22. Other	-	-	-	-	-	-	-	-	-
23. Other	-	-	-	-	-	-	-	-	-
24. Other	-	-	-	-	-	-	-	-	-
25. Other	-	-	-	-	-	-	-	-	-
26. Other	-	-	-	-	-	-	-	-	-
27. Other	-	-	-	-	-	-	-	-	-
28. Other	-	-	-	-	-	-	-	-	-
29. Other	-	-	-	-	-	-	-	-	-
30. Other	-	-	-	-	-	-	-	-	-
31. Other	-	-	-	-	-	-	-	-	-
32. Other	-	-	-	-	-	-	-	-	-
33. Other	-	-	-	-	-	-	-	-	-
34. Other	-	-	-	-	-	-	-	-	-
35. Other	-	-	-	-	-	-	-	-	-
36. Other	-	-	-	-	-	-	-	-	-
37. Other	-	-	-	-	-	-	-	-	-
38. Other	-	-	-	-	-	-	-	-	-
39. Other	-	-	-	-	-	-	-	-	-
40. Other	-	-	-	-	-	-	-	-	-
41. Other	-	-	-	-	-	-	-	-	-
42. Other	-	-	-	-	-	-	-	-	-
43. Other	-	-	-	-	-	-	-	-	-
44. Other	-	-	-	-	-	-	-	-	-
45. Other	-	-	-	-	-	-	-	-	-
46. Other	-	-	-	-	-	-	-	-	-
47. Other	-	-	-	-	-	-	-	-	-
48. Other	-	-	-	-	-	-	-	-	-
49. Other	-	-	-	-	-	-	-	-	-
50. Other	-	-	-	-	-	-	-	-	-
51. Other	-	-	-	-	-	-	-	-	-
52. Other	-	-	-	-	-	-	-	-	-
53. Other	-	-	-	-	-	-	-	-	-
54. Other	-	-	-	-	-	-	-	-	-
55. Other	-	-	-	-	-	-	-	-	-
56. Other	-	-	-	-	-	-	-	-	-
57. Other	-	-	-	-	-	-	-	-	-
58. Other	-	-	-	-	-	-	-	-	-
59. Other	-	-	-	-	-	-	-	-	-
60. Other	-	-	-	-	-	-	-	-	-
61. Other	-	-	-	-	-	-	-	-	-
62. Other	-	-	-	-	-	-	-	-	-
63. Other	-	-	-	-	-	-	-	-	-
64. Other	-	-	-	-	-	-	-	-	-
65. Other	-	-	-	-	-	-	-	-	-
66. Other	-	-	-	-	-	-	-	-	-
67. Other	-	-	-	-	-	-	-	-	-
68. Other	-	-	-	-	-	-	-	-	-
69. Other	-	-	-	-	-	-	-	-	-
70. Other	-	-	-	-	-	-	-	-	-
71. Other	-	-	-	-	-	-	-	-	-
72. Other	-	-	-	-	-	-	-	-	-
73. Other	-	-	-	-	-	-	-	-	-
74. Other	-	-	-	-	-	-	-	-	-
75. Other	-	-	-	-	-	-	-	-	-
76. Other	-	-	-	-	-	-	-	-	-
77. Other	-	-	-	-	-	-	-	-	-
78. Other	-	-	-	-	-	-	-	-	-
79. Other	-	-	-	-	-	-	-	-	-
80. Other	-	-	-	-	-	-	-	-	-
81. Other	-	-	-	-	-	-	-	-	-
82. Other	-	-	-	-	-	-	-	-	-
83. Other	-	-	-	-	-	-	-	-	-
84. Other	-	-	-	-	-	-	-	-	-
85. Other	-	-	-	-	-	-	-	-	-
86. Other	-	-	-	-	-	-	-	-	-
87. Other	-	-	-	-	-	-	-	-	-
88. Other	-	-	-	-	-	-	-	-	-
89. Other	-	-	-	-	-	-	-	-	-
90. Other	-	-	-	-	-	-	-	-	-
91. Other	-	-	-	-	-	-	-	-	-
92. Other	-	-	-	-	-	-	-	-	-
93. Other	-	-	-	-	-	-	-	-	-
94. Other	-	-	-	-	-	-	-	-	-
95. Other	-	-	-	-	-	-	-	-	-
96. Other	-	-	-	-	-	-	-	-	-
97. Other	-	-	-	-	-	-	-	-	-
98. Other	-	-	-	-	-	-	-	-	-
99. Other	-	-	-	-	-	-	-	-	-
100. Other	-	-	-	-	-	-	-	-	-
TOTAL	8,774,500	1,000,000	9,774,500	-	-	-	8,774,500	1,000,000	9,774,500

88
 8/12/20

Table 0.7 Budget - Household #1

New Hampshire Department of Health and Human Services		Total Program Cost		Total		Total		Total	
Line Item	Agency	2012	2013	2012	2013	2012	2013	2012	2013
1.00	Family Resources	2,418,251	2,418,251	2,418,251	2,418,251	2,418,251	2,418,251	2,418,251	2,418,251
1.01	Personnel	1,450,000	1,450,000	1,450,000	1,450,000	1,450,000	1,450,000	1,450,000	1,450,000
1.02	Travel	-	-	-	-	-	-	-	-
1.03	Telephone	-	-	-	-	-	-	-	-
1.04	Postage and Transportation	-	-	-	-	-	-	-	-
1.05	Printing/Reproduction	-	-	-	-	-	-	-	-
1.06	Supplies	-	-	-	-	-	-	-	-
1.07	Utilities	-	-	-	-	-	-	-	-
1.08	Professional	-	-	-	-	-	-	-	-
1.09	Pharmacy	-	-	-	-	-	-	-	-
1.10	Medical	-	-	-	-	-	-	-	-
1.11	Other	-	-	-	-	-	-	-	-
1.12	Commodities	-	-	-	-	-	-	-	-
1.13	Contract Services	-	-	-	-	-	-	-	-
1.14	Telephone	-	-	-	-	-	-	-	-
1.15	Postage and Transportation	-	-	-	-	-	-	-	-
1.16	Printing/Reproduction	-	-	-	-	-	-	-	-
1.17	Supplies	-	-	-	-	-	-	-	-
1.18	Utilities	-	-	-	-	-	-	-	-
1.19	Professional	-	-	-	-	-	-	-	-
1.20	Pharmacy	-	-	-	-	-	-	-	-
1.21	Medical	-	-	-	-	-	-	-	-
1.22	Other	-	-	-	-	-	-	-	-
1.23	Commodities	-	-	-	-	-	-	-	-
1.24	Contract Services	-	-	-	-	-	-	-	-
1.25	Telephone	-	-	-	-	-	-	-	-
1.26	Postage and Transportation	-	-	-	-	-	-	-	-
1.27	Printing/Reproduction	-	-	-	-	-	-	-	-
1.28	Supplies	-	-	-	-	-	-	-	-
1.29	Utilities	-	-	-	-	-	-	-	-
1.30	Professional	-	-	-	-	-	-	-	-
1.31	Pharmacy	-	-	-	-	-	-	-	-
1.32	Medical	-	-	-	-	-	-	-	-
1.33	Other	-	-	-	-	-	-	-	-
1.34	Commodities	-	-	-	-	-	-	-	-
1.35	Contract Services	-	-	-	-	-	-	-	-
1.36	Telephone	-	-	-	-	-	-	-	-
1.37	Postage and Transportation	-	-	-	-	-	-	-	-
1.38	Printing/Reproduction	-	-	-	-	-	-	-	-
1.39	Supplies	-	-	-	-	-	-	-	-
1.40	Utilities	-	-	-	-	-	-	-	-
1.41	Professional	-	-	-	-	-	-	-	-
1.42	Pharmacy	-	-	-	-	-	-	-	-
1.43	Medical	-	-	-	-	-	-	-	-
1.44	Other	-	-	-	-	-	-	-	-
1.45	Commodities	-	-	-	-	-	-	-	-
1.46	Contract Services	-	-	-	-	-	-	-	-
1.47	Telephone	-	-	-	-	-	-	-	-
1.48	Postage and Transportation	-	-	-	-	-	-	-	-
1.49	Printing/Reproduction	-	-	-	-	-	-	-	-
1.50	Supplies	-	-	-	-	-	-	-	-
1.51	Utilities	-	-	-	-	-	-	-	-
1.52	Professional	-	-	-	-	-	-	-	-
1.53	Pharmacy	-	-	-	-	-	-	-	-
1.54	Medical	-	-	-	-	-	-	-	-
1.55	Other	-	-	-	-	-	-	-	-
1.56	Commodities	-	-	-	-	-	-	-	-
1.57	Contract Services	-	-	-	-	-	-	-	-
1.58	Telephone	-	-	-	-	-	-	-	-
1.59	Postage and Transportation	-	-	-	-	-	-	-	-
1.60	Printing/Reproduction	-	-	-	-	-	-	-	-
1.61	Supplies	-	-	-	-	-	-	-	-
1.62	Utilities	-	-	-	-	-	-	-	-
1.63	Professional	-	-	-	-	-	-	-	-
1.64	Pharmacy	-	-	-	-	-	-	-	-
1.65	Medical	-	-	-	-	-	-	-	-
1.66	Other	-	-	-	-	-	-	-	-
1.67	Commodities	-	-	-	-	-	-	-	-
1.68	Contract Services	-	-	-	-	-	-	-	-
1.69	Telephone	-	-	-	-	-	-	-	-
1.70	Postage and Transportation	-	-	-	-	-	-	-	-
1.71	Printing/Reproduction	-	-	-	-	-	-	-	-
1.72	Supplies	-	-	-	-	-	-	-	-
1.73	Utilities	-	-	-	-	-	-	-	-
1.74	Professional	-	-	-	-	-	-	-	-
1.75	Pharmacy	-	-	-	-	-	-	-	-
1.76	Medical	-	-	-	-	-	-	-	-
1.77	Other	-	-	-	-	-	-	-	-
1.78	Commodities	-	-	-	-	-	-	-	-
1.79	Contract Services	-	-	-	-	-	-	-	-
1.80	Telephone	-	-	-	-	-	-	-	-
1.81	Postage and Transportation	-	-	-	-	-	-	-	-
1.82	Printing/Reproduction	-	-	-	-	-	-	-	-
1.83	Supplies	-	-	-	-	-	-	-	-
1.84	Utilities	-	-	-	-	-	-	-	-
1.85	Professional	-	-	-	-	-	-	-	-
1.86	Pharmacy	-	-	-	-	-	-	-	-
1.87	Medical	-	-	-	-	-	-	-	-
1.88	Other	-	-	-	-	-	-	-	-
1.89	Commodities	-	-	-	-	-	-	-	-
1.90	Contract Services	-	-	-	-	-	-	-	-
1.91	Telephone	-	-	-	-	-	-	-	-
1.92	Postage and Transportation	-	-	-	-	-	-	-	-
1.93	Printing/Reproduction	-	-	-	-	-	-	-	-
1.94	Supplies	-	-	-	-	-	-	-	-
1.95	Utilities	-	-	-	-	-	-	-	-
1.96	Professional	-	-	-	-	-	-	-	-
1.97	Pharmacy	-	-	-	-	-	-	-	-
1.98	Medical	-	-	-	-	-	-	-	-
1.99	Other	-	-	-	-	-	-	-	-
TOTAL		2,418,251	2,418,251	2,418,251	2,418,251	2,418,251	2,418,251	2,418,251	2,418,251

Signature


Center for Budget - Amendment #1

Contractor for: TLE Family Resource Center
 Department of Health and Human Services
 Budget Request for Fiscal Year 2017 - Amendment #1 - Health Center North
 Budget Period: July 1, 2017 - June 30, 2018 (FY 2017-2018)

Line Item	Description	Total Program Costs		Funds		Funds		Funds	
		2017	2018	2017	2018	2017	2018	2017	2018
1. Total Budget		1,772,713	1,772,713	1,772,713	1,772,713	1,772,713	1,772,713	1,772,713	1,772,713
2. Personnel		1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
3. Fringe		100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
4. Travel		50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
5. Training		100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
6. Information Technology		100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
7. Office		100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
8. Telephone		100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
9. Printing		100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
10. Other		100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
11. Materials		100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
12. Construction		100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
13. Other (Travel and Other Miscellaneous)		100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
14. Contingency		100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
15. Other		100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
16. Total		1,772,713	1,772,713	1,772,713	1,772,713	1,772,713	1,772,713	1,772,713	1,772,713

85
 4/2/20



Jeffrey A. Meyers
Commissioner

Lisa M. Morris
Director

JUN 11 '18 PM 12:51 DAS

MUC
27E

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

79 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

May 2, 2018

His Excellency Governor Christopher T. Sununu
and the Honorable Executive 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 agreements with the vendors listed below, in an amount not to exceed \$4,407,387, to provide the provision of home visiting services to expectant women and newly parenting individuals, July 1, 2018 upon Governor and Executive Council approval through September 30, 2020. 100% Federal Funds.

Vendor	Vendor Code	Address	Amount
Community Action of Belknap-Merrimack Counties Inc.	177203-B003	2 Industrial Park Drive Concord, NH 03302-1016	\$285,941
Community Action Partnership of Strafford County	177200-B004	642 Central Avenue Dover, NH 03820	\$424,152
Child and Family Services of New Hampshire	177166-B002	City of Manchester, Hillsborough, Merrimack and Rockingham Counties	\$2,220,473
The Family Resource Center at Gorham	162412-B001	Grafton and Coos County	\$737,613
TLC Family Resource Center	170625-B001	109 Pleasant Street Claremont, NH 03743	\$234,000
Central New Hampshire VNA & Hospice	177244-B002	780 North Main Street, Laconia, NH 03245	\$192,978
VNA at HCS, Inc.	177274-B002	312 Marlboro Street Keene, NH 03431	\$312,230
Total:			\$4,407,387

Her Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
Page 2 of 3

Funds are available in the following account in State Fiscal Years 2019 and are anticipated to be available in State Fiscal Years 2020 and 2021, upon availability and continued appropriation of funds in the future operating budget, with the ability to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified, without approval from Governor and Executive Council.

05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY
SERVICES, ACA HOME VISITING

Fiscal Year	Class	Title	Activity Code	Amount
2019	102-500731	Contracts for Program Svcs	90083200	\$1,958,839
2020	102-500731	Contracts for Program Svcs	90083201	\$1,958,839
2021	102-500731	Contracts for Program Svcs	90083201	\$489,709
			Total:	\$4,407,387

EXPLANATION

This request is sole source because these vendors are the only vendors certified to provide the evidence based home visiting model "Healthy Families America" as approved by the Division of Public Health Services and federal funders. Additionally, these vendors have been providing home visiting services in their respective counties and have developed collaborative referral networks, which can provide new mothers and their families with additional assistance programs available in their community. Home Visiting utilizes an approved Maternal Infant Early Childhood Home Visiting model along with permanent partners within each community providing an array of services to assist in family support and strengthening services to more New Hampshire citizens, statewide. Funds will allow the vendors to provide services to 255 households in need through September 30, 2020. The vendors have demonstrated their ability to provide these services.

The purpose of these agreements is to improve maternal and child health, prevent child abuse and neglect, encourage positive parenting and promote child growth and development. Home visitation programs can be an effective early-intervention strategy to improve the health and well-being of children, particularly if they are embedded in comprehensive community services to families at risk.

These agreements contain language in Exhibit C-1, Revisions to General Provisions that allow the Department to renew the contracts for up to two (2) additional years, subject to the continued availability of funds, satisfactory performance of services and approval from the Governor and Executive Council.

The vendors will provide home visiting services to pregnant women and newly parenting families with children up to the age of three (3). Nurses and family support workers will visit families in their homes to provide educational information, depression and developmental screening, and connect families, as needed, with community services such as prenatal care, employment programs and the New Hampshire Tobacco Helpline.

Should the Governor and Executive Council not approve this request, many of the most at risk New Hampshire families may not receive access to resources and family support and strengthening services necessary to raise children who are physically, socially and emotionally healthy, which can reduce juvenile delinquency, family violence and crime.

Area Served: Statewide

Her Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
Page 3 of 3

Source of Funds: 100% Federal Funds, CFDA # 93.870, US Department of Health and Human Services, Health Resources and Services Administration, FAIN #'s are: X10MC29490 (4/1/16 - 9/30/18) X10MC31156) (9/30/17 - 9/29/19).

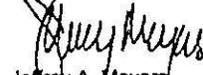
In the event that federal funds become no longer available, general funds will not be requested to support these agreements.

Respectfully Submitted,



Lisa Morris
Director

Approved by:



Jeffrey A. Meyers
Commissioner

*The Department of Health and Human Services' Mission is to join communities and families
in providing opportunities for citizens to achieve health and independence.*

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

This Amendment to the Home Visiting Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and VNA at HCS, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 20, 2018 (Item #27E), as amended on September 11, 2020, (Item #11), and April 06, 2022 (Item #12), 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, and increase the price limitation, 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:
March 31, 2023
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$713,331
3. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:
Robert W. Moore, Director.
4. Modify Exhibit A, Scope of Services Section 1 Provisions Applicable to All Services, Subsection 1.5, to read:

1.5 The Contractor shall provide home visiting services as detailed in this Exhibit A, Scope of Services as follows:

Reference	Area of Service	Proposed Caseload SFY 2023 (Date of G&C approval – 3/31/2023)	Proposed Caseload SFY 2023 (9/30/22 – 3/31/2023)
1.5.1	Cheshire County	24 families	24 families

5. Modify Exhibit A, Scope of Services Section 4 Reporting and Deliverable Requirements, Subsection 4.7, to read:
4.7 The Contractor shall submit annual reports by July 31st of each contract year, with the first report due on June 30, 2023.
6. Modify Exhibit B - Amendment #1, Methods and Conditions Precedent to Payment, Section 3, to read:
3. Payment for expenses shall be on a cost reimbursement basis for allowable costs only in accordance with Exhibit B-1 Budget through Exhibit B-11 Budget – Amendment #3. Exhibit B-11 Budget – Amendment #3 Budget, budget narrative and staffing list must be provided to the Department within 15 days upon Governor and Executive Council approval

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 September 30, 2022, upon Governor and 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

9/6/2022

Date

Patricia M. Tilley

Name: Patricia M. Tilley

Title: Director

VNA at HCS, Inc.

9/1/2022

Date

Maura McQueeney

Name: Maura McQueeney

Title: CEO/COO HCS

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

OFFICE OF THE ATTORNEY GENERAL

9/7/2022

Date

DocuSigned by:
Robyn Guarino
748734844941480...

Name: Robyn Guarino

Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:

Title:

State of New Hampshire

Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that VNA AT HCS, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on November 18, 1981. 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: 67798

Certificate Number: 0005751998



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 7th day of April A.D. 2022.

A handwritten signature in black ink, appearing to read "David M. Scanlan".

David M. Scanlan
Secretary of State

CERTIFICATE OF AUTHORITY

I, David Therrien, 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 VNA at HCS.
(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 May 12, 2022, at which a quorum of the Directors/shareholders were present and voting.
(Date)

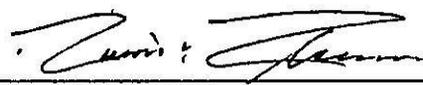
VOTED: That Maura McQueeney, CEO (may list more than one person)
(Name and Title of Contract Signatory)

is duly authorized on behalf of VNA at HCS 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: 8/8/2022


Signature of Elected Officer
Name: David P. Therrien
Title: chair, Board of Directors



**Mission of Home Healthcare, Hospice and Community Services
and VNA at HCS:**

To provide services which enable people to function throughout life at their optimal level of health, well-being and independence, according to their personal beliefs and choices.



CONSOLIDATED FINANCIAL STATEMENTS

June 30, 2021 and 2020

With Independent Auditor's Report





INDEPENDENT AUDITOR'S REPORT

Board of Directors
Home Healthcare, Hospice & Community Services, Inc. and Affiliate

We have audited the accompanying consolidated financial statements of Home Healthcare, Hospice & Community Services, Inc. and Affiliate (the Association), which comprise the consolidated balance sheets as of June 30, 2021 and 2020, and the related consolidated statements of operations, changes in net assets, and cash flows for the years then ended, and the related notes to the consolidated financial statements.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated 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 consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our 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 consolidated financial statements are free from material misstatement.

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

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

Board of Directors
Home Healthcare, Hospice & Community Services, Inc. and Affiliate
Page 2

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Home Healthcare, Hospice & Community Services, Inc. and Affiliate as of June 30, 2021 and 2020, and the results of their operations, changes in their net assets and their cash flows for the years then ended, in accordance with U.S. generally accepted accounting principles.

Berry Dunn McNeil & Parker, LLC

Manchester, New Hampshire
December 2, 2021

HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

Consolidated Balance Sheets

June 30, 2021 and 2020

ASSETS

	<u>2021</u>	<u>2020</u>
Current assets		
Cash and cash equivalents	\$ 2,485,863	\$ 2,916,261
Short-term investments	18,174	16,486
Patient accounts receivable, net	1,862,056	1,598,291
Other receivables	343,852	380,859
Prepaid expenses	<u>278,005</u>	<u>231,568</u>
Total current assets	4,987,950	5,143,465
Assets limited as to use	14,413,813	11,514,211
Property and equipment, net	<u>2,657,347</u>	<u>2,455,254</u>
Total assets	<u>\$ 22,059,110</u>	<u>\$ 19,112,930</u>

LIABILITIES AND NET ASSETS

Current liabilities		
Accounts payable and accrued expenses	\$ 437,955	\$ 890,003
Accrued payroll and related expenses	1,240,725	1,094,280
CARES Act refundable advances and other deferred revenue	<u>33,582</u>	<u>2,211,990</u>
Total current liabilities	<u>1,712,262</u>	<u>4,196,273</u>
Net assets		
Without donor restrictions	19,429,941	14,033,130
With donor restrictions	<u>916,907</u>	<u>883,527</u>
Total net assets	<u>20,346,848</u>	<u>14,916,657</u>
Total liabilities and net assets	<u>\$ 22,059,110</u>	<u>\$ 19,112,930</u>

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

HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

Consolidated Statements of Operations

Years Ended June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
Operating revenue		
Net patient service revenue	\$ 12,849,959	\$ 11,583,216
CARES Act Funding and other operating revenue	4,893,371	2,792,163
Net assets released for operations	<u>54,350</u>	<u>177,847</u>
Total operating revenue	<u>17,797,680</u>	<u>14,553,226</u>
Operating expenses		
Salaries and related expenses	11,380,022	11,520,776
Other operating expenses	4,117,321	4,324,791
Depreciation	<u>378,194</u>	<u>393,511</u>
Total operating expenses	<u>15,875,537</u>	<u>16,239,078</u>
Operating gain (loss)	<u>1,922,143</u>	<u>(1,685,852)</u>
Other revenue and gains		
Contributions and fundraising income	594,666	678,399
Investment income, net	146,960	183,351
Change in fair value of investments	<u>2,623,567</u>	<u>589,401</u>
Total other revenue and gains	<u>3,365,193</u>	<u>1,451,151</u>
Excess (deficit) of revenue over expenses	5,287,336	(234,701)
Net assets released for capital acquisition	<u>109,475</u>	<u>-</u>
Increase (decrease) in net assets without donor restrictions	<u>\$ 5,396,811</u>	<u>\$ (234,701)</u>

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

HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

Consolidated Statements of Changes in Net Assets

Years Ended June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
Net assets without donor restrictions		
Excess (deficit) of revenue over expenses	\$ 5,287,336	\$ (234,701)
Net assets released for capital acquisition	<u>109,475</u>	<u>-</u>
Change in net assets without donor restrictions	<u>5,396,811</u>	<u>(234,701)</u>
Net assets with donor restrictions		
Contributions	139,750	118,821
Investment income	2,975	3,364
Change in fair value of investments	54,480	11,023
Net assets released for operations	(54,350)	(177,847)
Net assets released for capital acquisition	<u>(109,475)</u>	<u>-</u>
Change in net assets with donor restrictions	<u>33,380</u>	<u>(44,639)</u>
Change in net assets	5,430,191	(279,340)
Net assets, beginning of year	<u>14,916,657</u>	<u>15,195,997</u>
Net assets, end of year	<u>\$ 20,346,848</u>	<u>\$ 14,916,657</u>

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

HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

Consolidated Statements of Cash Flows

Years Ended June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
Cash flows from operating activities		
Change in net assets	\$ 5,430,191	\$ (279,340)
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Depreciation	378,194	393,511
Change in fair value of investments	(2,678,047)	(600,424)
Investment income restricted for reinvestment	(2,975)	(3,364)
(Increase) decrease in the following assets:		
Investments	(1,688)	781
Patient accounts receivable	(263,765)	239,655
Other receivables	37,007	(39,886)
Prepaid expenses	(46,437)	(7,539)
Increase (decrease) in the following liabilities:		
Accounts payable and accrued expenses	(452,048)	(410,308)
Accrued payroll and related expenses	146,445	92,086
CARES Act refundable advances and other deferred revenue	(2,178,408)	2,180,728
Net cash provided by operating activities	<u>368,469</u>	<u>1,565,900</u>
Cash flows from investing activities		
Purchase of investments	(3,646,348)	(5,092,124)
Proceeds from sale of investments	3,427,768	6,824,248
Capital expenditures	<u>(580,287)</u>	<u>(191,727)</u>
Net cash (used) provided by investing activities	<u>(798,867)</u>	<u>1,540,397</u>
Cash flows from financing activities		
Repayments on line of credit	<u>-</u>	<u>(533,503)</u>
Net (decrease) increase in cash and cash equivalents	(430,398)	2,572,794
Cash and cash equivalents, beginning of year	<u>2,916,261</u>	<u>343,467</u>
Cash and cash equivalents, end of year	<u>\$ 2,485,863</u>	<u>\$ 2,916,261</u>

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

HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

Notes to Consolidated Financial Statements

June 30, 2021 and 2020

1. Summary of Significant Accounting Policies

Organization

Home Healthcare, Hospice & Community Services, Inc. is a non-stock, non-profit corporation in New Hampshire whose primary purpose is to act as a holding company and provide management services to its affiliate.

Affiliate

VNA at HCS, Inc., is a non-stock, non-profit corporation in New Hampshire whose primary purposes are to provide home healthcare, hospice and community services.

Principles of Consolidation

The consolidated financial statements include the accounts of the Home Healthcare, Hospice & Community Services, Inc., and its affiliate, VNA at HCS, Inc. (collectively, the "Association"). They are related through a common board membership and common management. All significant intercompany balances and transactions have been eliminated in consolidation.

The Association prepares its consolidated financial statements in accordance with U.S. generally accepted accounting principles (U.S. GAAP) established by the Financial Accounting Standards Board (FASB). References to U.S. GAAP in these notes are to the FASB Accounting Standards Codification (ASC).

Basis of Presentation

The consolidated financial statements of the Association have been prepared in accordance with U.S. GAAP, which requires the Association to report information regarding its financial position and activities according to the following net asset classification:

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 Association. These net assets may be used at the discretion of the Association's management and the Board of Directors (Board).

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions are to be met by actions of the Association or by the 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 a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the consolidated statements of operations and changes in net assets.

HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

Notes to Consolidated Financial Statements

June 30, 2021 and 2020

Income Taxes

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

Use of Estimates

The preparation of consolidated 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 consolidated financial statements. Estimates also affect the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents

Cash and cash equivalents include highly liquid investments with an original maturity of three months or less, excluding assets limited as to use.

The Association has cash deposits in a major financial institution which may exceed federal depository insurance limits. The Association has not experienced any losses in such accounts. Management believes it is not exposed to any significant risk with respect to these accounts.

Patient Accounts Receivable

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management provides a reserve for payment adjustments by analyzing past history and identification of trends for all funding sources in the aggregate. Management regularly reviews data about revenue in evaluating the sufficiency of the reserve which is netted against accounts receivable. Amounts not collected after all reasonable collection efforts have been exhausted are applied against the allowance for payment adjustments.

Patient accounts receivable were \$1,862,056; \$1,598,291; and \$1,837,946 at June 30, 2021, 2020, and 2019, respectively.

Investments

Investments in short-term investment options are reported as current assets. Investments held for long-term return are reported as non-current assets.

The Association reports investments at fair value and has elected to report all gains and losses in the excess (deficit) of revenue over expenses to simplify the presentation of these amounts in the consolidated statement of operations, unless otherwise stipulated by the donor or State law.

HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

Notes to Consolidated Financial Statements

June 30, 2021 and 2020

Investments, in general, are exposed to various risks, such as interest rate, credit, and overall market volatility risks. As such, it is reasonably possible that changes in the values of investments will occur in the near term and that such changes could materially affect the amounts reported in the consolidated balance sheets.

Assets Limited as to Use

Assets limited as to use include designated assets set aside by the Board of Directors and donor contributions.

Property and Equipment

Property and equipment are carried at cost less accumulated depreciation. Maintenance, repairs and minor renewals are expensed as incurred and renewals and betterments are capitalized. Depreciation expense is computed using the straight-line method over the useful lives of the related assets.

Property is reviewed for impairment whenever events or changes in circumstances indicate the related carrying amount may not be recoverable. When required, impairment losses on assets to be held and used are recognized based on the excess of the assets' carrying amount over the fair value of the asset.

Net Patient Service Revenue

Services to all patients are recorded as revenue when services are rendered at the estimated net realizable amounts from patients, third-party payors and others, including estimated retroactive adjustments under reimbursement agreements with third-party payors. Retroactive adjustments are accrued on an estimated basis in the period the related services are rendered and in future periods as final settlements are determined. Patients unable to pay full charge, who do not have other third-party resources, are charged a reduced amount based on the Association's published sliding fee scale. Reductions in full charge are recognized when the service is rendered.

Performance obligations are determined based on the nature of the services provided by the Association. Revenue for performance obligations satisfied over time is recognized based on actual services rendered. Generally, performance obligations satisfied over time relate to patients receiving skilled and non-skilled services in their home or facility. The Association measures the period over which the performance obligation is satisfied from admission to the point when it is no longer required to provide services to that patient, which is generally at the time of discharge.

Providers of home health services to clients eligible for Medicare home health benefits are paid on a prospective basis, with no retrospective settlement. The prospective payment is based on the scoring attributed to the acuity level of the client at a rate determined by federal guidelines. As the performance obligations for home health services are met, revenue is recognized based upon the portion of the transaction price allocated to the performance obligation. The transaction price is the prospective payment determined for the medically necessary services.

HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

Notes to Consolidated Financial Statements

June 30, 2021 and 2020

Providers of hospice services to clients eligible for Medicare hospice benefits are paid on a per-diem basis, with no retrospective settlement, provided the Association's aggregate annual Medicare reimbursement is below a predetermined aggregate capitated rate. Revenue is recognized as the services are performed based on the fixed rate amount. As the performance obligations for hospice services are met, revenue is recognized based upon the portion of the transaction price allocated to the performance obligation. The transaction price is the predetermined aggregate capitated rate per day.

Because all of the Association's performance obligations relate to short-term periods of care, the Association has elected to apply the optional exemption provided in FASB ASC Subtopic 606-10-50-14 (a) and, therefore, is not required to disclose the aggregate amount of the transaction price allocated to performance obligations that are unsatisfied or partially unsatisfied at the end of the reporting period.

Contributions

Unconditional promises to give cash and other assets are reported at fair value at the date the promise is received, which is then treated as cost. The gifts are reported as net assets with donor restrictions if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified as net assets released from restrictions. Donor-restricted contributions whose restrictions are met in the same year as received are reflected as contributions without donor restrictions in the accompanying consolidated financial statements.

COVID-19

On March 11, 2020, the World Health Organization declared the Coronavirus disease (COVID-19) a global pandemic. In response to the global pandemic, The Centers for Medicare & Medicaid Services (CMS) implemented certain relief measures and also issued guidance for limiting the spread of COVID-19.

Local, U.S., and world governments encouraged self-isolation to curtail the spread of COVID-19, by mandating the temporary shut-down of business in many sectors and imposing limitations on travel and the size and duration of group meetings. Many sectors are experiencing disruption to business operations and may feel further impacts related to delayed government reimbursement, volatility in investment returns, and reduced philanthropic support. There is unprecedented uncertainty surrounding the duration of the pandemic, its potential economic ramifications, and any government actions to mitigate them.

HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

Notes to Consolidated Financial Statements

June 30, 2021 and 2020

The U.S. government has responded with several phases of relief legislation as a response to the COVID-19 outbreak. Legislation enacted into law on March 27, 2020, called the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), a statute to address the economic impact of the COVID-19 outbreak. The CARES Act, among other things, 1) authorizes emergency loans to distressed businesses by establishing, and providing funding for, forgivable bridge loans; 2) provides additional funding for grants and technical assistance; 3) delays due dates for employer payroll taxes and estimated tax payments for corporations; and 4) revises provisions of the IRC, including those related to losses, charitable deductions, and business interest. The Association has received emergency federal grant funding under the CARES Act totaling \$600,871 to offset the cost impact of COVID-19. Management believes the Association met the conditions necessary to recognize these grant funds. The grants funds are reported as CARES Act funding and other operating revenue within the consolidated statement of operations for the for the current year ended June 30, 2021 based on its understanding of the requirements related to lost revenues and COVID-related expenses. Management believes the position taken is a reasonable interpretation of the rules, subject to any further clarification.

On December 31, 2020, the U.S. Department of Health and Human Services issued reporting requirements related to the CARES Act funds. Due to the complexity of the reporting requirements and continued issuance of clarifying guidance, there is at least a reasonable possibility the amount recognized 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.

The Association also received advance funding from CMS totaling \$400,000 as of June 30, 2020, which was to be paid back over a one year period. The advance funding from CMS was paid back in full as of June 30, 2021.

On April 16, 2020, the Association received a loan from the U.S. Small Business Association (SBA) within the CARES Act under the Paycheck Protection Program (PPP) in the amount of \$1,496,000. The loan are to be used for payroll and other allowable costs authorized in the PPP rules, and forgiveness of the loan balances is dependent upon compliance with this and other terms and conditions of the CARES Act. The Association is following the conditional contribution model to account for the PPP and determined the conditions for forgiveness were met during the year ended June 30, 2021. The refundable advance was recognized as CARES Act funding and other operating revenue for the year ended June 30, 2021. The Association was notified in June 2021 the PPP was fully forgiven by the SBA.

2. Availability and Liquidity of Financial Assets

As of June 30, 2021, the Association has working capital of \$3,275,688 and average days (based on normal expenditures) cash and liquid investments on hand of 59 which includes only cash and cash equivalents and excludes assets limited as to use, which are assets designated for long-term investment by the board of directors or restricted by donors.

HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

Notes to Consolidated Financial Statements

June 30, 2021 and 2020

Financial assets and liquidity resources available within one year for general expenditure, such as operating expenses and capital acquisitions not financed with debt or restricted funds (unfunded capital expenditures), were as follows:

	<u>2021</u>	<u>2020</u>
Cash and cash equivalents	\$ 2,485,863	\$ 2,916,261
Short-term investments	18,174	16,486
Patient accounts receivable, net	1,862,056	1,598,291
Other receivables	<u>343,852</u>	<u>380,859</u>
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 4,709,945</u>	<u>\$ 4,911,897</u>

The Association has board designated long-term investments that could be made available for general expenditure upon Board approval. Since these investments are currently intended for long-term investments, they have not been included in the information above. The Association has other long-term investments and assets for restricted use, more fully described in Note 3, which are not available for general expenditure within the next year and are not reflected in the amount above.

The Association has a \$1,000,000 line of credit available to meet short-term needs, as disclosed in Note 5.

3. Investments and Assets Limited as to Use

Investments and assets limited as to use, stated at fair value, are as follows:

	<u>2021</u>	<u>2020</u>
Cash and cash equivalents	\$ 1,151,816	\$ 624,939
U.S. Government and corporate bonds	2,132,950	2,382,139
Marketable securities	8,726,603	5,818,290
Mutual funds	<u>2,420,618</u>	<u>2,705,329</u>
Total investments and assets limited as to use	<u>\$ 14,431,987</u>	<u>\$ 11,530,697</u>

HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

Notes to Consolidated Financial Statements

June 30, 2021 and 2020

	<u>2021</u>	<u>2020</u>
Investments without restrictions or designations	\$ <u>18,174</u>	\$ <u>16,486</u>
Assets limited as to use		
Board-designated for future use	13,496,906	10,630,684
Donor-restricted, time or purpose	350,833	334,461
Endowment investments - unappropriated spending	331,843	314,835
Donor-restricted, perpetual in nature	<u>234,231</u>	<u>234,231</u>
Total assets limited as to use	<u>14,413,813</u>	<u>11,514,211</u>
Total investments and assets limited as to use	<u>\$ 14,431,987</u>	<u>\$ 11,530,697</u>

Fair Value

FASB ASC Topic 820, *Fair Value Measurement*, defines fair value as the price that would be received to sell an asset or paid to transfer a liability (an exit price) in an orderly transaction between market participants and also establishes a fair value hierarchy which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. The fair value hierarchy within ASC Topic 820 distinguishes three levels of inputs that may be utilized when measuring fair value:

- Level 1: Quoted prices (unadjusted) for identical assets or liabilities in active markets that the entity has the ability to access as of the measurement date.
- Level 2: Significant observable inputs other than Level 1 prices, such as quoted prices for similar assets or liabilities, quoted prices in markets that are not active, and other inputs that are observable or can be corroborated by observable market data.
- Level 3: Significant unobservable inputs that reflect an entity's own assumptions about the assumptions that market participants would use in pricing an asset or liability.

The fair values of all of the Association's investments, which are presented in the following table, are measured on a recurring basis using Level 1 inputs with the exception of corporate bonds which are valued based on quoted market prices of similar investments and categorized as level 2 investments.

HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

Notes to Consolidated Financial Statements

June 30, 2021 and 2020

Assets at Fair Value as of June 30, 2021

	<u>Level 1</u>	<u>Level 2</u>	<u>Total</u>
Cash and cash equivalents	\$ 1,151,816	\$ -	\$ 1,151,816
U.S. Government and corporate bonds	-	2,132,950	2,132,950
Equity securities	8,726,603	-	8,726,603
Mutual funds	<u>2,420,618</u>	-	<u>2,420,618</u>
Total	<u>\$ 12,299,037</u>	<u>\$ 2,132,950</u>	<u>\$ 14,431,987</u>

Assets at Fair Value as of June 30, 2020

	<u>Level 1</u>	<u>Level 2</u>	<u>Total</u>
Cash and cash equivalents	\$ 624,939	\$ -	\$ 624,939
U.S. Government and corporate bonds	-	2,382,139	2,382,139
Equity securities	5,818,290	-	5,818,290
Mutual funds	<u>2,705,329</u>	-	<u>2,705,329</u>
Total	<u>\$ 9,148,558</u>	<u>\$ 2,382,139</u>	<u>\$ 11,530,697</u>

Investment income and gains for cash equivalents and investments consist of the following:

	<u>2021</u>	<u>2020</u>
Net assets without donor restrictions		
Investment income, net of fees	\$ 146,960	\$ 183,351
Change in fair value of investments	2,623,567	589,401
Restricted net assets		
Investment income	2,975	3,364
Change in fair value of investments	<u>54,480</u>	<u>11,023</u>
Total	<u>\$ 2,827,982</u>	<u>\$ 787,139</u>

HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

Notes to Consolidated Financial Statements

June 30, 2021 and 2020

4. Property and Equipment

Property and equipment consists of the following:

	<u>2021</u>	<u>2020</u>
Land	\$ 489,311	\$ 482,961
Building and improvements	5,693,516	5,384,931
Furniture, fixtures, and equipment	<u>3,422,332</u>	<u>3,193,917</u>
Total cost	9,605,159	9,061,809
Less accumulated depreciation	<u>6,947,812</u>	<u>6,606,555</u>
Total property and equipment, net	<u>\$ 2,657,347</u>	<u>\$ 2,455,254</u>

5. Line of Credit

The Association has an unsecured \$1,000,000 line of credit payable on demand with a local bank with interest at 1% above the bank's base rate (4.25% at June 30, 2021). There was no outstanding balance at June 30, 2021 and 2020.

6. Net Assets with Donor Restrictions

Net assets with donor restrictions consists of the following:

	<u>2021</u>	<u>2020</u>
Time or purpose restrictions for:		
Haskell fund accumulated earnings - for office rent	\$ 313,372	\$ 304,618
Johnson Family fund accumulated earnings - for capital expenditures	7,750	7,009
Dementia program	26,480	-
Sewer line replacement	20,000	-
Transportation	72,785	-
Hospice accumulated earnings	3,934	3,208
Capital acquisition	10,525	105,000
Operations	627	-
Jones fund accumulated earnings - for equipment	2,529	-
Bednar fund accumulated earnings - for general purposes	3,631	-
Hospice memorial garden	125,227	130,154
Barbara Duckett scholarship	<u>95,816</u>	<u>99,307</u>
Total	<u>\$ 682,676</u>	<u>\$ 649,296</u>

HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE**Notes to Consolidated Financial Statements****June 30, 2021 and 2020**

Restrictions that are perpetual in nature for:

Hospice	\$ 10,000	\$ 10,000
Operations	8,623	8,623
Johnson Family fund - for capital expenditures	10,202	10,202
Bednar endowment fund - income for general purposes	50,000	50,000
Haskell endowment fund - for office rent	120,570	120,570
Jones endowment fund - for equipment	<u>34,836</u>	<u>34,836</u>
Total	<u>\$ 234,231</u>	<u>\$ 234,231</u>

7. Endowments

The Association has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds, absent explicit donor stipulations to the contrary. As a result of this interpretation, the Association classifies as a donor-restricted endowment (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent donor-restricted endowment gifts, and (c) accumulations to the donor-restricted endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund is classified as net assets with donor restrictions until those amounts are appropriated for expenditure by the Association in a manner consistent with the standard of prudence prescribed by UPMIFA.

In accordance with the UPMIFA, the Association considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- (1) The duration and preservation of the fund;
- (2) The purposes of the organization and the donor-restricted endowment fund;
- (3) General economic conditions;
- (4) The possible effect of inflation and deflation;
- (5) The expected total return from income and the appreciation of investments;
- (6) Other resources of the Association;
- (7) The investment policies of the Association;
- (8) The spending policy; and
- (9) Funds with deficiencies.

Return Objectives and Risk Parameters

The investment portfolio is managed to provide for the long-term support of the Association. Accordingly, these funds are managed with disciplined, longer-term investment objectives and strategies designed to meet cash flow and spending requirements. Management of the assets is designed to attain the maximum total return consistent with acceptable and agreed-upon levels of risk. The Association benchmarks its portfolio performance against a number of commonly used indices.

HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

Notes to Consolidated Financial Statements

June 30, 2021 and 2020

Strategies Employed for Achieving Objectives

To satisfy its long-term rate-of-return objectives, the Association relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Association targets an asset allocation strategy wherein assets are diversified among several asset classes. The pursuit of maximizing total return is tempered by the need to minimize the volatility of returns and preserve capital. As such, the Association seeks broad diversification among assets having different characteristics with the intent to endure lower relative performance in strong markets in exchange for greater downside protection in weak markets.

Spending Policy

The Association's spending policy is equal to investment returns. All available investment returns earned on endowments are expended, or released from endowment in the year earned.

The following summarizes changes in endowment assets:

	Without Donor Restrictions	With Donor Restrictions		Total
		Purpose Restrictions	Perpetual in Nature	
Balance June 30, 2019	\$ 11,760,468	\$ 314,835	\$ 234,231	\$ 12,309,534
Investment income, net	183,351	3,364	-	186,715
Realized and unrealized gains on investments	589,401	11,023	-	600,424
Net assets released from restrictions	-	(14,387)	-	(14,387)
Use of board designated funds for operations	<u>(1,902,536)</u>	<u>-</u>	<u>-</u>	<u>(1,902,536)</u>
Balance June 30, 2020	10,630,684	314,835	234,231	11,179,750
Investment income, net	140,168	2,975	-	143,143
Realized and unrealized gains on investments	2,623,654	54,480	-	2,678,134
Contributions	102,400	-	-	102,400
Net assets released from restrictions	<u>-</u>	<u>(40,447)</u>	<u>-</u>	<u>(40,447)</u>
Balance June 30, 2021	<u>\$ 13,496,906</u>	<u>\$ 331,843</u>	<u>\$ 234,231</u>	<u>\$ 14,062,980</u>

HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

Notes to Consolidated Financial Statements

June 30, 2021 and 2020

8. Net Patient Service Revenue

Net patient service revenue is as follows:

	<u>2021</u>	<u>2020</u>
Medicare	\$ 9,949,738	\$ 8,644,749
Medicaid	447,348	607,871
Other third-party payers	2,271,722	2,033,186
Private pay	<u>181,151</u>	<u>297,410</u>
Total	<u>\$ 12,849,959</u>	<u>\$ 11,583,216</u>

Laws and regulations governing the Medicare and Medicaid programs are complex and subject to interpretation. Compliance with such laws and regulations can be subject to future government review and interpretation as well as significant regulatory action including fines, penalties and exclusion from the Medicare and Medicaid programs. The Association believes that it is in substantial compliance with all applicable laws and regulations. However, there is at least a reasonable possibility that recorded estimates could change by a material amount in the near term. Differences between amounts previously estimated and amounts subsequently determined to be recoverable or payable are included in net patient service revenue in the year that such amounts become known.

The Association provides care to patients who meet certain criteria under its charity care policy without charge or at amounts less than its established rates. Because the Association does not pursue collection of amounts determined to qualify as charity care, they are not reported as revenue.

The Association provided services in other health-related activities, primarily to indigent patients, at rates substantially below cost. For certain activities, services were provided without charge. The Association estimates the costs associated with providing the other health-related activities by applying Medicare cost report methodology to determine program costs less any net patient revenue generated by the program. The estimated costs incurred in these activities amounted to \$442,134 and \$908,362 for the years June 30, 2021 and 2020, respectively.

The Association is able to provide these services with a component of funds received through local community support and state grants. Local community support consists of contributions received directly from the public, United Way, municipal appropriations, and investment income earned from assets limited as to use. Federal and state grants consisted of monies received from the State of New Hampshire.

HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE

Notes to Consolidated Financial Statements

June 30, 2021 and 2020

In assessing collectability, the Association has elected the portfolio approach. This portfolio approach is being used as the Association has similar contracts with similar classes of patients. The Association reasonably expects that the effect of applying a portfolio approach to a group of contracts would not differ materially from considering each contract separately. Management's judgment to group the contracts by portfolio is based on the payment behavior expected in each portfolio category. As a result, management believes aggregating contracts (which are at the patient level) by the particular payor or group of payors results in the recognition of revenue approximating that which would result from applying the analysis at the individual patient level.

9. Functional Expenses

The Association provides various services to residents within its geographic location. Expenses related to providing these services are as follows:

	<u>2021</u>	<u>2020</u>
Program services		
Salaries and benefits	\$ 9,677,790	\$ 9,899,498
Program supplies	626,624	541,049
Travel	355,613	382,312
Contract services	1,105,855	1,248,462
Other operating expenses	995,528	1,019,549
Depreciation	<u>321,616</u>	<u>338,144</u>
Total program services	<u>13,083,026</u>	<u>13,429,014</u>
Administrative and general		
Salaries and benefits	1,702,232	1,621,278
Travel	81,515	66,783
Contract services	777,056	899,697
Other operating expenses	175,130	166,939
Depreciation	<u>56,578</u>	<u>55,367</u>
Total administrative and general	<u>2,792,511</u>	<u>2,810,064</u>
Total	<u>\$15,875,537</u>	<u>\$16,239,078</u>

Management's estimate of cost allocations at a functional level is based on Medicare cost report methodology.

HOME HEALTHCARE, HOSPICE & COMMUNITY SERVICES, INC. AND AFFILIATE**Notes to Consolidated Financial Statements****June 30, 2021 and 2020****10. Contingencies****Malpractice Insurance**

The Association maintains medical malpractice insurance coverage on a claims-made basis. The Association is subject to complaints, claims, and litigation due to potential claims which arise in the normal course of business. U.S. GAAP requires the Association to accrue the ultimate cost of malpractice claims when the incident that gives rise to claim occurs, without consideration of insurance recoveries. Expected recoveries are presented as a separate asset. The Association has evaluated its exposure to losses arising from potential claims and determined no such accrual is necessary at June 30, 2021 and 2020. The Association intends to renew coverage on a claims-made basis and anticipates that such coverage will be available in future periods.

11. Retirement Plan

The Association sponsors a defined contribution plan. The retirement contributions by the Association amounted to \$147,868 and \$130,516 for 2021 and 2020, respectively.

12. Concentration of Risk

The Association grants credit without collateral to its patients, most of whom are local residents and are insured under third-party payer agreements. Following is a summary of accounts receivable, by funding source:

	<u>2021</u>	<u>2020</u>
Medicare	53 %	62 %
Medicaid and other third-party payers	<u>47</u>	<u>38</u>
Total	<u>100 %</u>	<u>100 %</u>

13. Subsequent Events

For financial reporting purposes, subsequent events have been evaluated by management through December 2, 2021, which is the date the consolidated financial statements were available to be issued.



Know us before you need us...
HCS *is more than you can imagine*

**Home Healthcare, Hospice and Community Services/VNA at HCS, Inc.
2021/2022 Board of Directors**

Chair:

David Therrien

Vice Chair:

Virginia Jordan

Treasurer:

Eric Horne

Secretary:

Julie Green

Directors:

Michael Chelstowski

Mary Ann Davis

Bonnie Fecowicz

Julie Greenwood

Ann Heffernon

Jane Larmon

Allen Mendelson

Judy Sadoski

David Stinson

Julie Tewksbury

Ex Officios:

Maura McQueeney, CEO

Dawn Michelizzi, CFO

312 Marlboro Street
PO Box 564
Keene, NH 03431
603-352-2253 • 800-541-4145

33 Arborway
Charlestown, NH 03603
603-828-3322

9 Vose Farm Road
PO Box 496
Peterborough, NH 03458
603-532-8353

Staci J. Branon

OBJECTIVE

Seeking a professional position that will allow me to continue my professional career path.

EDUCATION

University of Massachusetts, Lowell
Bachelor of Science in Criminal Justice
Minor in Psychology

WORK HISTORY

8/2010- *Social Worker, Home Healthcare, Hospice and Community Services*

As a Maternal Child Health Social Worker, I provide assists clients and families in developing and implementing an appropriate plan of care to meet their needs. I conduct case finding activities in the community, and help families access all available support services for a healthy family.

6/2009- *Monadnock Family Service, Family Intervention Specialist*

In the position of Family Intervention Specialist, I visit families in their home and try to prevent abuse and neglect in potential situations. Often times, the families are in crises, whether it be food, shelter or financial short comings. More often than not, there are mental illnesses or substance abuse problems and we help families through those circumstances as well by referring them to appropriate agencies. When the crisis is stabilized, we can then focus on our primary goals of empowering parents to use proper parenting techniques.

2/2009- *Monadnock Family Services, Children's' Group Leader & CFSA*

As a Children's Group Leader, I monitor children while their parents attend classes to better themselves. I tend to the children's needs and ensure that their needs are met. I also maintain a curriculum to parallel what the parents are learning in their class, so children and parents are both educated on the same topics.

As a Community & Family Services Associate, I bring children to my home to try to portray what a healthy environment is where as they may not get that at home. I follow guidelines to initiate treatments to individual children, to work on certain goals, and to give them a break from their family and the family a break from them.

2004-2009 *Stay at home mom*

2002-2004 *Department of Health and Human Services, Division of Family Services, Family Services Specialist*

Interviewed clients one on one to determine eligibility of benefits. Personally oversaw cases and reviewed them until the benefits were available to the client. Conducted monthly eligibility reviews with clients to ensure eligibility had not lapsed.

Also, maintained consistent, quality customer service to clients by meeting with them. Made the effort to meet with clients and answer their questions to the fullest of my ability, either in person or by phone and make sure they had all resources available to them.

2001-2002 Department of Health and Human Services, Division of Family Services, Clerical Interviewer

Interviewed clients to determine the proper service for their specialized needs. Prepared clients' applications for processing and intake interviews. Also performed routine clerical duties such as data entry, mailings, answering phones and typing reports.

2001-2005 Daniel Webster College, Head Volleyball Coach

Organized and conducted structured team practices in preparation for games. Also, trained and instructed players on proper techniques and implementation of their skills.

2000-2001 Kitchen Etc., Cashier/ Merchandiser

Greeted customers as they entered the store and assisted in any manner necessary to insure customer's needs were met. Services included customer service, cashing customers out, merchandising and answering the phone.

1999-2001 Esleek Manufacturing Company, Secretary/ Clerical

Completed multi-task assignments in the administrative assistant position. Accomplished several duties at once including data entry, answering telephones and professional client relations. Also, performed numerous skills such as balancing monthly books and fixed asset accounts and reviewing invoices.

2000 University of Massachusetts, Work Environment Department

Organized and analyzed data for an asthma study which was conducted by the university. Also structured tasks which were to be carried out within the department, including professional relations, answering phones, and various operations for a successful department.

Rebecca Landry

PROFESSIONAL EXPERIENCE

Home Healthcare, Hospice, & Community Services

Keene, NH

Position: Home Visitor (January 2013 – Present)

- * Community liaison for HCS programs with families and individuals throughout the service area.
- * Provide safe, efficient personal interaction with pregnant and parenting families while promoting independence.
- * Teach prenatal care, parenting skills, early intervention and children's health, help establish goals and encouraging achievement of these goals.
- * Reports and documents pertinent observations, including changes in client's condition and need, appropriately.

Monadnock Community Hospital

Peterborough, NH

Position: Reception (January 2010 - March 2012)

- * Compile and record medical charts, reports, and correspondence, using typewriter or personal computer.
- * Maintain medical records, technical library and correspondence files.
- * Transmit correspondence and medical records by mail, e-mail, or fax.
- * Operate office equipment such as voice mail messaging systems, and use word processing, spreadsheet, and other software applications to prepare reports, invoices, financial statements, letters, case histories and medical records.
- * Greet visitors, ascertain purpose of visit, and direct them to appropriate staff.
- * Answer telephones, and direct calls to appropriate staff.
- * Perform various clerical and administrative functions, such as ordering and maintaining an inventory of supplies.
- * Receive and route messages and documents to appropriate staff.
- * Schedule and confirm patient diagnostic appointments.

Monadnock Family Services

Keene, New Hampshire

Position: Children's Intake Coordinator (June 2009 - January 2010)

- * Verify Insurance benefits, obtain, and maintain authorizations.

- * Set payment plan based on sliding fee scale.
- * Perform various clerical and administrative functions, such as ordering and maintaining an inventory of supplies.
- * Greet visitors, ascertain purpose of visit, and direct them to appropriate staff.
- * Interview patients to complete documents, case histories, and forms such as intake and insurance forms.
- * Maintain medical records, technical library and correspondence files.
- * Compile and record medical charts, reports, and correspondence, using typewriter or personal computer.
- * Answer telephones, and direct calls to appropriate staff.

Bard Chiropractic
Peterborough, New Hampshire

Position: Chiropractic Assistant (June 2004 - June 2009)

- * Verify insurance coverage.
- * Perform various clerical and administrative functions, such as ordering and maintaining an inventory of supplies.
- * Greet visitors, ascertain purpose of visit, and direct them to appropriate staff.
- * Assist with physiological therapy.
- * Transcribe recorded messages and practitioners' diagnoses and recommendations into patients' medical records.
- * Compile and record medical charts, reports, and correspondence, using typewriter or personal computer.
- * Operate office equipment such as voice mail messaging systems, and use word processing, spreadsheet, and other software applications to prepare reports, invoices, financial statements, letters, case histories and medical records.
- * Answer telephones, and direct calls to appropriate staff.
- * Prepare correspondence and assist physicians or medical scientists with preparation of reports, speeches, articles and conference proceedings.
- * Interview patients to complete documents, case histories, and forms such as intake and insurance forms.
- * Obtain and maintain authorizations.
- * Maintain medical records, technical library and correspondence files.
- * Schedule and confirm patient diagnostic appointments, surgeries and medical consultations.
- * Perform bookkeeping duties, such as credits and collections, preparing and sending financial statements and bills, and keeping financial records.
- * Transmit correspondence and medical records by mail, e-mail, or fax.
- * Receive and route messages and documents such as laboratory results to appropriate staff.

EDUCATION

Conant High School
Jaffrey, New Hampshire
Diploma, June 1994

ADDITIONAL SKILLS

- * Ability to work well under pressure.
- * Ability to communicate well.
- * Ability to multi-task.
- * Great with people.

Mary Mullen-LaValley

Objective

Acquisition of a teaching position that will render use of my talents and educational expertise as well as provide me with the opportunity to serve those in need of care and support.

Experience

Home Healthcare, Hospice & Community Services 2012 - present

Healthy Starts Home Visitor

Keene, NH

Community liaison for HCS programs with families and individuals throughout the service area. Provide safe, efficient personal interaction with pregnant and parenting families while promoting independence. Teach prenatal care, parenting skills, early intervention and children's health, help establish goals and encouraging achievement of these goals. Report and document pertinent observations, including changes in client's condition and need, appropriately.

Monadnock Family Services, Educator/Home Visitor 2006 – 2012

Keene, NH

Provide education and home visiting services to young at-risk mothers in collaboration with the VNA at HCS Maternal Child Health Program. NH Certified education, K-5 (2009) and NH CAD Certified Advocate/Counselor, Domestic and Sexual Abuse (2006).

Westmoreland Elementary School/Middle School, Special Ed Teacher 1999 - 2006

Westmoreland, NH

Special education tutor, K-5 and 8, as well as continued education service contract (21 year old student). Provided differentiated, appropriate and motivated education techniques for various behavioral and emotional needs. Originated and implemented academic plans, individual and whole class.

New Hampshire Technical Institute, Public Relations Facilitator 1995 – 1996

Claremont, NH

Public Relations Facilitator of Adult Education

Bessie C. Rowell Elementary School, Kindergarten Teacher 1976 - 1978

Education

University of New Hampshire

1976

BA Elementary Education

Special education concentration

Keene State College

Currently Enrolled

Masters of Education

Rebecca Joki Provencher RN, BSN

Education

Master of Nursing student, present
Southern New Hampshire University
On-line, Manchester, NH.

Bachelor of Science in Nursing, May 1999
Fitchburg State College
Fitchburg, Ma.

Experience

Pediatric Manager, October 2013-Present
Home Healthcare Hospice and Community Services
Keene, NH
Supervision of RNs, LPNs and LNAs in the Pediatric program. Manage each child's medical needs, scheduling and psych-social needs with a family-centered approach. Provide education and training for staff and families. Increased caseload by 150% in a year.

Customized Care Clinical Manager, September 2009-October 2013
Home Healthcare Hospice and Community Services
Keene, NH
Supervision of RNs, LPNs, and LNAs in the Customized Care department as well as the Choices For Independence program. Responsible for the coordination of the Katie Beckett(pediatric) program.

Support Services Manager, May 2006-September 2009
Home Health Hospice & Community Services
Keene, NH.
Manage the Home Health Aids in the VNA, as well as the Choices For Independence program.

Registered Nurse, September 2001-May 2006
Home Health Hospice & Community Services
Worked in pediatric private duty. Also worked as substitute RN supervisor in private duty. Made routine VNA visits as well as assisted with telemonitoring installations.

RN/LNA supervisor, Sept 1999-Sept 2001
Cedarcrest Inc. Keene, NH.

Medication administration and treatments, assessments,
scheduled and supervised 2nd shift LNAs.

Medical Assistant/RN, Summer 1999

Dr. J. B. Krasner, Sudbury, MA.

General practice, assisted with the flow of the office.

Phlebotomy, intake and triage.

**Community
Activities**

Monadnock Center for Violence Prevention

Board Member serving on governance committee

May 2010-present

Board Chair 2012, 2013

Big Brothers Big Sisters

August 2010-August 2014

Girl Scouts of America:

Lifetime member

Received the Gold Award in 1995.

Penelope R Vaine

- Objective** To use my knowledge, energy and expertise to provide support and advocacy to those who need it.
- Employment** (April 2010 – Present) Home Healthcare, Hospice and Community Services (VNA at HCS, Inc.)
Maternal & Child Health Coordinator
Coordination of program, supervision and scheduling of home visits
- (March 2009- April 2010) Home Health Care Hospice and Community Services
Social Worker Maternal Child Health Program
Responsible for a caseload of 50 children and pregnant women needing parenting education, health care, connection to community resources and developmental screenings. Coordinated and collaborated with other agencies to advocate for each client. Maintained appropriate documentation.
- (May 2008 – present) The United Church of Winchester
Director of Christian Education
Responsible for designing and implementing a vibrant Christian Education program for the Congregation.
- (March 2007– present) Mobile Home Supply of New England
Owner/Manager
Self taught to manage, market, and sell supplies for retail mobile home supply shop.
- (2000-2007) The Winchester Learning Center
Executive Director
From dream to reality, organized a nonprofit community supported Child Care, Preschool and Family Resource Program. Implemented unique, Waldorf-inspired curriculum to meet the needs of the children and their families. Under the direction of a Board of Directors, managed daily operations, programming, staffing, fiscal management, fundraising and grant writing. Developed an extensive parent education and support network for families.
- (1999-1999) Winchester Elementary School
Substitute Teacher
Provided one on one tutoring care for preschool children with special needs. Coordinated care and educational plans with professional team.
- (1993-2000) Home Child Care
Director

Created a joyful home child care program which was Licensed by the State of NH and registered with Family Works. Provided a variety of developmentally appropriate activities to promote creativity, confidence and independence. Established support network for parents. Supervised two high school interns.

(1989-1993) Home Health Care Hospice and Community Services

Director

Responsible for managing and operating the Castle Center for Adult Day Care. Program provided quality care and socialization for elderly and handicapped participants. Supervised team of RN's CNA's and aides; and dozens of volunteers. Secured funding annually from the United Way and the NH Dept of Elderly and Adult Services.

Education

(September 1980- May 1985)

Wheelock College, Boston Mass

Bachelor of Social Work

References

Roberta Royce The Winchester Learning Center, Winchester, NH 03470
(603) 239-7347

Jed Butterfield 60 Colony Hill Road, Richmond, NH 03470 (603) 239-8780

**Volunteer
experience**

2009 – present

C.A.S.T.

Co facilitator of Community and School Together, a network of concerned citizens who desire to improve the quality of life for all residents. The group has been meeting monthly for 14 years in the town of Winchester.

2007 – present

Town of Winchester

Participant in the Revitalization Committee which is preparing a plan to revitalize downtown Winchester.

1994-present

The United Church of Winchester

Sunday School teacher, Vacation Bible School Co-Coordinator, Fabulous Family Friday Organizer, Religious Education Board Chair, Tweens Leader, Assistant Moderator, Search Team

1998-2000

Board of Directors

Winchester Learning Center

1996-2000

Vice Chair~ Board of Trustees

Conant Public Library

Melinda Vonderhorst

Work Experience

Home Healthcare, Hospice and Community Services, Keene NH, 2009-present
Registered Nurse Katie Becket Program: Provides skilled nursing care to medically-complex children in their home. Administers medications and treatments, documenting all assessed data. Communicates effectively with child's family and members of interdisciplinary team. Provides client and family education, taking time to listen and respond to questions and concerns with compassion.

Licensed Nursing Assistant, Customized Care & Katie Becket Program (2009-2014): Assisted with ADLs, nutrition and exercise. Worked under direct supervision of RN and part of interdisciplinary team that provided quality care to the client and their families.

Credentials/Education

- State of New Hampshire Licensed Registered Nurse, valid through 4/2016
- American Heart Association BLS for Healthcare Providers through 6/2017
- *Bachelor of Science in Nursing*, Southern New Hampshire University, (online RN-BSN program) expected 10/2016
- *Associate of Science in Nursing*, River Valley Community College, Keene, NH
Graduated 5/2014 Magna Cum Laude

Other

Volunteer, David's House Lebanon, NH 2000-2012
Hospitality Assistant: Welcome and acquaint guests with the house and its policies, field incoming calls. Provide emotional support to families.

Volunteer, Pregnancy Resource Center of the Monadnock Region
Keene, NH 2001-2012
Peer Counselor: Provide support for women and their partners facing unplanned pregnancy, Training in Parenting Series mentored classes, provides referrals to community agencies.

Member, Phi Theta Kappa Honor Society
Member, American Nursing Association and New Hampshire Nursing Association

CONTRACTOR NAMEKey Personnel

VNA at HCS Inc.

SS-2019-DPHS-07-HOMEV - Home Visiting Services September 1, 2022 – March 30, 2023

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Penelope Vaine	Program Manager	\$30,794.01	100%	\$15,397.5
Staci Branon	Family Assessment Worker	\$1,352.52	100%	\$ 676.26
Mary Mullen-LaValley	Family Assessment Worker Family Support Worker	\$47,736	100%	\$23,868.00
Rebecca Landry	Family Support Worker	\$23,337.60	100%	\$11,668.80
Rebecca Joki Provencher	RN	\$ 489.19	100%	\$ 244.60
Melinda Vonderhorst	RN	\$ 2028.65	100%	\$ 104.325

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

Lori A. Skiblaette
 Commissioner

Patricia M. Tilley
 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

March 17, 2022

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 amend existing contracts with the Contractors listed below to provide home visiting services to expectant women and newly parenting individuals by increasing the total price limitation by \$813,936 from \$10,157,002 to \$10,970,938 with no change to the contract completion dates of September 30, 2022, effective upon Governor and Council approval. 87% Federal Funds. 9% General Funds. 4% Other Funds (Governor Commission Funds).

The individual contracts were approved by Governor and Council as specified in the table below.

Vendor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval
Community Action of Belknap-Merrimack Counties Inc.	177203-B003	Concord, NH	\$725,477	\$21,268	\$746,745	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27) A2: 9/11/2020 (Item #11)
Community Action Partnership of Strafford County	177200-B004	Dover, NH	\$1,143,145	\$52,354	\$1,195,499	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27) A2: 9/23/2020 (Item #27)
Waypoint	177166-B002	City of Manchester, Hillsborough, Merrimack, and Rockingham Counties	\$4,891,017	\$418,808	\$5,309,825	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27) A2: 9/11/2020 (Item #11)

The Department of Health and Human Services' Mission is to join communities and families in providing opportunities for citizens to achieve health and independence.

The Family Resource Center at Gorham	162412-B001	Grafton and Coos County	\$1,771,141	\$269,152	\$2,040,293.00	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27) A2: 9/11/2020 (Item #11)
TLC Family Resource Center	170625-B001	Claremont, NH	\$599,500	\$19,632	\$619,132	O: 06/20/18 (Item #27E) A1: 9/11/2020 (Item #11)
Central New Hampshire VNA & Hospice	177724 4-B002	Laconia, NH	\$419,394	\$0	\$419,394	O: 06/20/18 (Item #27E) A1: 09/11/20 (Item #11)
VNA at HCS, Inc.	177274-B002	Keene, NH	\$607,328	\$32,722	\$640,050.00	O: 06/20/18 (Item #27E) A1: 9/11/2020 (Item #11)
Totals			\$10,157,002	\$813,936	\$10,970,938	

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 support the Maternal Infant Early Childhood Home Visiting model by expanding the allowable expenses to include service delivery to increase access to home visiting services, staff costs such as incentive pay, hiring costs or hiring bonuses, home visitor training, technology, emergency supplies, diaper bank coordination to support getting concrete needs to families such as diapers and wipes, and prepaid grocery cards. Providing services through evidence based home visiting, and collaborating with community partners to connect families with needed supports, ensures an array of services is available to assist with supporting and strengthening families in New Hampshire, statewide.

Approximately 260 households per year will be served during State Fiscal Years 2022 and 2023.

The Contractors provide home visiting services to pregnant women and newly parenting families with children up to the age of three (3). Nurses and family support workers visit families in their homes with the capacity to conduct visits virtually to provide educational information, depression and developmental screening, and connect families, as needed, with community services such as substance use treatment, prenatal care, employment programs, and the New Hampshire Tobacco Helpline.

The Department will monitor services by increasing the percent of families who remain enrolled in Healthy Families America for at least six (6) months from the baseline.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 3 of 3

Should the Governor and Executive Council not authorize this request, many of the most at risk New Hampshire families may not receive access to resources and family support and strengthening services necessary to raise children who are physically, socially and emotionally healthy, which can reduce juvenile delinquency, family violence, and crime.

Source of Federal Funds: Assistance Listing Number #93.870; FAIN #'s X1029490, X1031156, X1033595, X1039701, and X1141935. Health Disparities CDC #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,



Lon A. Shibinette
Commissioner

FINANCIAL DETAIL ATTACHMENT SHEET
Home Visiting-HFA
AMENDMENT #3



Community Action Belknap Merrimack Counties - Vendor #177203-B003

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$127,085.00	\$0.00	\$127,085.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$127,085.00	\$0.00	\$127,085.00
SFY 2021	102-500731	Contracts for Program Svcs	90083203	\$148,171.00	\$0.00	\$148,171.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$155,200.00	\$0.00	\$155,200.00
SFY 2023	102-500731	Contracts for Program Svcs	ibd	\$38,900.00	\$11,225.00	\$50,025.00
			Subtotal	\$596,341.00	\$11,225.00	\$607,566.00

Community Action Partnership of Strafford County - Vendor #177200-B004

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$188,512.00	\$0.00	\$188,512.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$188,512.00	\$0.00	\$188,512.00
SFY 2021	102-500731	Contracts for Program Svcs	90083203	\$239,943.00	\$0.00	\$239,943.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$257,087.00	\$0.00	\$257,087.00
SFY 2023	102-500731	Contracts for Program Svcs	ibd	\$84,272.00	\$15,138.00	\$99,410.00
			Subtotal	\$938,326.00	\$15,138.00	\$953,464.00

Waypoint - City of Manchester - Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$271,404.00	\$0.00	\$271,404.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$271,404.00	\$0.00	\$271,404.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$271,404.00	\$0.00	\$271,404.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$271,404.00	\$0.00	\$271,404.00
SFY 2023	102-500731	Contracts for Program Svcs	ibd	\$87,851.00	\$0.00	\$87,851.00
			Subtotal	\$1,183,467.00	\$0.00	\$1,183,467.00

Waypoint - Hillsboro - Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$278,493.00	\$0.00	\$278,493.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$278,493.00	\$0.00	\$278,493.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$268,146.00	\$0.00	\$268,146.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$268,146.00	\$0.00	\$268,146.00
SFY 2023	102-500731	Contracts for Program Svcs	ibd	\$87,036.00	\$0.00	\$87,036.00
			Subtotal	\$1,160,314.00	\$0.00	\$1,160,314.00

Waypoint - Merrimack Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$252,164.00	\$0.00	\$252,164.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$252,164.00	\$0.00	\$252,164.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$268,146.00	\$0.00	\$268,146.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$268,146.00	\$0.00	\$268,146.00
SFY 2023	102-500731	Contracts for Program Svcs	ibd	\$87,036.00	\$0.00	\$87,036.00
			Subtotal	\$1,107,656.00	\$0.00	\$1,107,656.00

Waypoint - Rockingham Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$184,816.00	\$0.00	\$184,816.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$184,816.00	\$0.00	\$184,816.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$268,146.00	\$0.00	\$268,146.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$268,146.00	\$0.00	\$268,146.00
SFY 2023	102-500731	Contracts for Program Svcs	ibd	\$87,036.00	\$0.00	\$87,036.00
			Subtotal	\$972,960.00	\$0.00	\$972,960.00

FINANCIAL DETAIL ATTACHMENT SHEET
Home Visiting-HFA

Granite VNA formerly known as (FKA): Central New Hampshire VNA & Hospice - Vendor #177244-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$85,788.00	\$0.00	\$85,788.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$85,788.00	\$0.00	\$85,788.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$85,788.00	\$0.00	\$85,788.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$85,788.00	\$0.00	\$85,788.00
SFY 2023	102-500731	Contracts for Program Svcs	ibd	\$21,442.00	\$6,098.00	\$27,540.00
		Subtotal		\$364,514.00	\$6,098.00	\$370,612.00

The Family Resource Center at Gorham - Coos County - Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$146,927.00	\$0.00	\$146,927.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$146,927.00	\$0.00	\$146,927.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$179,102.00	\$0.00	\$179,102.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$179,102.00	\$0.00	\$179,102.00
SFY 2023	102-500731	Contracts for Program Svcs	ibd	\$44,776.00	\$0.00	\$44,776.00
		Subtotal		\$696,834.00	\$0.00	\$696,834.00

The Family Resource Center at Gorham - Grafton County - Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$180,901.00	\$0.00	\$180,901.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$180,901.00	\$0.00	\$180,901.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$213,071.00	\$0.00	\$213,071.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$213,071.00	\$0.00	\$213,071.00
SFY 2023	102-500731	Contracts for Program Svcs	ibd	\$53,268.00	\$0.00	\$53,268.00
		Subtotal		\$841,212.00	\$0.00	\$841,212.00

TLC Family Resource Center - Vendor #170625-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$104,000.00	\$0.00	\$104,000.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$104,000.00	\$0.00	\$104,000.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$104,000.00	\$0.00	\$104,000.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$104,000.00	\$0.00	\$104,000.00
SFY 2023	102-500731	Contracts for Program Svcs	ibd	\$26,000.00	\$17,500.00	\$43,500.00
		Subtotal		\$442,000.00	\$17,500.00	\$459,500.00

VNA at HCS, Inc. - Vendor #177274-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2019	102-500731	Contracts for Program Svcs	90083200	\$138,769.00	\$0.00	\$138,769.00
SFY 2020	102-500731	Contracts for Program Svcs	90083201	\$138,769.00	\$0.00	\$138,769.00
SFY 2021	102-500731	Contracts for Program Svcs	90083201	\$138,769.00	\$0.00	\$138,769.00
SFY 2022	102-500731	Contracts for Program Svcs	90083204	\$138,769.00	\$0.00	\$138,769.00
SFY 2023	102-500731	Contracts for Program Svcs	ibd	\$34,870.00	\$1,976.00	\$36,846.00
		Subtotal		\$589,746.00	\$1,976.00	\$591,722.00
		Total of All Rows		\$6,805,372.00	\$1,405,517.00	\$8,210,889.00

FINANCIAL DETAIL ATTACHMENT SHEET

Home Visiting-HFA

100% OTHER FUNDS

Community Action Belknap Merrimack Counties Vendor #177203-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svs.	92058501	\$28,115.00	\$0.00	\$28,115.00
SFY 2021	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2022	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$44,898.00	\$44,898.00
SFY 2023	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
Subtotal				\$28,115.00	\$44,898.00	\$73,013.00

Community Action Partnership of Strafford County Vendor #177200-B004

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svs.	92058501	\$68,575.00	\$0.00	\$68,575.00
SFY 2021	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2022	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$60,553.00	\$60,553.00
SFY 2023	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
Subtotal				\$68,575.00	\$60,553.00	\$129,128.00

Waypoint- Rockingham County Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svs.	92058501	\$88,965.00	\$0.00	\$88,965.00
SFY 2021	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2022	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2023	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
Subtotal				\$88,965.00	\$0.00	\$88,965.00

The Family Resource Center at Gorham - Coos Vendor #162142-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svs.	92058501	\$32,175.00	\$0.00	\$32,175.00
SFY 2021	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2022	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2023	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
Subtotal				\$32,175.00	\$0.00	\$32,175.00

The Family Resource Center at Gorham - Grafton County Vendor #162142-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2020	102-500734	Contracts for Social Svs.	92058501	\$32,170.00	\$0.00	\$32,170.00
SFY 2021	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2022	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
SFY 2023	102-500734	Contracts for Social Svs.	92058501	\$0.00	\$0.00	\$0.00
Subtotal				\$32,170.00	\$0.00	\$32,170.00

VNA at HCS - Vendor #177274-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500585	Community Grants	92058502	\$0.00	\$7,792.00	\$7,792.00
SFY 2023	074-500585	Community Grants	92058502	\$0.00	\$0.00	\$0.00
Subtotal				\$0.00	\$7,792.00	\$7,792.00

TLC Family Resource Center - Vendor #170825-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500585	Community Grants	92058502	\$0.00	\$70,000.00	\$70,000.00
SFY 2023	074-500585	Community Grants	92058502	\$0.00	\$0.00	\$0.00
Subtotal				\$0.00	\$70,000.00	\$70,000.00

Granite VNA formerly known as (FKA): Central New Hampshire VNA & Hospice - Vendor #177244-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500585	Community Grants	92058502	\$0.00	\$24,391.00	\$24,391.00
SFY 2023	074-500585	Community Grants	92058502	\$0.00	\$0.00	\$0.00
Subtotal				\$0.00	\$24,391.00	\$24,391.00

Total: \$280,000.00

FINANCIAL DETAIL ATTACHMENT SHEET

Home Visiting-HFA

05-96-03-0010-2955 HEALTH AND SOCIAL SERVICES-DEPT OF HEALTH AND HUMAN SVCS: HHS- HUMAN SERVICES DIV: CHILD PROTECTION: CHILD-FAMILY SERVICES
100% GENERAL FUNDS

Waypoint- Merrimack County

Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105748	\$181,179.00		\$181,179.00
SFY 2022	645-504004	General Funds for Other	42105748	\$181,179.00	(\$181,179.00)	\$0.00
SFY 2023	645-504004	General Funds for Other	42105748	\$45,295.00	(\$45,295.00)	\$0.00
Subtotal				\$407,653.00	(\$228,474.00)	\$181,179.00

VNA at HCS, Inc. - Vendor #177274-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105748	\$7,814.00	\$0.00	\$7,814.00
SFY 2022	645-504004	General Funds for Other	42105748	\$7,814.00	-\$7,814.00	\$0.00
SFY 2023	645-504004	General Funds for Other	42105748	\$1,954.00	-\$1,954.00	\$0.00
Subtotal				\$17,682.00	-\$9,768.00	\$7,814.00

Community Action Partnership of Strafford County

Vendor #177200-B004

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105748	\$60,553.00	\$0.00	\$60,553.00
SFY 2022	645-504004	General Funds for Other	42105748	\$60,553.00	-\$60,553.00	\$0.00
SFY 2023	645-504004	General Funds for Other	42105748	\$15,138.00	\$0.00	\$0.00
Subtotal				\$136,244.00	-\$75,691.00	\$60,553.00

Community Action Belknap Merrimack Counties

Vendor #177203-B003

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105748	\$44,898.00	\$0.00	\$44,898.00
SFY 2022	645-504004	General Funds for Other	42105748	\$44,898.00	-\$44,898.00	\$0.00
SFY 2023	645-504004	General Funds for Other	42105748	\$11,225.00	-\$11,225.00	\$0.00
Subtotal				\$101,021.00	-\$58,123.00	\$44,898.00

Granite VNA formerly know as (FKA): Central New Hampshire VNA & Hospice - Vendor #177244-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105748	\$24,391.00	\$0.00	\$24,391.00
SFY 2022	645-504004	General Funds for Other	42105748	\$24,391.00	-\$24,391.00	\$0.00
SFY 2023	645-504004	General Funds for Other	42105748	\$8,098.00	-\$8,098.00	\$0.00
Subtotal				\$56,880.00	-\$30,489.00	\$24,391.00

The Family Resource Center at Gorham - Coos County

Vendor #182412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105748	\$25,000.00	\$0.00	\$25,000.00
SFY 2022	645-504004	General Funds for Other	42105748	\$25,000.00	(\$25,000.00)	\$0.00
SFY 2023	645-504004	General Funds for Other	42105748	\$8,250.00	(\$8,250.00)	\$0.00
Subtotal				\$58,250.00	-\$31,250.00	\$25,000.00

The Family Resource Center at Gorham - Grafton County

Vendor #182412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105748	\$50,000.00	\$0.00	\$50,000.00
SFY 2022	645-504004	General Funds for Other	42105748	\$50,000.00	(\$50,000.00)	\$0.00
SFY 2023	645-504004	General Funds for Other	42105748	\$12,500.00	(\$12,500.00)	\$0.00
Subtotal				\$112,500.00	(\$62,500.00)	\$50,000.00

TLC Family Resource Center - Vendor #170625-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2021	645-504004	General Funds for Other	42105748	\$70,000.00	\$0.00	\$70,000.00
SFY 2022	645-504004	General Funds for Other	42105748	\$70,000.00	(\$70,000.00)	\$0.00
SFY 2023	645-504004	General Funds for Other	42105748	\$17,500.00	(\$17,500.00)	\$0.00
Subtotal				\$157,500.00	-\$87,500.00	\$70,000.00
Total of All 2958:				\$1,047,830.00	-\$579,798.00	\$483,838.00

05-96-03-002010-6150 HEALTH AND SOCIAL SERVICES- HEALTH AND HUMAN SVCS: HHS: PUBLIC HEALTH DIV
BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES: MATERNAL - CHILD HEALTH
100% GENERAL FUNDS

Family Resource Center at Gorham - Grafton

Vendor #182412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	102-500731	Contracts for Program Svcs	90004019	\$0.00	\$50,000.00	\$50,000.00
SFY 2023	102-500731	Contracts for Program Svcs	90004019	\$0.00	\$12,500.00	\$12,500.00
Subtotal				\$0.00	\$62,500.00	\$62,500.00

Family Resource Center at Gorham - Coos

Vendor #182412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	102-500731	Contracts for Program Svcs	90004019	\$0.00	\$25,000.00	\$25,000.00
SFY 2023	102-500731	Contracts for Program Svcs	90004010	\$0.00	\$8,250.00	\$8,250.00
Subtotal				\$0.00	\$33,250.00	\$33,250.00
Total of All 190:				\$0.00	\$93,750.00	\$93,750.00

05-96-03-001010-5771 HEALTH AND SOCIAL SERVICES- HEALTH AND HUMAN SVCS: HHS: PUBLIC HEALTH DIV
BUREAU OF POLICY & PERFORMANCE: PH COVID-19 HEALTH DISPARITIES
100% FEDERAL FUNDS CFDA #93.381 FAJN#NH750T000031

FINANCIAL DETAIL ATTACHMENT SHEET
Home Visiting-HFA

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90577160	\$0.00	\$181,179.00	\$181,179.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90577160	\$0.00	\$45,295.00	\$45,295.00
			Subtotal	\$0.00	\$226,474.00	\$226,474.00

Waypoint- Rockingham County Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90577160	\$0.00	\$188,821.00	\$188,821.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90577160	\$0.00	\$42,205.00	\$42,205.00
			Subtotal	\$0.00	\$231,026.00	\$231,026.00

Family Resource Center at Gorham - Coos Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90577160	\$0.00	\$115,350.00	\$115,350.00
SFY 2022	074-500589	Grants for Pub Asst and Relief	90577100	\$0.00	\$45,000.00	\$45,000.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90577160	\$0.00	\$28,838.00	\$28,838.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90577100	\$0.00	\$11,250.00	\$11,250.00
			Subtotal	\$0.00	\$200,438.00	\$200,438.00
			Total AU 5771	\$0.00	\$637,938.00	\$637,938.00

0055-90-00-210 HEALTH AND SOCIAL SERVICES DEPT OF HEALTH AND HUMAN SERVICES FIRST PUBLIC HEALTH DIVISION COMM & HEALTH SERVICES DIVISION VISITING HOME FEDERAL INDC 470 PAINE ST

Community Action Partnership of Strafford County Vendor #177200-B004

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$26,177.00	\$26,177.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$26,177.00	\$26,177.00
			Subtotal	\$0.00	\$52,354.00	\$52,354.00

Waypoint Vendor #177166-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$103,891.00	\$103,891.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$103,891.00	\$103,891.00
			Subtotal	\$0.00	\$207,782.00	\$207,782.00

Family Resource Center at Gorham Vendor #162412-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$34,357.00	\$34,357.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$34,357.00	\$34,357.00
			Subtotal	\$0.00	\$68,714.00	\$68,714.00

VNA at HCS, Inc. - Vendor #177274-B002

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$16,361.00	\$16,361.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$16,361.00	\$16,361.00
			Subtotal	\$0.00	\$32,722.00	\$32,722.00

TLC Family Resource Center - Vendor #170625-B001

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$9,816.00	\$9,816.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$9,816.00	\$9,816.00
			Subtotal	\$0.00	\$19,632.00	\$19,632.00

Community Action Belknap Merrimack Counties Vendor #177203-B003

Fiscal Year	Class / Account	Class Title	Job Number	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2022	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$10,634.00	\$10,634.00
SFY 2023	074-500589	Grants for Pub Asst and Relief	90083206	\$0.00	\$10,634.00	\$10,634.00
			Subtotal	\$0.00	\$21,268.00	\$21,268.00
			Total AU 2461	\$0.00	\$402,472.00	\$402,472.00

TOTALS \$10,970,938.00 \$813,936.00 \$10,970,938.00

Her Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
Page 3 of 3

Source of Funds: 100% Federal Funds, CFDA # 93.870, US Department of Health and Human Services, Health Resources and Services Administration, FAIN #'s are: X10MC29490 (4/1/16 - 9/30/18) X10MC31156 (9/30/17 - 9/29/19).

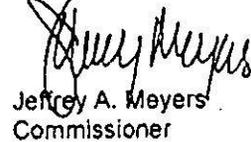
In the event that federal funds become no longer available, general funds will not be requested to support these agreements.

Respectfully Submitted,



Lisa Morris
Director

Approved by:



Jeffrey A. Meyers
Commissioner

*The Department of Health and Human Services' Mission is to join communities and families
in providing opportunities for citizens to achieve health and independence.*

**State of New Hampshire
Department of Health and Human Services
Amendment #2**

This Amendment to the Home Visiting Services contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and VNA at HCS, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 20, 2018 (Item #27E), as amended on September 11, 2020, (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, 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

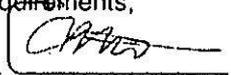
NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$640,050
2. Modify Exhibit A, Scope of Services Section 1 Provisions Applicable to All Services, Subsection 1.5, to read:
 - 1.5 The Contractor shall provide home visiting services as detailed in this Exhibit A, Scope of Services as follows:

Reference	Area of Service	Proposed Caseload SFY 2022 (Date of G&C approval – 6/30/22)	Proposed Caseload SFY 2023 (7/1/2022 – 9/30/2022)
1.5.1	Cheshire County	24 families	24 families

3. Modify Exhibit A, Scope of Services Section 2 Scope of Work, Subsection 2.2 Paragraph 2.2.4, to read:
 - 2.2.4 Ensure the 12 critical elements that make up the essential components of the HFA Model are addressed in agency policies.
4. Modify Exhibit A, Scope of Services Section 2 Scope of Work, by adding Subsection 2.10, to read:
 - 2.10 The Contractor shall support program staff and participants by providing the following allowable expenses under MIECHV American Rescue Plan funding:
 - 2.10.1 Service delivery.
 - 2.10.2 Hazard pay or other staff costs.
 - 2.10.3 Home visitor training.
 - 2.10.4 Technology.
 - 2.10.5 Emergency supplies.
 - 2.10.6 Diaper bank coordination (if not possible, barriers to coordination must be provided in writing).
 - 2.10.7 Prepaid grocery cards.

5. Modify Exhibit A, Scope of Services Section 4 Reporting and Deliverable Requirements,



Subsection 4.7, to read:

- 4.7 The Contractor shall submit annual reports by July 31 of each contract year, with the first report due on July 31, 2022.
- 6. Modify Exhibit A, Scope of Services Section 6 Performance Measures, Subsection 6.1, to read:
 - 6.1 All measures, consider services provided within the scope of this MCH contract during State Fiscal year 2022, July 1, 2021 – June 30, 2022. Measures may be modified to reflect updates after October 1, 2021 to reflect new Federal updates.
- 7. Modify Exhibit A, Scope of Services Section 6 Performance Measures, Subsection 6.1 Paragraph 6.1.2, to read:

6.1.2 Performance Measure #2

HVNH-HFA Performance Measure #2 (Retention Report)

HFA Standard 3-4.A

Measure: Increase the percent of families who remain enrolled in HFA for at least six (6) months from the baseline¹.

Goal: Families stay connected and maintain involvement with HFA services.

Definition: **Numerator-** Of those in the denominator, the number of families that remained in HFA services at least six (6) months.

Denominator- The number of families who received a first home visit during the period for:

Quarter 4 - 7/1/2021 – 9/30/2021

Quarter 1 - 10/1/2021 - 12/31/2021

Quarter 2 - 1/1/2022 – 3/31/2022

Data Source: HVNH-HFA Data Records, HFA methodology for measuring retention rates.

- 8. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 2, as follows:
 - 2. This Agreement is funded with:
 - 2.1 86% Federal Funds from Maternal, Infant and Early Childhood Home Visiting Grant Program as awarded on 5/18/2017, 9/15/2017, 8/26/2019, 2/4/2021, and 4/30/2021 by the Department of Health and Human Services, Health Resources and Services Administration; CDFA #93.870; FAIN #'s X1029490, X1031156, X1033595, X1039701, and X1141935.
 - 2.2 10% General Funds from Parental Assistance Funds.
 - 2.3 4% Other Funds (Governor Commission Funds).
- 9. Modify Exhibit B - Amendment #1, Methods and Conditions Precedent to Payment, Section 3, to read:
 - 3. Payment for expenses shall be on a cost reimbursement basis for allowable costs only in accordance with Exhibit B-1 Budget through Exhibit B-10 Budget – Amendment #2.
- 10. Add Exhibit B-9 Budget – Amendment #2 and Exhibit B-10 Budget – Amendment #2, which are 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 Governor and 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

3/21/2022

Date

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

3/17/2022

Date

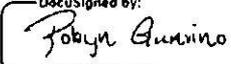
VNA at HCS, Inc.
Maura McQueen
Name: Maura McQueen
Title: CEO HCS

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

OFFICE OF THE ATTORNEY GENERAL

3/23/2022

Date

DocuSigned by:

Name: Robyn Guarino
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

Exhibit B-1, Amendment 2, SFY 2022 Budget

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

Contractor Name: VNA of HCS, Inc.

Project Title: Home Visiting New Hampshire - Healthy Families America

Budget Period: Date of GAC to June 30, 2022 (SFY 2022)

Line Item	Total Program Cost				Contractor Share / Mission				Funded by DPHHS contract share			
	Original Budget	Amended Budget	Current Budget	Total	Original Budget	Amended Budget	Current Budget	Total	Original Budget	Amended Budget	Current Budget	Total
1. Total Submittals	\$ 8,862.00	\$ -	\$ -	\$ 8,862.00	\$ -	\$ -	\$ -	\$ -	\$ 8,862.00	\$ -	\$ -	\$ 8,862.00
2. Personnel Benefits	450.00	-	-	450.00	-	-	-	-	450.00	-	-	450.00
3. Capital Items	-	-	-	-	-	-	-	-	-	-	-	-
4. Equipment	-	-	-	-	-	-	-	-	-	-	-	-
- Travel	-	-	-	-	-	-	-	-	-	-	-	-
- Repair and Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
- Furniture/Furniture	2,275.00	-	-	2,275.00	-	-	-	-	2,275.00	-	-	2,275.00
5. Supplies	-	-	-	-	-	-	-	-	-	-	-	-
- Education	5,160.00	-	-	5,160.00	-	-	-	-	5,160.00	-	-	5,160.00
- Lab	-	-	-	-	-	-	-	-	-	-	-	-
- Pharmacy	-	-	-	-	-	-	-	-	-	-	-	-
- Medical	-	-	-	-	-	-	-	-	-	-	-	-
- Other	-	-	-	-	-	-	-	-	-	-	-	-
6. Travel	-	-	-	-	-	-	-	-	-	-	-	-
7. Occupancy	-	-	-	-	-	-	-	-	-	-	-	-
8. Current Expenses	-	-	-	-	-	-	-	-	-	-	-	-
- Telephone	-	-	-	-	-	-	-	-	-	-	-	-
- Postage	-	-	-	-	-	-	-	-	-	-	-	-
- Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-
- Air and Land	-	-	-	-	-	-	-	-	-	-	-	-
- Printing	-	-	-	-	-	-	-	-	-	-	-	-
- Bond Expenses	-	-	-	-	-	-	-	-	-	-	-	-
9. Software	-	-	-	-	-	-	-	-	-	-	-	-
10. Marketing/Communications	-	-	-	-	-	-	-	-	-	-	-	-
11. Staff Education and Training	2,574.00	-	-	2,574.00	-	-	-	-	2,574.00	-	-	2,574.00
12. Subcontract Agreements	-	-	-	-	-	-	-	-	-	-	-	-
13. Other (specify details monthly)	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	16,361.00	-	-	16,361.00	-	-	-	-	16,361.00	-	-	16,361.00

Submit As A Percent of Cost

0.0%

Exhibit B-10, Amendment 2, SFY 2023 Budget

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

Contractor Name: VNA of NCS, Inc.

Project Title: Home Visiting New Hampshire - Healthy Families America

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

Line Item	Description	Total Program Cost		Contractor Share / Match		Funded by DPHS contract share	
		Direct	Indirect	Direct	Indirect	Direct	Indirect
1	Total Standard Wages	\$ 6,071.00	\$ -	\$ 6,071.00	\$ -	\$ 6,071.00	\$ -
2	Employee Benefits	\$ 470.00	\$ -	\$ 470.00	\$ -	\$ 470.00	\$ -
3	Commodities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Rent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Repairs and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	Purchase Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9	Educational	\$ 6,320.00	\$ -	\$ 6,320.00	\$ -	\$ 6,320.00	\$ -
10	Lab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11	Pharmacy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	Medical	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	Office	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Outsourcing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16	Contract Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20	Audit and Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Board Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	Marketing/Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	Staff Education and Training	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -
26	Subcontractor/Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Other (specify in comments)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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100		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 14,381.00	\$ 0.00	\$ 14,381.00	\$ 0.00	\$ 14,381.00	\$ 0.00



Lori A. Shilbette
Commissioner

Lisa M. Morris
Director

17 MAC

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

August 25, 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 amend existing Sole Source agreements with the vendors listed below in bold to provide home visiting services to expectant women and newly parenting individuals, by increasing the total price limitation by \$5,088,194 from \$4,657,387 to \$9,745,581 and by extending the completion dates from September 30, 2020 to September 30, 2022 effective upon Governor and Council approval. 81% Federal Funds. 19% General Funds.

The contracts and subsequent amendments were approved by Governor and Council, as indicated below.

Vendor Name	Vendor Code	Location	Current Amount	Increase (Decrease)	Revised Amount	G&C Date (Item #)
Community Action of Belknap-Merrimack Counties Inc.	177203-B003	2 Industrial Park Drive Concord, NH	\$314,056	\$0	\$314,056	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27)
Community Action Partnership of Strafford County	177200-B004	642 Central Avenue Dover, NH	\$492,727	\$650,418	\$1,143,145	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27)
Waypoint	177166-B002	City of Manchester, Hillsborough, Merrimack, and Rockingham Counties	\$2,309,438	\$2,581,579	\$4,891,017	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27)
The Family Resource Center at Gorham	162412-B001	Grafton and Coos County	\$801,958	\$969,183	\$1,771,141	O: 06/20/18 (Item #27E) A1: 09/18/19 (Item #27)
TLC Family Resource Center	170625-B001	109 Pleasant Street Claremont, NH	\$234,000	\$365,500	\$599,500	O: 06/20/18 (Item #27E)
Central New Hampshire VNA & Hospice	1777244-B002	780 North Main Street Laconia, NH	\$192,978	\$226,416	\$419,394	O: 06/20/18 (Item #27E)

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2 of 3

VNA at HCS, Inc.	177274-B002	312 Marlboro Street Keene, NH	\$312,230	295,098	\$607,328	O: 06/20/18 (Item #27E)
		Totals	\$4,657,387	\$5,088,194	\$9,745,581	
*The amendment with the Community Action of Belknap-Merrimack Counties Inc. is currently pending and will be submitted to a future G&C meeting.						

Funds are available in the following accounts for State Fiscal Year 2021, and 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 the contracts were originally approved as sole source and MOP 150 requires any subsequent amendments to be labelled as sole source. Additionally, the vendors are the only vendors certified to provide the evidence based home visiting model, 'Health Families America.' The vendors have been providing home visiting services in their respective counties and have developed collaborative referral networks that provide new mothers and their families with additional assistance programs in their community.

The purpose of this request is to continue providing Home Visiting services to eligible households utilizing the Maternal Infant Early Childhood Home Visiting model. Providing services through this model along with permanent partners within each community, ensures an array of services is available to assist with supporting and strengthening families in New Hampshire, statewide.

Continuing home visiting services allows the Department to provide services to a total of 500 households through September 30, 2022.

The Contractors provide home visiting services to pregnant women and newly parenting families with children up to the age of three (3). Nurses and family support workers visit families in their homes with the capacity to conduct visits virtually to provide educational information, depression and developmental screening, and connect families, as needed, with community services such as prenatal care, employment programs and the New Hampshire Tobacco Helpline.

As referenced in Exhibit C-1, Revisions to General Provisions 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, many of the most at risk New Hampshire families may not receive access to resources and family support and strengthening services necessary to raise children who are physically, socially and emotionally healthy, which can reduce juvenile delinquency, family violence and crime.

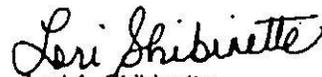
His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 3 of 3

Area served: Statewide

Source of Funds: CFDA #93.870, FAIN #X10MC33595

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

New Hampshire Department of Health and Human Services
Home Visiting Services



State of New Hampshire
Department of Health and Human Services
Amendment #1 to the Home Visiting Services Contract

This 1st Amendment to the Home Visiting Services contract (hereinafter referred to as "Amendment #1") is by and between the State of New Hampshire, Department of Health and Human Services (hereinafter referred to as the "State" or "Department") and VNA at HCS, Inc., (hereinafter referred to as "the Contractor"), a nonprofit corporation with a place of business at 312 Marlboro Street, Keene, NH, 03431.

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 20, 2018 (Item #27E), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, Paragraph 18, and Exhibit C-1, Revisions to General Provisions, Paragraph 3, 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:
September 30, 2022.
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$607,328.
3. Modify Exhibit A, Scope of Services, Section 1 Provisions Applicable to All Services, Subsection 1.5., to read:
1.5. The Contractor shall provide home visiting services in Cheshire County to a minimum of 24 families per contract year.
4. Modify Exhibit A, Scope of Services, Section 2 Scope of Work, Subsection 2.2, Paragraph 2.2.4., to read:
2.2.4. Ensure the twelve (12) critical elements that make up the essential components of the HFA Model are addressed in agency policies.
5. Modify Exhibit A, Scope of Services, Section 2 Scope of Work, Subsection 2.2., by adding Paragraph 2.2.6., to read:
2.2.6 Participate in Continuous Quality Improvement Projects and collaborative efforts to serve families within designated catchment areas. The Contractor shall:
 - 2.2.6.1. Ensure staff are available to provide relevant data as well as key data and metrics, as requested by the Department.
 - 2.2.6.2. Ensure staff are available to review data, discuss performance, learn from their peers, and identify action-steps that may improve client outcomes.
6. Modify Exhibit A, Scope of Services, Section 3 Staffing Requirements, Subsection 3.5 to read:
3.5. Reserved.
7. Modify Exhibit A, Scope of Services, Section 3 Staffing Requirements, Subsection 3.6, to read
3.6. Reserved.
8. Modify Exhibit A, Scope of Services, Section 4 Reporting and Deliverable Requirements, by adding

VNA at HCS, Inc.

SS-2019-DPHS-05-HOMEV-04-A01

Amendment #1
Page 1 of 4

Contractor Initial 
Date 8/5/20

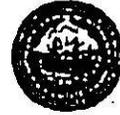
**New Hampshire Department of Health and Human Services
Home Visiting Services**



Subsection 4.8., to read:

- 4.8 The Contractor shall participate in sub-recipient monitoring activities, as coordinated by the Department. The Contractor shall:
 - 4.8.1 Provide fiscal documentation demonstrating that MIECHV funding is utilized solely to support activities under this contract, as requested by the Department.
 - 4.8.2 Ensure expenses are reasonable, allowable and allocable per 45 CFR 75.
 - 4.8.3 Provide documentation of funding utilization and reasonable expenses to the Department upon request.
9. Modify Exhibit A, Scope of Services, Section 5 Work Plan, Subsection 5.2. to read:
 - 5.2. The Contractor shall submit a Work Plan, utilizing a template as provided by the Department, that includes, but is not limited to:
 - 5.2.1. Activities.
 - 5.2.2. Performance Measures (Outcomes).
 - 5.2.3. Action Plan for Improvement.
10. Modify Exhibit A-2 Work Plan Template by deleting it in its entirety and replacing it with Exhibit A-2 Performance Measures, which is attached hereto and incorporated by reference herein.
11. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 1, to read:
 1. This Contract is funded with federal funds. Department access to supporting funding for this project is dependent upon the criteria set forth in the Catalog of Federal Domestic Assistance (CFDA) # 93.870 (<https://www.cfda.gov>), U.S. Department of Health and Human Services, Health Resources and Services Administration (HRSA) and General Funds from Parental Assistance Funds.
12. Modify Exhibit B, Methods and Conditions Precedent to Payment, Section 3, to read:
 3. Payment for expenses shall be on a cost reimbursement basis for allowable costs only in accordance with Exhibit B-1, Budget through Exhibit B-8 – Amendment #1.
13. Modify Exhibit B-3, Budget by deleting it in its entirety and replacing it with Exhibit B-3 – Amendment #1, which is attached hereto and incorporated by reference herein.
14. Add Exhibit B-4 – Amendment #1.
15. Add Exhibit B-5 – Amendment #1.
16. Add Exhibit B-6 – Amendment #1.
17. Add Exhibit B-7 – Amendment #1.
18. Add Exhibit B-8 – Amendment #1.

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



All terms and conditions of the Contract and prior amendments not inconsistent with this Amendment #1 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

8/11/2020
Date

Lori Shubette
Name:
Title:

VNA at HCS, Inc.

8/6/20
Date

Maura Mcweeney
Name: MAURA MCWEENEY
Title: President FCO

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



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

OFFICE OF THE ATTORNEY GENERAL

08/17/20
Date

Catherine Pinos
Name:
Title: Catherine Pinos, Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

New Hampshire Department of Health and Human Services
Home Visiting Services



Exhibit A-2 Performance Measures

1. Performance Measures

- 1.1. For all measures, consider services provided during State Fiscal year 2021 (July 1, 2020– June 30, 2021) in accordance with Exhibit A, Scope of Services of this Contract.

Performance Measure #1 (EPDS)
HFA Best Practice Standard 7-4.D

Measure: 80% of women enrolled in the program received at least one Edinburgh Postnatal Depression Scale screening by 3 months postpartum.

Goal: All post-partum women enrolled in HFA will receive this formal, validated screening for depression at the optimal time.

Definition: Numerator- Of those in the denominator, the number of women that received an Edinburgh Postnatal Depression Scale (EPDS) screening by 3 months postpartum.

Denominator- The total number of women in the program who reached 3 months post-partum during the reporting period and were enrolled prior to 3 months after the birth of their baby.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → HFA EPDS 3 months rev [7/10/2019] Index child only

Performance Measure #2 (Retention)
HFA Best Practice Standard 3-4.A

Measure: Increase the percent of families who remain enrolled in HFA for at least 6 months from FFY 2019 average (10/1/2018-9/30/2019) baseline.

Goal: Families stay connected and maintain involvement with HFA services.

Definition: Numerator- Of those in the denominator, the number of families that remained in HFA services at least 6 months.

Denominator- The number of families who received a first home visit during the period 10/1/2019-9/30/2020:

- Quarter 1 10/1/2019- 12/31/2019
- Quarter 2 1/1/2020- 3/31/2020
- Quarter 3 4/1/2020 - 6/30/2020
- Quarter 4 7/1/2020 - 9/30/2020.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → HFA Retention Summary (Current) (Baseline is determined by performance in the prior fiscal year.)

[Handwritten Signature]

New Hampshire Department of Health and Human Services
Home Visiting Services



Exhibit A-2 Performance Measures

Performance Measure #3
HFA Best Practice Standard 6-6.B

Measure: 90% of target children with a positive screen for developmental delays (scoring below the "cutoff" on the ASQ-3) receive services in a timely manner. Children already receiving developmental services should not be screened.

Goal: All children served who are determined to be at risk for developmental delays, and are not already receiving developmental services, will receive a referral for further evaluation or services. (If a family declines a referral this should be documented in the family's file and the Family Support Specialist shall continue efforts to advocate for accessing developmental services.)

Definition: **Numerator:** Number of children enrolled in home visiting who a) received individualized developmental support from a home visitor; b) were referred to early intervention services and received an evaluation within 45 days; OR c) were referred to other community services who received services within 30 days (and met the conditions specified in the denominator.)

Denominator: Total number of children enrolled in HFA with positive screens (scoring below the cutoff) for developmental delays, measured using the ASQ-3.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → HFA Child Development Screenings (Current)

Performance Measure #4
HFA Standard 12-1.B

Measure: All direct service staff receive a minimum of 75% of required weekly individual supervision according to the HFA Standards.

Goal: Service providers receive ongoing, effective supervision so they are able to develop realistic and effective plans to empower families.

Definition: **Numerator-** Of those in the denominator, the number of direct service staff who received 75% of required weekly individual supervision for a minimum of 1.5 hours for full-time (.75 to 1.0 FTE) and 1 hour for part-time staff (from .25 - .75 FTE).

Denominator- The number of direct service staff/home visitors employed in the HFA Program during quarter.

Data Source: ETO: Reports → View Reports (New) → Quarterly Reports → Staff Supervision Rev [6-22-2018]

Table B-1 - Amendment #1

Contractor Name: WMA of MCB, Inc		New Hampshire Department of Health and Human Services							
Budget Purpose: Health Care									
Budget Period: 01/01/00 - 06/30/01 - Federal Funds									
Line Item	Description	01/01/00	02/01/00	03/01/00	04/01/00	05/01/00	06/01/00	07/01/00	08/01/00
1	Total Available	18,112.00							18,112.00
2	Contractor's Budget	18,112.00							18,112.00
3	Contractor's Budget								
4	Equipment								
5	Material								
6	Travel								
7	Telephone								
8	Printing								
9	Supplies								
10	Professional Fees								
11	Contractor's Budget								
12	Contractor's Budget								
13	Contractor's Budget								
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100	Contractor's Budget								
TOTAL		18,112.00							18,112.00

[Handwritten Signature]
 8/6/00

Form No. 1 - Amendment 11

New Hampshire Department of Health and Human Services									
Contract with: Home Health & Community Services									
Budget Request for: Healthy Start									
Budget Period: 09/01/2020 - 09/30/2021									
Line Item	Program	Activity	Category	Sub-Category	Unit	Rate	Quantity	Total	Notes
1	Employee Salaries					1,234.00		1,234.00	
2	Contract								
3	Equipment								
4	Travel								
5	Supplies								
6	Printing								
7	Telephone								
8	Postage								
9	Subscriptions								
10	Account and Legal								
11	Insurance								
12	Board Expenses								
13	Salaries								
14	Marketing/Communications								
15	Staff Education and Training								
16	Subcontract Agreements								
17	Other (W & A)								
TOTAL						1,234.00		1,234.00	

PD
 8/4/20

Form 8-0 - Amendment 11

Government Form 700-0-002		New Hampshire Department of Health and Human Services									
Budget Account No: Health Care		Budget Period: 01/01/2011 - 06/30/2011 - Federal Funds									
Line Item	Code	Quantity	Unit Price	Total Program Cost	Contractor Share / Match	Other	Total Available	Contractor Share / Match	Other	Total Available	Balance
1	Total Salary/Wages	1	80,134.00	80,134.00			80,134.00			80,134.00	
2	Employee Benefits	1	18,972.00	18,972.00			18,972.00			18,972.00	
3	Commodities										
4	Equipment										
5	Food										
6	Repair and Maintenance										
7	Purchase/Depreciation	1	1,750.00	1,750.00			1,750.00			1,750.00	
8	Supplies										
9	Educational	1	840.00	840.00			840.00			840.00	
10	Medical										
11	Office	1	150.00	150.00			150.00			150.00	
12	Travel	1	4,200.00	4,200.00			4,200.00			4,200.00	
13	Telephone	1	3,198.00	3,198.00			3,198.00			3,198.00	
14	Printing										
15	Postage										
16	Subscriptions										
17	Audit and Legal										
18	Insurance										
19	Other Expenses										
20	Salaries										
21	Materials/Commodities	1	500.00	500.00			500.00			500.00	
22	Staff Education and Training	1	500.00	500.00			500.00			500.00	
23	Subcontract Agreements										
24	Other (PFA Data)	1	1,750.00	1,750.00			1,750.00			1,750.00	
25	Interest			12,500.00						12,500.00	
26	TOTAL			128,879.00			128,879.00			128,879.00	

[Signature]
 Date: 8/6/20

EXHIBIT 1 - Attachment 11

Kent State University Department of Health and Human Services
 Budget Request for: Healthy Start
 Budget Period: 1/1/2020 to 12/31/2020

Line Item	Direct	Indirect	Total Program Cost	Contractor Share	Match	Funded by OHSI contract share	Total
1. Total Emergency			1,142.00				1,142.00
2. Employee Benefits			250.00				250.00
3. Contract							
4. Contract							
5. Supplies							
6. Travel							
7. Honoraria							
8. Other							
9. Other							
10. Other							
11. Other							
12. Other							
13. Other							
TOTAL			1,142.00				1,142.00


 Date: 8/6/20

Form 0-0 - Amendment 01

Donor name: WMA of N.C., Inc.		New Hampshire Department of Health and Human Services	
Budget Account No.: Health Care			
Budget Period: 01/01/2002 - 06/30/2002 Federal Funds			
	01/01/2002	06/30/2002	Total
1. Total Expenditures	27,347.76	27,347.76	54,695.52
2. Computer Expenditures	2,768.76	2,768.76	5,537.52
3. Construction	-	-	-
4. Equipment	-	-	-
Major	-	-	-
Minor and maintenance	-	-	-
Depreciation	280.00	280.00	560.00
5. Supplies	233.54	233.54	467.08
Educational	-	-	-
Lab	-	-	-
Pharmacy	-	-	-
Medical	-	-	-
Office	37.34	37.34	74.68
6. Travel	1,485.00	1,485.00	2,970.00
7. Contingency	1,299.00	1,299.00	2,598.00
8. Contract Expenses	-	-	-
Printing	627.53	627.53	1,255.06
Postage	-	-	-
Subscriptions	-	-	-
Audit and Legal	-	-	-
Insurance	-	-	-
Event Expenses	-	-	-
9. Salary	-	-	-
10. Salaries, Commissions	125.00	125.00	250.00
11. Staff Education and Training	148.98	148.98	297.96
12. Salaries and Expenses	-	-	-
13. Other (NFA Query)	237.53	237.53	475.06
Reversal	-	2,150.00	2,150.00
TOTAL	34,426.28	34,426.28	68,852.56

WMA of N.C., Inc.
 15 23rd Street, Suite 200
 Raleigh, NC 27601
 Page 1 of 1

8/6/20



Jeffrey A. Meyers
Commissioner

Lisa M. Morris
Director

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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

May 2, 2018

His Excellency Governor Christopher T. Sununu
and the Honorable Executive 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 agreements with the vendors listed below, in an amount not to exceed \$4,407,387, to provide the provision of home visiting services to expectant women and newly parenting individuals, July 1, 2018 upon Governor and Executive Council approval through September 30, 2020. 100% Federal Funds.

Vendor	Vendor Code	Address	Amount
Community Action of Belknap-Merrimack Counties Inc.	177203-B003	2 Industrial Park Drive Concord, NH 03302-1016	\$285,941
Community Action Partnership of Strafford County	177200-B004	642 Central Avenue Dover, NH 03820	\$424,152
Child and Family Services of New Hampshire	177166-B002	City of Manchester, Hillsborough, Merrimack and Rockingham Counties	\$2,220,473
The Family Resource Center at Gorham	162412-B001	Grafton and Coos County	\$737,613
TLC Family Resource Center	170625-B001	109 Pleasant Street Claremont, NH 03743	\$234,000
Central New Hampshire VNA & Hospice	177244-B002	780 North Main Street, Laconia, NH 03246	\$192,978
VNA at HCS, Inc.	177274-B002	312 Marlboro Street Keene, NH 03431	\$312,230
Total:			\$4,407,387

Her Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
Page 2 of 3

Funds are available in the following account in State Fiscal Years 2019 and are anticipated to be available in State Fiscal Years 2020 and 2021, upon availability and continued appropriation of funds in the future operating budget, with the ability to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified, without approval from Governor and Executive Council.

05-95-90-902010-5896 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY
SERVICES, ACA HOME VISITING

Fiscal Year	Class	Title	Activity Code	Amount
2019	102-500731	Contracts for Program Svcs	90083200	\$1,958,839
2020	102-500731	Contracts for Program Svcs	90083201	\$1,958,839
2021	102-500731	Contracts for Program Svcs	90083201	\$489,709
			Total:	\$4,407,387

EXPLANATION

This request is sole source because these vendors are the only vendors certified to provide the evidence based home visiting model "Healthy Families America" as approved by the Division of Public Health Services and federal funders. Additionally, these vendors have been providing home visiting services in their respective counties and have developed collaborative referral networks, which can provide new mothers and their families with additional assistance programs available in their community. Home Visiting utilizes an approved Maternal Infant Early Childhood Home Visiting model along with permanent partners within each community providing an array of services to assist in family support and strengthening services to more New Hampshire citizens, statewide. Funds will allow the vendors to provide services to 255 households in need through September 30, 2020. The vendors have demonstrated their ability to provide these services.

The purpose of these agreements is to improve maternal and child health, prevent child abuse and neglect, encourage positive parenting and promote child growth and development. Home visitation programs can be an effective early-intervention strategy to improve the health and well-being of children, particularly if they are embedded in comprehensive community services to families at risk.

These agreements contain language in Exhibit C-1, Revisions to General Provisions that allow the Department to renew the contracts for up to two (2) additional years, subject to the continued availability of funds, satisfactory performance of services and approval from the Governor and Executive Council.

The vendors will provide home visiting services to pregnant women and newly parenting families with children up to the age of three (3). Nurses and family support workers will visit families in their homes to provide educational information, depression and developmental screening, and connect families, as needed, with community services such as prenatal care, employment programs and the New Hampshire Tobacco Helpline.

Should the Governor and Executive Council not approve this request, many of the most at risk New Hampshire families may not receive access to resources and family support and strengthening services necessary to raise children who are physically, socially and emotionally healthy, which can reduce juvenile delinquency, family violence and crime.

Area Served: Statewide

Her Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
Page 3 of 3

Source of Funds: 100% Federal Funds, CFDA # 93.870, US Department of Health and Human Services, Health Resources and Services Administration, FAIN #'s are: X10MC29490 (4/1/16 - 9/30/18) X10MC31156 (9/30/17 - 9/29/19).

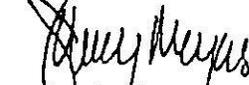
In the event that federal funds become no longer available, general funds will not be requested to support these agreements.

Respectfully Submitted,



Lisa Morris
Director

Approved by:



Jeffrey A. Meyers
Commissioner

*The Department of Health and Human Services' Mission is to join communities and families
in providing opportunities for citizens to achieve health and independence.*