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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION FOR BEHAVIORAL HEALTH

Lori A. Weaver
Interim Commissioner

Katja S. Fox
Director

129 PLEASANT STREET, CONCORD, NH 03301
603-271-9544 1-800-852-3345 Ext. 9544
Fax: 603-271-4332 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

May 25, 2023

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Behavioral Health, to enter into a **Sole Source** contract with Community Action Partnership of Strafford County (VC#177200) Dover, NH in the amount of $2,511,608 for the provision of a housing services continuum of care project, with the option to renew for up to four (4) additional years, effective July 1, 2023, upon Governor and Council approval, through November 30, 2027. 100% Federal Funds.

Funds are anticipated to be available in State Fiscal Years 2024 through 2028, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

05-95-42-423010-79270000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: HUMAN SERVICES, HOMELESS & HOUSING, HOUSING – SHELTER PROGRAM

State Fiscal Year	Class / Account	Class Title	Job Number	Total Amount
2024	074-500585	Grants for Pub Asst and Relief	TBD	$411,450
2025	074-500585	Grants for Pub Asst and Relief	TBD	$627,902
2026	074-500585	Grants for Pub Asst and Relief	TBD	$627,902
2027	074-500585	Grants for Pub Asst and Relief	TBD	$627,902
2028	074-500585	Grants for Pub Asst and Relief	TBD	$216,452
			Total	**$2,511,608**

EXPLANATION

This request is **Sole Source** because federal regulations require all procurement efforts to be directed by the U.S. Department of Housing and Urban Development (HUD) which requires the Department to specify the vendor's name during the annual, federal, Continuum of Care (CoC) competitive application process for up to a year prior to the grant award being issued. As the Collaborative Applicant, the Department is required to issue a Request for Proposals, through the Continuum, based on the HUD CoC Program Notice of Funding Opportunity (NOFO). HUD reviews and scores vendor applications based on federal rank and review policy, and scoring tools, created to match the federal NOFO. HUD subsequently awards funding based on strict

federal criteria specifying eligible activities, populations to be served, expected performance outcomes, and time frames for the application competition and subsequent Departmental agreements. The Department receives notification of the awards and signed grant agreements from HUD several months later; at which time agreements, such as the one contained in this request, can be executed.

A total of approximately 18 households will be served, at any given time annually, through the Permanent Housing projects, and a range of 100-500 may be served through the Coordinated Entry projects.

Using the federally required Housing First model, the Contractor will provide a housing services continuum of care project that includes the following categories:

- Permanent Supportive Housing (PSH) services that deliver long-term rental and leasing assistance for participants with a disability, as defined by The U.S. Department of Housing and Urban Development (HUD). PSH includes supportive services designed to meet the individual needs of program participants without being a prerequisite for rental or leasing assistance.
- Coordinated Entry (CE) services that ensure the implementation, and daily operation, of a structured system, in accordance with CoC Program rules, for admitting, prioritizing and assessing the housing, supportive services and case management needs of program participants. CE utilizes a trauma-informed approach and active techniques, such as street outreach, to ensure individualized services for diverse populations.
- Coordinated Entry Domestic Violence (CE DV) services that ensure the implementation and daily operation of a structured system, in accordance with CoC Program rules, for admitting, prioritizing and assessing the housing, supportive services and case management needs of program participants. CE DV utilizes a trauma-informed approach and active techniques, such as street outreach, to ensure individualized services for diverse populations. Participants must be fleeing, or attempting to flee, domestic violence while experiencing homelessness, or while at imminent risk of homelessness.
- Rapid Re-Housing (RRH) services that deliver rental assistance to individuals, youth and, or, families who are experiencing homelessness to facilitate each participant's transition to sustained permanent housing. RRH includes the provision of personalized supportive services and collaborative case management in support of housing stability and the development of independent living skills.

Additionally, the Contractor will work to maximize each participant's ability to live more independently by providing connections to community and mainstream services.

The Department will monitor services by reviewing annual reports provided by the Contractor and conducting annual reviews related to compliance with administrative rules and contractual agreements.

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

Should the Governor and Council not authorize this request, there will be fewer permanent housing options and supportive services available, leaving vulnerable individuals and families experiencing homelessness in unsafe situations without needed support. Additionally, the Department will be out of compliance with federal regulations, which could result in a loss of federal funding for these and other types of permanent housing and supportive service programs.

Area served: Statewide.

Source of Federal Funds: Assistance Listing Number #14.267, FAIN #s: NH0053L1T002212, NH0096L1T002207, NH0121DT002203, NH0124L1T002203.

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. Weaver
Interim Commissioner

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

Subject: Continuum of Care CAPSC (SS-2024-DBH-05-CONTI-01)

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

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name New Hampshire Department of Health and Human Services		1.2 State Agency Address 129 Pleasant Street Concord, NH 03301-3857	
1.3 Contractor Name Community Action Partnership of Strafford County		1.4 Contractor Address 577 Central Ave, Suite 10 Dover, NH 03820	
1.5 Contractor Phone Number (603) 435-2500	1.6 Account Number 05-95-42-423010-79270000	1.7 Completion Date 11/30/2027	1.8 Price Limitation $2,511,608
1.9 Contracting Officer for State Agency Robert W. Moore, Director		1.10 State Agency Telephone Number (603) 271-9631	
1.11 Contractor Signature DocuSigned by: Betsy Andrews Parker Date: 5/26/2023		1.12 Name and Title of Contractor Signatory Betsy Andrews Parker CEO	
1.13 State Agency Signature DocuSigned by: Katja S. Fox Date: 5/30/2023		1.14 Name and Title of State Agency Signatory Katja S. Fox Director	
1.15 Approval by the N.H. Department of Administration, Division of Personnel *(if applicable)* By:		Director, On:	
1.16 Approval by the Attorney General (Form, Substance and Execution) *(if applicable)* By: DocuSigned by: Robyn Guarino		On: 5/30/2023	
1.17 Approval by the Governor and Executive Council *(if applicable)* G&C Item number:		G&C Meeting Date:	

Contractor Initials DS BAP
Date 5/26/2023

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

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

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

4. CONDITIONAL NATURE OF AGREEMENT.

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

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

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

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

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

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

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

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

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

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

7. PERSONNEL.

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

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

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

Contractor Initials DS BAP

Date 5/26/2023

8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

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

9. TERMINATION.

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

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

10. DATA/ACCESS/CONFIDENTIALITY/ PRESERVATION.

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

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

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

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

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

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

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

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

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

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than $1,000,000 per occurrence and $2,000,000 aggregate or excess; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A *("Workers' Compensation")*.

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

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

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

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

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

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

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

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

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

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

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Contractor Initials

Date 5/26/2023

New Hampshire Department of Health and Human Services
Continuum of Care CAPSC

EXHIBIT A

Revisions to Standard Agreement Provisions

1. Revisions to Form P-37, General Provisions

1.1. Paragraph 3, Subparagraph 3.1, Effective Date/Completion of Services, is amended as follows:

3.1. Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire as indicated in block 1.17, this Agreement, and all obligations of the parties hereunder, shall become effective on July 1, 2023 ("Effective Date").

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

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

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

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

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Date 5/26/2023

EXHIBIT B

Scope of Services

1. Statement of Work

1.1. Continuum of Care

1.1.1. Permanent Supportive Housing (PSH) (Effective November 1, 2023)

1.1.1.1. The Contractor must provide PSH, which is long-term assistance for participants with a disability as defined by The U.S. Department of Housing and Urban Development (HUD). The Contractor must provide assistance to program participants until the participant(s) chooses to exit the project or is terminated from the project as determined by HUD regulations, 24 CFR 578

1.1.1.2. The Contractor must provide a Permanent Supportive Housing program (herein 576 Central Street), in this agreement, that is targeted to serve eight (8) individuals, youth, and/or families, utilizing eight (8) housing units.

1.1.1.3. The Contractor must provide operation funds, eligible under 24 CFR 578.55, to pay the costs of the day-to-day operations of PSH in either a single building or structure or in individual housing units.

1.1.1.4. The Contractor must provide supportive services designed to meet the needs of the program participants.

1.1.1.5. The Contractor must ensure that program participants are not required to participate in supportive services as a condition of their housing.

1.1.1.6. The Contractor must ensure PSH projects provide supportive services for participants that will ensure successful retention in or help in obtaining permanent housing, including all supportive services, regardless of funding.

1.1.1.7. The Contractor must assign a case manager to each participant upon program entry.

1.1.1.8. The Contractor must develop a housing stability plan with program participants that outlines the steps to be taken, including but not limited to:

1.1.1.8.1. Increasing both earned and non-earned income;

1.1.1.8.2. Ensuring that program participants receive individual assistance in obtaining the benefits of mainstream health, social, and employment programs for which they are eligible to apply and that meet their needs; and

1.1.1.8.3. Maintaining permanent housing or facilitating exits to positive permanent housing destinations.

1.1.1.9. The Contractor must conduct an annual assessment of service needs of the program participants and adjust the services accordingly.

1.1.2. Coordinated Entry (CE) (Effective July 1, 2023)

1.1.2.1. The Contractor must ensure the implementation of a Coordinated Entry system, in accordance with the Continuum of Care (CoC) Program interim rule, 24 CFR Part 578 and as amended, in this agreement.

1.1.2.2. The Contractor must ensure the project:

1.1.2.2.1. Provides participants with quick access to the most appropriate services and housing resources available.

1.1.2.2.2. Incorporates cultural and linguistic competencies in all engagement, assessment, and referral coordination activities.

1.1.2.2.3. Operates a person-centered approach and with person-centered outcomes.

1.1.2.3. The Contractor must act as the Regional Access Point for the designated area for the CE System.

The Contractor must ensure all Regional Access Points conduct an initial screening of risk or potential harm perpetrated on participants as a result of domestic violence, sexual assault, stalking, or dating violence. In the event a defined risk is deemed to be present, the Contractor must ensure participants are referred or linked to available specialized services and housing assistance, using a trauma-informed approach designed to address the particular service needs of survivors of abuse, neglect, and violence.

1.1.2.4. The Contractor must ensure that there are staff responsible for supporting or managing the day to day functions of CE, which may include any combination of the following: maintaining a prioritization list, assisting with matching participants to available housing resources, communicating referrals, facilitating case conferencing meetings, assisting with grievance and appeal processes, monitoring CE activity, and preparing CE monitoring and evaluation reports.

1.1.2.5. The Contractor must review and sign the New Hampshire Coordinated Entry Partnership Agreement, which outlines the

standards and expectations for participation in and compliance with policies and procedures which govern CE operations.

1.1.2.6. The Contractor must affirmatively market their housing and supportive services to eligible individuals regardless of race, color, national origin, religion, sex, age, familial status, or disability who are least likely to apply in the absence of special outreach, and maintain records of those marketing activities.

1.1.2.7. The Contractor must post, or otherwise make publicly available, a notice, provided by the CoC, that describes CE. The Contractor must ensure that the notice is posted in the agency waiting areas, as well as any areas where participants may congregate or receive services (e.g., dining hall). The Contractor must ensure that all staff at each agency know which personnel within their agency can discuss and explain CE to participants seeking more information.

1.1.2.8. The Contractor must ensure all services provided are physically accessible to persons with mobility barriers. The Contractor must ensure that all CE communications and documentation are accessible to persons with limited ability to read and understand English.

1.1.2.9. The Contractor must ensure that all persons who are fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking have immediate and confidential access to available crisis services within the defined CE geographic area.

1.1.2.10. The Contractor must ensure that all street outreach teams are trained on CE and the assessment process and will have the ability to offer CE access and assessment services to participants they contact through street outreach efforts. Street outreach teams will be considered an access point for CE.

1.1.2.11. The Contractor must conduct the assessment in accordance with the policies and procedures of the CE system. The assessment process will progressively collect only enough participant information to prioritize and refer participants to available CoC housing and support services

1.1.2.12. The contractor must ensure that all persons served by CE are assessed using the approved CoC Coordinated Entry Assessment tool. The Contractor must use this tool to ensure that all persons served are assessed in a consistent manner, using the same process.

1.1.2.13. The Contractor must ensure that participant assessment information is updated at least once a year if the participant is served by CE for more than 12 months. Staff may update

participant records with new information as new or updated information becomes known by staff.

1.1.2.14. The Contractor must manage CoC's regional prioritization list. New participants will be added to the prioritization list and existing participants' rank order on the prioritization list will be managed according to the prioritization principles established by the CoC's written policies and procedures governing CE operations and decision-making.

1.1.2.15. The Contractor must collect accurate and meaningful data on persons served by CE, review evaluation results, and offer insights about potential improvements to CE processes and operations.

1.1.3. Coordinated Entry Domestic Violence (CE DV) (Effective December 1, 2023)

1.1.3.1. The Contractor must provide a CE program as described in Section 1.1.2.

1.1.3.2. The Contractor must ensure that, per the United States Department of Housing and Urban Development (HUD) in 24 CFR 578.3., participants are:

1.1.3.2.1. Fleeing domestic violence; or

1.1.3.2.2. Are attempting to flee domestic violence.

1.1.3.3. The Contractor must collaborate with providers within the Continuum of Care to accomplish objectives that include, but are not limited to:

1.1.3.3.1. Providing improved levels of expedited screening, identification, assessment, and referral services for individuals, youth, and families in need of DV and housing assistance;

1.1.3.3.2. Providing an expanded amount of trauma-informed outreach coordination between individuals, youth and families needing DV services, the 211 system, housing providers and victim service providers within the Balance of State Continuum of Care.

1.1.3.3.3. Providing individuals, youth and families in need of DV services with specialized case management, housing and DV services.

1.1.3.3.4. Providing accurate data collection that better informs all stakeholders of the scope of the DV population and its challenges.

1.1.4. Rapid Re-Housing (RRH) (Effective December 1, 2023)

1.1.4.1. The Contractor must provide a Rapid Re-Housing (RRH) program, in this Agreement, that is targeted to serve nine (9) households comprised of 18 individuals, at any given time annually, who are experiencing homelessness, as defined by HUD, that delivers supportive services, including case management, and either short-term (1 to 3 months), or medium-term (4 to 24 months) rental assistance, based on participants needs.

1.1.4.2. The Contractor must provide supportive services for no longer than six (6) months after rental assistance stops.

1.1.4.3. The Contractor must re-evaluate, at least annually, whether the program participants lack sufficient resources and support networks necessary to retain housing without CoC assistance and the types and amounts of assistance that the program participants need to retain housing.

1.1.4.4. The Contractor must ensure that program participants meet with their case manager at least once per month to assist the program participant with obtaining and maintaining long-term housing stability. The project is exempt from this requirement if the Violence Against Women Act of 1994 (42 U.S.C. 13925 *et seq.*) or the Family Violence Prevention and Services Act (42 U.S.C. 10401 *et seq.*) prohibits the recipient carrying out the project from making its housing conditional on the participant's acceptance of services. The Contractor must integrate program participants into the community and promote housing stability.

1.1.4.5. The Contractor must assist program participants with developing or increasing their skills and obtaining income, and/or employment.

1.1.4.6. The Contractor must provide or connect program participants with supportive services.

1.1.4.7. The Contractor must support and document appropriate efforts to enhance the participant's ability to reach self-sufficiency.

1.2. Provisions Applicable to All Services

1.2.1. The Contractor must adhere to all terms and conditions as set forth in the approved HUD Project Application #SF-424.

1.2.2. The Contractor must ensure that participants meet at least one, or more, of the qualifications of homelessness, as defined by HUD in 24 CFR 578.3.

1.2.3. The Contractor must participate in the regional and CoC CE System.

1.2.4. For the purposes of this Agreement, all references to days means business days, excluding state and federal holidays.

1.2.5. The Contractor must participate in meetings with the Department as requested by the Department.

1.2.6. The Contractor must ensure staff participate in training as required by the Department.

1.2.7. The Contractor must ensure the program includes, but is not limited to:

1.2.7.1. Utilization of the Housing First model that ensures:

1.2.7.1.1. Barriers to entering housing are not imposed beyond those required by federal regulations or state laws; and

1.2.7.1.2. Participation terminates only for the most severe reasons, after available options to maintain housing are exhausted, as detailed in HUD regulations, 24 CFR 578.91.

1.2.7.2. Development of an ongoing assessment of Housing and Supportive Services that is provided to participants in order to deliver assistance in obtaining necessary skills and resources to live in the community independently.

1.2.8. The Contractor must ensure participants connect with supportive services and community resources to meet basic needs including, but not limited to: housing, safety, food, mental health and medical care. The Contractor must ensure:

1.2.8.1. Participants increase safety through planning and trauma-informed resource provision;

1.2.8.2. Facilitation of the transition of individuals, youth, and families experiencing homelessness to permanent housing and maximized self-sufficiency;

1.2.8.3. Participants are empowered by Contractor's program to increase safety and regain control and independence;

1.2.8.4. Participants are offered connections to assistance in applying for Compensation funds, help filing for restraining orders, court advocacy and referrals to free legal services; and

1.2.8.5. Households with children will be connected to education resources, school staff, and childcare services, based on need.

1.2.9. The Contractor must conduct an annual assessment of service needs of the program participants and adjust the services accordingly.

1.2.10. The Contractor must ensure their staff assist with referrals for substance misuse, mental health, medical needs, peer support, or any other need for referral assistance identified by the participant.

1.2.11. The Contractor must assess project outcomes, to include participants moving into and retaining permanent housing, as well as participants' connections with

community and mainstream services, to increase independence and household income to sustain permanent housing.

1.2.12. The Contractor must actively participate in reviews conducted by the Department, onsite or remotely, as determined by the Department or HUD, on an annual basis, or as otherwise requested by the Department, that must include, but are not limited to, participant files and financial data to ensure compliance with contract objectives, state policies and federal regulations. The Contractor must:

1.2.12.1. Ensure the Department and HUD have access to participant files;

1.2.12.2. Ensure financial data is available, as requested by the Department and/ or HUD; and

1.2.12.3. Provide other information that assists in determining contract compliance, as requested by the Department and/ or HUD.

1.2.13. Notwithstanding the confidentiality procedures established under 24 CFR Part 578.103(b), HUD, the HUD Office of the Inspector General, and the Comptroller General of the United States, or any of their authorized representatives, must have the right of access to all books, documents, papers, or other records of the Contractor that are pertinent to the (CoC) grant, in order to make audits, examinations, excerpts, and transcripts. These rights of access are not limited to the required retention period, but last as long as the records are retained.

1.2.14. The Contractor must adhere to federal and state financial and confidentiality laws, and comply with the approved HUD CoC program application, program narratives, budget detail and narrative, and amendments thereto, as detailed in the applicable Notice of Funding Opportunity (NOFO) CoC Project Application approved by HUD.

1.2.15. The Contractor must cooperate fully with, and must answer all questions related to this Agreement from representatives of state or federal agencies who may conduct periodic observation and review of performance, activities, and conduct an inspection of records and documents.

1.2.16. The Contractor must provide services according to the HUD regulations outlined in Public Law 102-550, 24 CFR Part 578, the CoC Program, HUD Project Application #SF-424 and other written appropriate HUD policies/directives except for where HUD waivers are granted.

1.2.17. The Contractor must ensure participating individuals, youth, and families meet the requirement definition of homelessness, or at imminent risk of homelessness qualifications, as defined in HUD regulations, to be eligible for contract services, as applicable to the project.

1.2.18. Per The McKinney-Vento Homeless Assistance Act, as amended by S. 896, The Homeless Emergency Assistance and Rapid Transition to

Housing (HEARTH) Act of 2009, https://www.hud.gov/sites/documents/HAAA_HEARTH.PDF:

1.2.18.1. The Contractor must utilize the New Hampshire Homeless Management Information System (NH HMIS) as the primary reporting tool for outcomes and activities of shelter and housing programs funded through this contract.

1.2.18.2. The Contractor must ensure all programs are licensed to provide client level data into the NH HMIS or into a comparable database, per 24 CFR 578, and as detailed in the following publication from The National Network to End Domestic Violence (NNEDV): http://glhrn.org/wordpress1/wp-content/uploads/2018/08/Comparable-Database-for-DV-NNEDV.pdf.

1.2.18.3. The Contractor must follow NH HMIS policy, including specific information required for data entry, accuracy of data entered, and time required for data entry. Refer to Exhibit K for Information Security requirements and Exhibit I for Privacy requirements.

1.2.19. The Contractor must comply with all record-keeping requirements as set forth by HUD under 24 CFR 578.103.

1.2.20. The Contractor must establish and maintain standard operating procedures to ensure CoC program funds are used in accordance with 24 CFR 578, 2 CFR Part 500, and must establish and maintain sufficient records to enable HUD and the Department to determine Contractor compliance, including but not limited to:

1.2.20.1. Continuum of Care Records. The Contractor must maintain the following documentation related to establishing and operating a CoC:

1.2.20.1.1. Records of Homeless Status. The Contractor must maintain acceptable evidence of homeless status in accordance with 24 CFR 576.500(b);

1.2.20.1.2. Records of at Risk of Homelessness Status. The Contractor must maintain records that establish "at risk of homelessness" status of each individual or family who receives CoC homelessness prevention assistance, as identified in 24 CFR 576.500(c); and

1.2.20.1.3. Records of Reasonable Belief of Imminent Threat of Harm. The Contractor must maintain documentation of each program participant who moved to a different CoC due to imminent threat of further domestic violence, dating violence, sexual assault, or stalking, as defined in 24 CFR 578.51(c)(3). The Contractor

must retain documentation that includes, but is not limited to:

1.2.20.1.3.1. The original incidence of domestic violence, dating violence, sexual assault, or stalking, only if the original violence is not already documented in the program participant's case file. This may be written observation of the housing or service provider; a letter or other documentation from a victim service provider, social worker, legal assistance provider, pastoral counselor, mental health provider, or other professional from whom the victim has sought assistance; medical or dental records; court records or law enforcement records; or written certification by the program participant to whom the violence occurred or by the head of household; and

1.2.20.1.3.2. The reasonable belief of imminent threat of further domestic violence, dating violence, or sexual assault or stalking, which would include threats from a third-party, such as a friend or family member of the perpetrator of the violence. This may be written observation by the housing or service provider; a letter or other documentation from a victim service provider, social worker, legal assistance provider, pastoral counselor, mental health provider, or other professional from whom the victim has sought assistance; current restraining order; recent court order or other court records; law enforcement report or records; communication records from the perpetrator of the violence or family members or friends of the perpetrator of the violence, including emails, voicemails, text messages, and social media posts; or a written certification by the program

participant to whom the violence occurred or the head of household.

1.2.20.2. Records of Annual Income. For each program participant who receives housing assistance where rent or an occupancy charge is paid by the program participant, the Contractor must keep the following documentation of annual income:

1.2.20.2.1. Income evaluation form specified by HUD and completed by the Contractor;

1.2.20.2.2. Source documents, which include but are not limited to:

1.2.20.2.2.1. Most recent wage statement;

1.2.20.2.2.2. Unemployment compensation statement;

1.2.20.2.2.3. Public benefits statement, and bank statements for the assets held by the program participant; and

1.2.20.2.2.4. Income received before the date of the evaluation.

1.2.20.2.3. To the extent that source documents are unobtainable, a written statement by a relevant third party, which may include an employer or a government benefits administrator, or the written certification by the Contractor's intake staff of the oral verification by the relevant third party of the income the program participant received over the most recent period; or

1.2.20.2.4. To the extent that source documents and third-party verification are unobtainable, the written certification by the program participant of the amount of income that the program participant is reasonably expected to receive over the three (3) month period following the evaluation.

1.2.20.3. Program Participant Records. In addition to evidence of homelessness status or at-risk-of-homelessness status, as applicable, the Contractor must keep records for each program participant that document:

1.2.20.3.1. The services and assistance provided to that program participant, including evidence that the Contractor conducted an annual assessment of services for those program participants that remain in

the program for more than a year and adjusted the service package accordingly, and including case management services as provided in 24 CFR 578.37(a)(1)(ii)(F); and

1.2.20.3.2. Where applicable, compliance with the termination of assistance requirement in 24 CFR 578.91.

1.2.20.4. Housing Standards. The Contractor must retain documentation of compliance with the housing standards in 24 CFR 578.75(b), including inspection reports.

1.2.20.5. Services Provided. The Contractor must document the types of supportive services provided under the Contractor's program and the amounts spent on those services. The Contractor must keep documentation that the records were reviewed at least annually and that the service package offered to program participants was adjusted as necessary.

1.2.21. The Contractor must maintain records that document compliance with:

1.2.21.1. The organizational conflict-of-interest requirements in 24 CFR 578.95(c);

1.2.21.2. The CoC board conflict-of-interest requirements in 24 CFR 578.95(b); and

1.2.21.3. The other conflicts requirements in 24 CFR 578.95(d).

1.2.22. The Contractor must develop, implement and retain a copy of the personal conflict-of-interest policy that complies with the requirements in 24 CFR 578.95, including records supporting any exceptions to the personal conflict-of-interest prohibitions.

1.2.23. The Contractor must comply and retain documentation of compliance with:

1.2.23.1. The homeless participation requirements in accordance with 24 CFR 578.75(g);

1.2.23.2. The faith-based activities requirements in accordance with 24 CFR 578.87(b);

1.2.23.3. Requirements of 24 CFR 578.93(c) for affirmatively furthering fair housing by maintaining copies of all marketing, outreach, and other materials used to inform eligible persons of the program;

1.2.23.4. Other federal requirements in 24 CFR 578.99, as applicable;

1.2.23.5. Other records specified by HUD. The Contractor must keep other records as specified by HUD; and

1.2.23.6. Procurement requirements in 24 CFR 85.36 and 24 CFR part 84.

1.2.24. Confidentiality. In addition to meeting specific confidentiality and security requirements for HMIS data (76 FR 76917), the Contractor must develop and implement written procedures to ensure:

1.2.24.1. All records containing protected identifying information of any participant who applies for and/or receives CoC assistance are kept secure and confidential;

1.2.24.2. The address or location of any family violence project, assisted with CoC funds, are not made public, except with written authorization of the person responsible for the operation of the project; and

1.2.24.3. The address or location of any housing of a program participant is not made public, except as provided under a preexisting privacy policy of the recipient or sub recipient and consistent with state and local laws regarding privacy and obligations of confidentiality.

2. Contract Administration

2.1. The Contractor must have appropriate levels of staff to attend all meetings or trainings requested by the Department's Bureau of Homeless Services (BHS), including training in data security and confidentiality, according to state and federal laws. To the extent possible, BHS must notify the Contractor of the need to attend such meetings five (5) working days in advance of each meeting.

2.2. The Contractor must inform the Department of any staffing changes within thirty (30) days of the change.

3. Reporting Requirements

3.1. The Contractor must submit an Annual Performance Report (APR) to the Department within thirty (30) days after the Contract Completion Date on the form required, or specified, by the Department.

3.2. The Contractor must ensure the APR is submitted to:

NH DHHS
Bureau of Homeless Services
129 Pleasant Street
Concord, NH 03301

3.3. The Contractor must ensure the APR includes a summary of aggregate results of the project activities, consistent with the format proposed in the Contractor's application submitted to HUD for the relevant fiscal year COC Notice of Funding Opportunity (NOFO).

3.4. The Contractor must submit other reports as requested by the Department in compliance with NH HMIS policy and/or Department policies and procedures.

3.5. The Contractor may be required to collect and share data with the Department, in a format specified by the Department, for the provision of other key data and metrics, including client-level demographic, performance, and service data.

4. Exhibits Incorporated

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

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

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

5. Additional Terms

5.1. Impacts Resulting from Court Orders or Legislative Changes

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

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

5.2.1. The Contractor must submit, within ten (10) days of the Agreement Effective Date, a detailed description of the communication access and language assistance services to be provided to ensure meaningful access to programs and/or services to individuals with limited English proficiency; individuals who are deaf or have hearing loss; individuals who are blind or have low vision; and individuals who have speech challenges.

5.3. Credits and Copyright Ownership

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

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

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

5.3.3.1. Brochures;

5.3.3.2. Resource directories;

5.3.3.3. Protocols or guidelines;

5.3.3.4. Posters; and

5.3.3.5. Reports

5.3.4. The Contractor must not reproduce any materials produced under this Agreement without prior written approval from the Department.

5.4. Operation of Facilities: Compliance with Laws and Regulations

5.4.1. In the operation of any facilities for providing services, the Contractor must comply with all laws, orders and regulations of federal, state, county and municipal authorities and with any direction of any Public Officer or officers pursuant to laws which must impose an order or duty upon the contractor with respect to the operation of the facility or the provision of the services at such facility. If any governmental license or permit must be required for the operation of the said facility or the performance of the said services, the Contractor will procure said license or permit, and will at all times comply with the terms and conditions of each such license or permit. In connection with the foregoing requirements, the Contractor hereby covenants and agrees that, during the term of this Agreement the facilities must comply with all rules, orders, regulations, and requirements of the State Office of the Fire Marshal and the local fire protection agency, and must be in conformance with local building and zoning codes, by-laws and regulations.

5.5. Eligibility Determinations

5.5.1. If the Contractor is permitted to determine the eligibility of individuals, youth, and/ or families such eligibility verifications must be made in accordance with applicable federal and state laws, regulations, orders, guidelines, policies and procedures.

5.5.2. Eligibility determinations must be made on forms provided, or required by the Department for that purpose and must be made and remade, or reissued at such times as are prescribed by the Department.

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

5.5.4. The Contractor understands that all applicants for services hereunder, as well as individuals declared ineligible have a right to a fair hearing

regarding that determination. The Contractor hereby covenants and agrees that all applicants for services must be permitted to fill out an application form and that each applicant or re-applicant must be informed of his/her right to a fair hearing in accordance with applicable regulations.

6. Records

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

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

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

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

6.2. Period of Record Retention. The Contractor must ensure all records, originals or copies made by microfilming, photocopying, or other similar methods, pertaining to CoC funds are retained for five (5) years following the Contract Completion Date and receipt of final payment by the Contractor, unless records are otherwise required to be maintained for a period in excess of the five (5) year period according to state or federal law or regulation.

6.3. During the term of this Agreement and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives must have access to all reports and records maintained pursuant to this Agreement for purposes of audit, examination, excerpts and transcripts.

6.4. If, upon review of the Final Expenditure Report, the Department must disallow any expenses claimed by the Contractor as costs hereunder, the Department retains the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the Contractor.

New Hampshire Department of Health and Human Services
Continuum of Care CAPSC

EXHIBIT C

Payment Terms

1. This Agreement is funded by:

   1.1. 100% Federal funds, Title XIV Housing Programs under the Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH Act), Subtitle A-Housing Assistance (Public Law 102-550), as awarded on March 28, 2023, by the US Dept of Housing and Urban Development, Continuum of Care Program, Assistance Listing # 14.267, FAIN #s: NH0053L1T002212, NH0096L1T002207, NH0121DT002203, NH0124L1T002203.

2. For the purposes of this Agreement the Department has identified:

   2.1. The Contractor as a Subrecipient, in accordance with 2 CFR 200.331.

   2.2. The Agreement as NON-R&D, in accordance with 2 CFR §200.332.

3. The Contractor must submit an invoice with supporting documentation to the Department no later than the fifteenth (15th) working day of the month following the month in which the services were provided. The Contractor must ensure each invoice:

   3.1. Includes the Contractor's Vendor Number issued upon registering with New Hampshire Department of Administrative Services.

   3.2. Is submitted in a form that is provided by or otherwise acceptable to the Department.

   3.3. Identifies and requests payment for allowable costs incurred in the previous month.

   3.4. Includes supporting documentation of allowable costs with each invoice that may include, but are not limited to, time sheets, payroll records, receipts for purchases, and proof of expenditures, as applicable.

   3.5. Is completed, dated and returned to the Department with the supporting documentation for allowable expenses to initiate payment.

   3.6. Is assigned an electronic signature, includes supporting documentation, and is emailed to housingsupportsinvoices@dhhs.nh.gov or mailed to:

   NH DHHS
   Bureau of Homeless Services
   129 Pleasant Street
   Concord, NH 03301

4. The Department shall make payments to the Contractor within forty-five (45) days of receipt of each invoice and supporting documentation for authorized expenses, subsequent to approval of the submitted invoice.

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

6. Notwithstanding Paragraph 17 of the General Provisions Form P-37, changes limited to adjusting amounts within the price limitation and adjusting encumbrances between State Fiscal Years and budget class lines through the Budget Office may be made by written

agreement of both parties, without obtaining approval of the Governor and Executive Council, if needed and justified.

7. Audits

7.1. The Contractor must email an annual audit to dhhs.act@dhhs.nh.gov if any of the following conditions exist:

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

7.1.2. Condition B - The Contractor is subject to audit pursuant to the requirements of NH RSA 7:28, III-b.

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

7.1.4. Condition D - The contractor expends less than $750,000 in federal funds, during the fiscal year, is exempt from Federal Monitoring Requirements, except as noted in 2 CFR 200.503, but records must be available for review, or audit, by appropriate officials of the Federal agency, pass through entity, and Government Accountability Office (GAO). Federal awards expended as a recipient or a subrecipient are subject to audit under this part. The payments received for goods or services provided as a contractor are not Federal awards. Section § 200.331 sets forth the considerations in determining whether payments constitute a Federal award or a payment for goods or services provided as a contractor.

7.2. If Condition A exists, the Contractor must submit an annual Single Audit performed by an independent Certified Public Accountant (CPA) to dhhs.act@dhhs.nh.gov within 120 days after the close of the Contractor's fiscal year, conducted in accordance with the requirements of 2 CFR Part 200, Subpart F of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards.

7.2.1. The Contractor must submit a copy of any Single Audit findings and any associated corrective action plans. The Contractor must submit quarterly progress reports on the status of implementation of the corrective action plan.

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

7.4. In addition to, and not in any way in limitation of obligations of the Contract, it is understood and agreed by the Contractor that the Contractor shall be held liable for any state or federal audit exceptions and shall return to the Department all

payments made under the Contract to which exception has been taken, or which have been disallowed because of such an exception.

7.5. If the Contractor is not subject to the audit requirements of 2 CFR part 200, the Contractor shall submit one (1) copy of an audited financial report to the Department, utilizing the guidelines set forth by the Comptroller General of the United States in "Standards for Audit of Governmental Organizations, Program Activities, and Functions," within 120 days after the close of the Contractor's fiscal year, conducted in accordance with the requirements of 2 CFR Part 200, Subpart F of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards 90 days after contract completion date.

8. Project Costs; Payment Schedule; Review by the State

8.1. Project Costs: As used in this Agreement, the term "Project Costs" means all expenses directly or indirectly incurred by the Contractor in the performance of the Project Activities, as determined by the State to be eligible and allowable for payment, in accordance with Public Law 102-550, as well as allowable cost standards set forth in 2 CFR part 200 as revised from time to time and with the rules, regulations, and guidelines established by the State. All subcontractors shall meet the requirements of 2 CFR part 200.

8.2. Continuum of Care funds may be used to pay for eligible costs listed in 24 CFR 578 when used to establish and operate projects under five program components: permanent housing; transitional housing; supportive services only; HMIS; and, in some cases, homeless prevention or an identified program component under the applicable Notice of Funding Opportunity, such as the Joint Transitional Housing, and Permanent Housing-Rapid ReHousing component project . Administrative costs are eligible for all components. All components are subject to the restrictions on combining funds for certain eligible activities in a single project found in 24 CFR 578.87(c).

8.3. Match Funds:

8.3.1. The Contractor shall provide sufficient matching funds, as required by HUD regulations and policies described in 24 CFR 578.73.

8.3.2. Match funds shall be documented with each payment request.

8.3.3. The Contractor shall match all grant funds except for leasing funds, with no less than twenty-five (25) percent of funds or *in-kind* contributions from other sources.

8.3.4. The Contractor may choose to utilize *Cash Match*, or *In-Kind Match*, for the cost of activities that are eligible under subpart D of 24 CFR 578. The Contractor shall:

8.3.4.1. The Contractor must substantiate the cash match in a commitment letter, and then must be tracked through the Contractor's financial statements, general ledgers, and other records that reflect yearly financial status to show that

the cash was spent on eligible program expenses within the grant term.

8.3.5. The cash match written commitment must be documented on the committing agency's letterhead and must be signed and dated by an authorized representative of the agency providing the cash match. The documentation, at a minimum, must include the following:

8.3.5.1. Amount of cash to be provided for the project.

8.3.5.2. Specific date the cash will be available to the project.

8.3.5.3. Grant and fiscal year to which the cash match will be contributed.

8.3.5.4. Allowable activities to be funded by the cash match. Documentation of expended match must include:

8.3.5.4.1. Agreement for cash match.

8.3.5.4.2. Cash match tracking which is done according to general accounting principles in the general ledger.

8.3.5.4.3. Source documentation that cash match is spent on eligible activities under CoC Program interim rule.

8.3.6. The Contractor must maintain records of the source and use of contributions made to satisfy the match requirement in 24 CFR 578.73.

8.3.7. If the Contractor utilizes *In-Kind Match*, the Contractor must ensure the following requirements are met:

8.3.7.1. The *in-kind* property, equipment, or goods must be substantiated in a commitment letter and must be tracked by the subrecipient agency to demonstrate that these items were delivered to the project, and/or, to its participants, during the grant term.

8.3.7.2. Written commitments for *in-kind* property, equipment, or goods must be documented on the committing agency's letterhead and must be signed and dated by an authorized representative of the agency providing the *in-kind* match. The documentation, at a minimum, must include the following:

8.3.7.2.1. Description and value of the donated property, equipment, or goods;

8.3.7.2.2. Specific date the property, equipment, or goods will be made available to the project;

8.3.7.2.3. Grant and fiscal year to which the property, equipment, or goods will be contributed; and

8.3.7.2.4. Method used to determine the value of the property, equipment, or goods

8.3.8. *In-Kind Services* must be substantiated in a Memorandum of Understanding (MOU), and then must be tracked by the recipient or subrecipient to show that the services were delivered to program participants during the grant term. Any services or benefits committed to a program participant rather than the recipient or subrecipient through an MOU are generally ineligible to be counted as match.

8.3.8.1. Written commitments of *in-kind* services, during the application, must be initially documented on the committing agency's letterhead. The document must be signed and dated by an authorized representative of the agency providing the *in-kind* services.

8.3.8.2. An MOU must be in place between the recipient/subrecipient and service provider by the time of grant execution and must include detail of the *in-kind* services, their value, and the calculation method to be used in determining their value. Any services provided prior to the execution of the MOU cannot be counted towards match.

8.3.9. Each MOU must:

8.3.9.1. Establish the unconditional commitment to provide the services, provided that the project is selected for funding by the CoC and HUD.

8.3.9.2. Specify the services to be provided to the project.

8.3.9.3. List the profession of the person who will provide the services.

8.3.9.4. Include the hourly cost of the services.

8.3.9.5. List the grant and fiscal year to which the *in-kind* match will be contributed.

8.3.9.6. Detail the system to be used to document the actual quantity and value of the services provided to program participants during the grant term.

8.3.10. During the grant term, the actual *in-kind* services provided to participants must be documented. The documentation must include the following:

8.3.10.1. Quantity of services provided.

8.3.10.2. Value of the services.

8.3.10.3. Date(s) on which the services were provided.

8.3.11. Subrecipients must request information from third-party service providers on *in-kind* service match activity at least annually and are responsible for verifying that the match is eligible and related to program participants served in the operating year.

8.4. Payment of Project Costs:

8.4.1. The State agrees to provide payment on a cost reimbursement basis for actual, eligible expenditures incurred in the fulfillment of this agreement, and shall be in accordance with the approved line items as specified in the applicable Exhibit C, Budget, and as defined by HUD under the provisions of Public Law 102-550 and other applicable regulations, subject to the availability of sufficient funds.

8.4.2. The Contractor shall only be reimbursed for those costs designated as eligible and allowable costs as stated in these Payment Terms. The Contractor must have written approval from the State prior to billing for any other expenses.

8.5. Review of the State Disallowance of Costs:

8.5.1. At any time during the performance of the Services, and upon receipt of the Annual Performance Report, Termination Report or Audited Financial Report, the State may review all Project Costs incurred by the Contractor and all payments made to date.

8.5.2. Upon such review, the State shall disallow any items of expenses that are not determined to be allowable or are determined to be in excess of actual expenditures, and shall, by written notice specifying the disallowed expenditures, informing the Contractor of any such disallowance.

8.5.3. If the State disallows costs for which payment has not yet been made, it shall refuse to pay such costs. Any amounts awarded to the Contractor pursuant to this Agreement are subject to recapture.

8.5.4. Notwithstanding anything to the contrary herein, the Contractor agrees that funding under this Agreement may be withheld, in whole or in part, in the event of non-compliance with any Federal or State law, rule or regulation applicable to the services provided, or if the said services, products, required report submissions, as detailed in this agreement, or NH-HMIS data entry requirements, have not been satisfactorily completed in accordance with the terms and conditions of this Agreement.

9. Expense Eligibility

9.1. Based on the continued receipt/availability of federal funds, the Contractor shall utilize Continuum of Care Program funds, as specified in these Payment Terms, from the HUD Continuum of Care Program, for contract services.

9.2. Operating Expenses:

9.2.1. Eligible operating expenses include:

9.2.1.1. Maintenance and repair of housing.

9.2.1.2. Property taxes and insurance (including property and car).

9.2.1.3. Scheduled payments to reserve for replacement of major systems of the housing (provided that the payments must be based on the useful life of the system and expected replacement cost).

9.2.1.4. Building security for a structure where more than fifty (50) percent of the units or area is paid for with grant funds.

9.2.1.5. Utilities, including electricity, gas and water.

9.2.1.6. Furniture and equipment.

9.2.2. Ineligible costs include:

9.2.2.1. Rental assistance and operating costs in the same project.

9.2.2.2. Operating costs of emergency shelter and supportive service-only facilities.

9.2.2.3. Maintenance and repair of housing where the costs of maintaining and repairing the housing are included in the lease.

9.2.2.4. Ineligible costs. Any cost not described as eligible below is not an eligible cost of providing supportive services using Continuum of Care program funds. Staff training and costs of obtaining professional licensure or certifications needed to provide supportive services are not eligible costs.

9.3. Supportive Services

9.3.1. Eligible supportive services costs shall comply with all HUD regulations in 24 CFR 578.53, and are available to individuals actively participating in the permanent housing program.

9.3.2. Special populations. All eligible costs are eligible to the same extent for program participants who are unaccompanied homeless youth; persons living with HIV/AIDS; and victims of domestic violence, dating violence, sexual assault, or stalking.

9.3.3. Eligible costs shall include:

9.3.3.1. Annual assessment of Service Needs. The costs of the assessment required by 578.53(a) (2).

9.3.3.2. Assistance with moving costs. Reasonable one-time moving costs are eligible and include truck rental and hiring a moving company.

9.3.3.3. Case management. The costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant(s) are eligible costs.

9.3.3.4. Child Care. The costs of establishing and operating child care, and providing child-care vouchers, for children from families experiencing homelessness, including providing meals and snacks, and comprehensive and coordinated developmental activities are eligible.

9.3.3.5. Education Services. The costs of improving knowledge and basic educational skills are eligible.

9.3.3.6. Employment assistance and job training. The costs of establishing and operating employment assistance and job training programs are eligible, including classroom, online and/or computer instruction, on-the-job instruction, services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is also an eligible cost.

9.3.3.7. Food. The cost of providing meals or groceries to program participants is eligible.

9.3.3.8. Housing search and counseling services. Costs of assisting eligible program participants to locate, obtain, and retain suitable housing are eligible.

9.3.3.9. Legal services. Eligible costs are the fees charged by licensed attorneys and by person(s) under the supervision of licensed attorneys, for advice and representation in matters that interfere with homeless individual or family's ability to obtain and retain housing.

9.3.3.10. Life Skills training. The costs of teaching critical life management skills that may never have been learned or have been lost during course of physical or mental illness, domestic violence, substance abuse, and homelessness are eligible. These services must be necessary to assist the program participant to function independently in the community. Component life skills training are the budgeting of resources and money management, household management, conflict management, shopping for food and other needed items, nutrition, the use of public transportation, and parent training.

9.3.3.11. Mental Health Services. Eligible costs are the direct outpatient treatment of mental health conditions that are provided by licensed professionals. Component services are crisis

interventions; counseling; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.

9.3.3.12. Outpatient health services. Eligible costs are the direct outpatient treatment of medical conditions when provided by licensed medical professionals.

9.3.3.13. Outreach Services. The costs of activities to engage persons for the purpose of providing immediate support and intervention, as well as identifying potential program participants, are eligible.

9.3.3.14. Substance abuse treatment services. The costs of program participant intake and assessment, outpatient treatment, group and individual counseling, and drug testing are eligible. Inpatient detoxification and other inpatient drug or alcohol treatment are ineligible.

9.3.3.15. Transportation Services, as described in 24CFR 578(e) (15).

9.3.3.16. Utility Deposits. This form of assistance consists of paying for utility deposits. Utility deposits must be one-time, paid directly to utility companies.

9.3.3.17. Direct provision of services. If a service, described as eligible in these Payment Terms, is being directly delivered by the recipient or subrecipient, eligible costs for those services also include the following:

9.3.3.17.1. The costs of labor or supplies, and materials incurred by the recipient or subrecipient in directly providing supportive services to program participants.

9.3.3.17.2. The salary and benefit packages of the recipient and subrecipient staff who directly deliver the services.

9.3.4. Grant funds may be used for rental assistance for Individuals, youth, and families experiencing homelessness.

9.3.5. Rental assistance cannot be provided to a program participant who is already receiving rental assistance, or living in a housing unit receiving rental assistance or operating assistance through other federal, State, or local sources.

9.3.6. Rental assistance shall be administered in accordance with the policies and procedures established by the Continuum as set forth in 24 CFR 578.7(a) (9) and 24 CFR 578.51. and may be:

9.3.6.1. Short term, up to 3 months of rent;

9.3.6.2. Medium term, for 3-24 months; or

9.3.6.3. Long-term, for longer than 24 months.

9.3.7. Grant funds may be used for security deposits in an amount not to exceed 2 months of rent.

9.3.8. An advance payment of the last month's rent may be provided to the landlord, in addition to the security deposit and payment of first month's rent.

9.3.9. Rental assistance will only be provided for a unit if the rent is reasonable, as determined by the Contractor, in relation to rents being charged for comparable unassisted units, taking into account the location, size, type, quality, amenities, facilities, and management and maintenance of each unit.

9.3.10. The Contractor may use grant funds in an amount not to exceed one month's rent to pay for any damage to housing due to the action of a program participant. For Leasing funds only: Property damages may be paid only from funds paid to the landlord from security deposits.

9.3.11. Housing shall be in compliance with all State and local housing codes, licensing requirements, the Lead-Based Paint Poisoning Prevention Act, and any other requirements of the jurisdiction in which the housing is located regarding the condition of the structure and operation of the housing or services.

9.3.12. The Contractor shall provide one of the following types of rental assistance: Tenant-based, Project-based, or Sponsor-based rental assistance as described by HUD in 24 CFR 578.51.

9.3.12.1. Tenant-based rental assistance is rental assistance in which program participants choose housing of an appropriate size in which to reside. When necessary to facilitate the coordination of supportive services, recipients and subrecipients may require program participants to live in a specific area for their entire period of participation, or in a specific structure for the first year and in a specific area for the remainder of their period of participation. Short and medium term rental assistance provided under the Rapid Re-Housing program component must be tenant based rental assistance.

9.3.12.2. Sponsor-based rental assistance is provided through contracts between the recipient and sponsor organization. A sponsor may be a private, nonprofit organization, or a community mental health agency established as a public nonprofit organization. Program participants must reside in housing owned or leased by the sponsor.

9.3.12.3. Project-based rental assistance is provided through a contract with the owner of an existing structure, where the owner agrees to lease the subsidized units to program participants. Program participants will not retain rental assistance if they move.

9.3.12.4. For project-based, sponsor-based, or tenant-based rental assistance, program participants must enter into a lease agreement for a term of at least one year, which is terminable for cause. The leases must be automatically renewable upon expiration for terms that are a minimum of one month long, except on prior notice by either party.

9.4. Administrative Costs:

9.4.1. Eligible administrative costs include:

9.4.1.1. The Contractor may use funding awarded under this part, for the payment of project administrative costs related to the planning and execution of Continuum of Care activities. This does not include staff and overhead costs directly related to carrying out activities eligible under 24 CFR 578.43 through 578.57, because those costs are eligible as part of those activities.

9.4.1.2. General management, oversight, and coordination. Costs of overall program management, coordination, monitoring and evaluation. These costs include, but are not limited to, necessary expenditures for the following:

9.4.1.2.1. Salaries, wages, and related costs of the Contractor's staff, or other staff engaged in program administration.

9.4.1.2.2. In charging costs to this category, the Contractor may include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The Contractor may only use one of these methods for each fiscal year grant. Program administration assignments include the following:

9.4.1.2.2.1. Preparing program budgets and schedules, and amendments to those budgets and schedules.

9.4.1.2.2.2. Developing systems for assuring compliance with program requirements.

9.4.1.2.2.3. Developing interagency agreements and agreements with subrecipient and Contractors to carry out program activities.

9.4.1.2.2.4. Monitoring program activities for progress and compliance with program requirements.

9.4.1.2.2.5. Preparing reports and other documents related to the program for submission to HUD.

9.4.1.2.2.6. Coordinating the solution of audit and monitoring findings.

9.4.1.2.2.7. Preparing reports and other documents directly related to the program submission to HUD.

9.4.1.2.2.8. Evaluating program results against stated objectives.

9.4.1.2.2.9. Managing or supervising persons whose primary responsibilities are among those program administration assignments, as listed immediately above.

9.4.1.2.2.10. Travel costs incurred for official business in carrying out the program.

9.4.1.2.2.11. Administrative services performed under third party contracts or agreements. including such services as general legal services, accounting services, and audit services.

9.4.1.2.2.12. Other costs for goods and services required for administration of the program, including such goods and services as rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance, but not purchase, of office space.

9.4.1.2.2.13. Training on Continuum of Care requirements. Costs of providing training on Continuum of Care requirements and attending HUD-Sponsored Continuum of Care trainings.

9.4.1.2.2.14. Environmental review. Costs of carrying out the environmental review responsibilities under 24 CFR 578.31.

9.5. Leasing:

9.5.1. When the Contractor is leasing the structure, or portions thereof, grant funds may be used to pay for 100 percent of the costs of leasing a structure or structures, or portions thereof, to provide housing or supportive services to homeless persons for up to three (3) years. Leasing funds may not be used to lease units or structures owned by the contractor, their parent organization, any other related organization(s), or organizations that are members of a partnership, where the partnership owns the structure, unless HUD authorized an exception for good cause.

9.5.2. Requirements:

9.5.2.1. Leasing structures. When grants are used to pay rent for all or part of a structure or structures, the rent paid must be reasonable in relation to rents being charged in the area for comparable space. In addition, the rent paid may not exceed rents currently being charged by the same owner for comparable unassisted space.

9.5.2.2. Leasing individual units. When the grant funds are used to pay rent for individual housing units, the rent paid must reasonable in relation to rents being charged for comparable units, taking into account the location, size, type, quality, amenities, facilities, and management services. In addition, the rents may not exceed rents currently being charged for comparable units, and the rent paid may not exceed HUD-determined fair market rents.

9.5.2.3. Utilities. If electricity, gas, and water are included in the rent, these utilities may be paid from leasing funds. If utilities are not provided by the landlord, these utility costs are operating costs, except for supportive service facilities. If the structure is being used as a supportive service facility, then these utility costs are a supportive service cost.

9.5.2.4. Security deposits and first and last month's rent. The Contractor may use grant funds to pay security deposits, in an

amount not to exceed 2 months of actual rent. An advance payment of last month's rent may be provided to the landlord in addition to security deposit and payment of the first month's rent.

9.5.2.5. Occupancy agreements and subleases. Occupancy agreements and subleases are required as specified in 24 CFR 578.77(a).

9.5.2.6. Calculation of occupancy charges and rent. Occupancy charges and rent from program participants must be calculated as provided in 24 CFR 578.77.

9.5.2.7. Program income. Occupancy charges and rent collected from program participants are program income and may be used as provided under 24 CFR 578.97.

9.5.2.8. Transition. Refer to 24CFR 578.49(b)(8).

9.5.2.9. Rent paid may only reflect actual costs and must be reasonable in comparison to rents charged in the area for similar housing units. Documentation of rent reasonableness must be kept on file by the Contractor.

9.5.2.10. The portion of rent paid with grant funds may not exceed HUD-determined fair market rents.

9.5.2.11. The Contractor shall pay individual landlords directly; funds may not be given directly to participants to pay leasing costs.

9.5.2.12. Property damages may only be paid from money paid to the landlord for security deposits.

9.5.2.13. The Contractor cannot lease a building that it already owns to itself.

9.5.2.14. Housing must be in compliance with all State and local housing codes, licensing requirements, the Lead-Based Paint Poisoning Prevention Act, and any other requirements of the jurisdiction in which the housing is located regarding the condition of the structure and operation of the housing or services.

9.6. The Contractor may charge program participants rent and utilities (heat, hot water). However, the amount charged may not exceed the maximum amounts specified in HUD regulations (24 CFR 578.77). Other services such as cable, air conditioning, telephone, Internet access, cleaning, parking, pool charges, etc. are at the participant's option.

9.7. The Contractor shall have any staff charged in full or part to this contract, or counted as match, complete weekly or bi-weekly timesheets.

10. Contractor Financial Management System

10.1. Fiscal Control: The Contractor shall establish fiscal control and fund accounting procedures that ensure proper disbursement of, and accounting for, grant funds and any required nonfederal expenditures. This responsibility applies to funds disbursed in direct operations of the Contractor.

10.2. The Contractor shall maintain a financial management system that complies with 2 CFR part 200 or such equivalent system as the State may require.

CAPSC - 576 Central St
CoC Funds -NH0053L1T002212

SFY2024 - 11/1/23-6/30/24

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Operating Costs	$ 62,574	$ -	$ -	$ -	$ -	$ -	$ 62,574	$ -	$ -
Supportive Services	$ 14,176	$ -	$ -	$ -	$ -	$ -	$ 14,176	$ -	$ -
Administration	$ 1,637	$ -	$ -	$ -	$ -	$ -	$ 1,637	$ -	$ -
25% Required Match	$ 20,006	$ -	$ -	$ 20,006		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 98,393	$ -	$ -	$ 20,006	$ -	$ -	$ 78,387	$ -	$ -

SFY2025 - 7/1/24-10/31/24

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Operating Costs	$ 31,287	$ -	$ -	$ -	$ -	$ -	$ 31,287	$ -	$ -
Supportive Services	$ 7,088	$ -	$ -	$ -	$ -	$ -	$ 7,088	$ -	$ -
Administration	$ 818	$ -	$ -	$ -	$ -	$ -	$ 818	$ -	$ -
25% Required Match	$ 10,003	$ -	$ -	$ 10,003		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 49,196	$ -	$ -	$ 10,003	$ -	$ -	$ 39,193	$ -	$ -

TOTAL - 11/1/23-10/31/24

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Operating Costs	$ 93,861	$ -	$ -	$ -	$ -	$ -	$ 93,861	$ -	$ -
Supportive Services	$ 21,264	$ -	$ -	$ -	$ -	$ -	$ 21,264	$ -	$ -
Administration	$ 2,455	$ -	$ -	$ -	$ -	$ -	$ 2,455	$ -	$ -
25% Required Match	$ 30,009	$ -	$ -	$ 30,009		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 147,589	$ -	$ -	$ 30,009	$ -	$ -	$ 117,580	$ -	$ -

Total W/O Match $ 117,580

CAPSC - Coordinated Entry
CoC Funds - NH0096L1T002207

SFY2024 - 7/1/23-6/30/24

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	$ 37,584	$ -	$ -	$ -	$ -	$ -	$ 37,584	$ -	$ -
Administration	$ 940	$ -	$ -	$ -	$ -	$ -	$ 940	$ -	$ -
25% Required Match	$ 9,878	$ -	$ -	$ 9,878		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 48,402	$ -	$ -	$ 9,878	$ -	$ -	$ 38,524	$ -	$ -

TOTAL - 7/1/23-6/30/24

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	$ 37,584	$ -	$ -	$ -	$ -	$ -	$ 37,584	$ -	$ -
Administration	$ 940	$ -	$ -	$ -	$ -	$ -	$ 940	$ -	$ -
25% Required Match	$ 9,878	$ -	$ -	$ 9,878		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 48,402	$ -	$ -	$ 9,878	$ -	$ -	$ 38,524	$ -	$ -

Total W/O Match $ 38,524

CAPSC Coordinated Entry Domestic Violence
CoC Funds - NH0121DT002203

SFY2024 - 12/1/23-6/30/24

	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
Activity Name	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	$ 133,295	$ -	$ -	$ -	$ -	$ -	$ 133,295	$ -	$ -
Administration	$ 6,665	$ -	$ -	$ -	$ -	$ -	$ 6,665	$ -	$ -
25% Required Match	$ 36,728	$ -	$ -	$ 36,728		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 176,688	$ -	$ -	$ 36,728	$ -	$ -	$ 139,960	$ -	$ -

SFY2025 - 7/1/24-11/30/24

	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
Activity Name	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	$ 95,210	$ -	$ -	$ -	$ -	$ -	$ 95,210	$ -	$ -
Administration	$ 4,760	$ -	$ -	$ -	$ -	$ -	$ 4,760	$ -	$ -
25% Required Match	$ 26,235	$ -	$ -	$ 26,235		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 126,205	$ -	$ -	$ 26,235	$ -	$ -	$ 99,970	$ -	$ -

TOTAL - 12/1/23-11/30/24

	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
Activity Name	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	$ 228,505	$ -	$ -	$ -	$ -	$ -	$ 228,505	$ -	$ -
Administration	$ 11,425	$ -	$ -	$ -	$ -	$ -	$ 11,425	$ -	$ -
25% Required Match	$ 62,963	$ -	$ -	$ 62,963		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 302,893	$ -	$ -	$ 62,963	$ -	$ -	$ 239,930	$ -	$ -

Total W/O Match $ 239,930

CAPSC Rapid Re-Housing
CoC Funds - NH0124L1T002203

SFY2024 - 11/1/23-6/30/24

	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
Activity Name	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Rental Assistance	$ 104,688	$ -	$ -	$ -	$ -	$ -	$ 104,688	$ -	$ -
Supportive Services	$ 46,084	$ -	$ -	$ -	$ -	$ -	$ 46,084	$ -	$ -
Administration	$ 3,807	$ -	$ -	$ -	$ -	$ -	$ 3,807	$ -	$ -
25% Required Match	$ 39,596	$ -	$ -	$ 39,596		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 194,175	$ -	$ -	$ 39,596	$ -	$ -	$ 154,579	$ -	$ -

SFY2025 - 7/1/24-10/31/24

	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
Activity Name	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Rental Assistance	$ 52,344	$ -	$ -	$ -	$ -	$ -	$ 52,344	$ -	$ -
Supportive Services	$ 23,042	$ -	$ -	$ -	$ -	$ -	$ 23,042	$ -	$ -
Administration	$ 1,903	$ -	$ -	$ -	$ -	$ -	$ 1,903	$ -	$ -
25% Required Match	$ 19,798	$ -	$ -	$ 19,798		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 97,087	$ -	$ -	$ 19,798	$ -	$ -	$ 77,289	$ -	$ -

TOTAL - 11/1/23-10/31/24

	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
Activity Name	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Rental Assistance	$ 157,032	$ -	$ -	$ -	$ -	$ -	$ 157,032	$ -	$ -
Supportive Services	$ 69,126	$ -	$ -	$ -	$ -	$ -	$ 69,126	$ -	$ -
Administration	$ 5,710	$ -	$ -	$ -	$ -	$ -	$ 5,710	$ -	$ -
25% Required Match	$ 59,394	$ -	$ -	$ 59,394		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 291,262	$ -	$ -	$ 59,394	$ -	$ -	$ 231,868	$ -	$ -

Total W/O Match **$ 231,868**

CAPSC - 576 Central St
CoC Funds - NH0053L1T002212

SFY2025 - 11/1/24-6/30/25

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Operating Costs	$ 62,574	$ -	$ -	$ -	$ -	$ -	$ 62,574	$ -	$ -
Supportive Services	$ 14,176	$ -	$ -	$ -	$ -	$ -	$ 14,176	$ -	$ -
Administration	$ 1,637	$ -	$ -	$ -	$ -	$ -	$ 1,637	$ -	$ -
25% Required Match	$ 20,006	$ -	$ -	$ 20,006		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 98,393	$ -	$ -	$ 20,006	$ -	$ -	$ 78,387	$ -	$ -

SFY2026 - 7/1/25-10/31/25

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Operating Costs	$ 31,287	$ -	$ -	$ -	$ -	$ -	$ 31,287	$ -	$ -
Supportive Services	$ 7,088	$ -	$ -	$ -	$ -	$ -	$ 7,088	$ -	$ -
Administration	$ 818	$ -	$ -	$ -	$ -	$ -	$ 818	$ -	$ -
25% Required Match	$ 10,003	$ -	$ -	$ 10,003		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 49,196	$ -	$ -	$ 10,003	$ -	$ -	$ 39,193	$ -	$ -

TOTAL - 11/1/24-10/31/25

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Operating Costs	$ 93,861	$ -	$ -	$ -	$ -	$ -	$ 93,861	$ -	$ -
Supportive Services	$ 21,264	$ -	$ -	$ -	$ -	$ -	$ 21,264	$ -	$ -
Administration	$ 2,455	$ -	$ -	$ -	$ -	$ -	$ 2,455	$ -	$ -
25% Required Match	$ 30,009	$ -	$ -	$ 30,009		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 147,589	$ -	$ -	$ 30,009	$ -	$ -	$ 117,580	$ -	$ -

Total W/O Match $ 117,580

CAPSC - Coordinated Entry
CoC Funds - NH0096L1T002207

SFY2025 - 7/1/24-6/30/25

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	$ 37,584	$ -	$ -	$ -	$ -	$ -	$ 37,584	$ -	$ -
Administration	$ 940	$ -	$ -	$ -	$ -	$ -	$ 940	$ -	$ -
25% Required Match	$ 9,878	$ -	$ -	$ 9,878		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 48,402	$ -	$ -	$ 9,878	$ -	$ -	$ 38,524	$ -	$ -

TOTAL - 7/1/24-6/30/25

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	$ 37,584	$ -	$ -	$ -	$ -	$ -	$ 37,584	$ -	$ -
Administration	$ 940	$ -	$ -	$ -	$ -	$ -	$ 940	$ -	$ -
25% Required Match	$ 9,878	$ -	$ -	$ 9,878		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 48,402	$ -	$ -	$ 9,878	$ -	$ -	$ 38,524	$ -	$ -

Total W/O Match **$** **38,524**

Contractor Initials BdP
Date 5/26/2023

CAPSC Coordinated Entry Domestic Violence
CoC Funds - NH0121DT002203

SFY2025 - 12/1/24-6/30/25

	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
Activity Name	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	$ 133,295	$ -	$ -	$ -	$ -	$ -	$ 133,295	$ -	$ -
Administration	$ 8,665	$ -	$ -	$ -	$ -	$ -	$ 8,665	$ -	$ -
25% Required Match	$ 36,728	$ -	$ -	$ 36,728		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 176,688	$ -	$ -	$ 36,728	$ -	$ -	$ 139,960	$ -	$ -

SFY2026 - 7/1/25-11/30/25

	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
Activity Name	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	$ 95,210	$ -	$ -	$ -	$ -	$ -	$ 95,210	$ -	$ -
Administration	$ 4,760	$ -	$ -	$ -	$ -	$ -	$ 4,760	$ -	$ -
25% Required Match	$ 26,235	$ -	$ -	$ 26,235		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 126,205	$ -	$ -	$ 26,235	$ -	$ -	$ 99,970	$ -	$ -

TOTAL - 12/1/24-11/30/25

	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
Activity Name	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	$ 228,505	$ -	$ -	$ -	$ -	$ -	$ 228,505	$ -	$ -
Administration	$ 11,425	$ -	$ -	$ -	$ -	$ -	$ 11,425	$ -	$ -
25% Required Match	$ 62,963	$ -	$ -	$ 62,963		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 302,893	$ -	$ -	$ 62,963	$ -	$ -	$ 239,930	$ -	$ -

Total W/O Match $ 239,930

CAPSC Rapid Re-Housing
CoC Funds - NH0124L1T002203

SFY2025 - 11/1/24-6/30/25

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Rental Assistance	$ 104,688	$ -	$ -	$ -	$ -	$ -	$ 104,688	$ -	$ -
Supportive Services	$ 46,084	$ -	$ -	$ -	$ -	$ -	$ 46,084	$ -	$ -
Administration	$ 3,807	$ -	$ -	$ -	$ -	$ -	$ 3,807	$ -	$ -
25% Required Match	$ 39,596	$ -	$ -	$ 39,596		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 194,175	$ -	$ -	$ 39,596	$ -	$ -	$ 154,579	$ -	$ -

SFY2026 - 7/1/25-10/31/25

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Rental Assistance	$ 52,344	$ -	$ -	$ -	$ -	$ -	$ 52,344	$ -	$ -
Supportive Services	$ 23,042	$ -	$ -	$ -	$ -	$ -	$ 23,042	$ -	$ -
Administration	$ 1,903	$ -	$ -	$ -	$ -	$ -	$ 1,903	$ -	$ -
25% Required Match	$ 19,798	$ -	$ -	$ 19,798		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 97,087	$ -	$ -	$ 19,798	$ -	$ -	$ 77,289	$ -	$ -

TOTAL - 11/1/24-10/31/25

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Rental Assistance	$ 157,032	$ -	$ -	$ -	$ -	$ -	$ 157,032	$ -	$ -
Supportive Services	$ 69,126	$ -	$ -	$ -	$ -	$ -	$ 69,126	$ -	$ -
Administration	$ 5,710	$ -	$ -	$ -	$ -	$ -	$ 5,710	$ -	$ -
25% Required Match	$ 59,394	$ -	$ -	$ 59,394		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 291,262	$ -	$ -	$ 59,394	$ -	$ -	$ 231,868	$ -	$ -

Total W/O Match $ 231,868

CAPSC - 576 Central St
CoC Funds - NH0053L1T002212

SFY2026 - 11/1/25-6/30/26

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Operating Costs	$ 62,574	$ -	$ -	$ -	$ -	$ -	$ 62,574	$ -	$ -
Supportive Services	$ 14,176	$ -	$ -	$ -	$ -	$ -	$ 14,176	$ -	$ -
Administration	$ 1,637	$ -	$ -	$ -	$ -	$ -	$ 1,637	$ -	$ -
25% Required Match	$ 20,006	$ -	$ -	$ 20,006		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 98,393	$ -	$ -	$ 20,006	$ -	$ -	$ 78,387	$ -	$ -

SFY2027 - 7/1/26-10/31/26

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Operating Costs	$ 31,287	$ -	$ -	$ -	$ -	$ -	$ 31,287	$ -	$ -
Supportive Services	$ 7,088	$ -	$ -	$ -	$ -	$ -	$ 7,088	$ -	$ -
Administration	$ 818	$ -	$ -	$ -	$ -	$ -	$ 818	$ -	$ -
25% Required Match	$ 10,003	$ -	$ -	$ 10,003		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 49,196	$ -	$ -	$ 10,003	$ -	$ -	$ 39,193	$ -	$ -

TOTAL - 11/1/25-10/31/26

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Operating Costs	$ 93,861	$ -	$ -	$ -	$ -	$ -	$ 93,861	$ -	$ -
Supportive Services	$ 21,264	$ -	$ -	$ -	$ -	$ -	$ 21,264	$ -	$ -
Administration	$ 2,455	$ -	$ -	$ -	$ -	$ -	$ 2,455	$ -	$ -
25% Required Match	$ 30,009	$ -	$ -	$ 30,009		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 147,589	$ -	$ -	$ 30,009	$ -	$ -	$ 117,580	$ -	$ -

Total W/O Match $ 117,580

CAPSC - Coordinated Entry
CoC Funds - NH0096L1T002207

SFY2026 - 7/1/25-6/30/26

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	$ 37,584	$ -	$ -	$ -	$ -	$ -	$ 37,584	$ -	$ -
Administration	$ 940	$ -	$ -	$ -	$ -	$ -	$ 940	$ -	$ -
25% Required Match	$ 9,878	$ -	$ -	$ 9,878		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 48,402	$ -	$ -	$ 9,878	$ -	$ -	$ 38,524	$ -	$ -

TOTAL - 7/1/25-6/30/26

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	$ 37,584	$ -	$ -	$ -	$ -	$ -	$ 37,584	$ -	$ -
Administration	$ 940	$ -	$ -	$ -	$ -	$ -	$ 940	$ -	$ -
25% Required Match	$ 9,878	$ -	$ -	$ 9,878		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 48,402	$ -	$ -	$ 9,878	$ -	$ -	$ 38,524	$ -	$ -

Total W/O Match $ 38,524

CAPSC Coordinated Entry Domestic Violence
CoC Funds - NH0121DT002203

SFY2026 - 12/1/25-6/30/26

	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
Activity Name	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	$ 133,295	$ -	$ -	$ -	$ -	$ -	$ 133,295	$ -	$ -
Administration	$ 6,665	$ -	$ -	$ -	$ -	$ -	$ 6,665	$ -	$ -
25% Required Match	$ 36,728	$ -	$ -	$ 36,728		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 176,688	$ -	$ -	$ 36,728	$ -	$ -	$ 139,960	$ -	$ -

SFY2027 - 7/1/26-11/30/26

	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
Activity Name	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	$ 95,210	$ -	$ -	$ -	$ -	$ -	$ 95,210	$ -	$ -
Administration	$ 4,760	$ -	$ -	$ -	$ -	$ -	$ 4,760	$ -	$ -
25% Required Match	$ 26,235	$ -	$ -	$ 26,235		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 126,205	$ -	$ -	$ 26,235	$ -	$ -	$ 99,970	$ -	$ -

TOTAL - 12/1/25-11/30/26

	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
Activity Name	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	$ 228,505	$ -	$ -	$ -	$ -	$ -	$ 228,505	$ -	$ -
Administration	$ 11,425	$ -	$ -	$ -	$ -	$ -	$ 11,425	$ -	$ -
25% Required Match	$ 62,963	$ -	$ -	$ 62,963		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 302,893	$ -	$ -	$ 62,963	$ -	$ -	$ 239,930	$ -	$ -

Total W/O Match $ 239,930

Contractor Initials BAP
Date 5/26/2025

CAPSC Rapid Re-Housing
CoC Funds - NH0124L1T002203

SFY2026 - 11/1/25-6/30/26

	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
Activity Name	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Rental Assistance	$ 104,688	$ -	$ -	$ -	$ -	$ -	$ 104,688	$ -	$ -
Supportive Services	$ 46,084	$ -	$ -	$ -	$ -	$ -	$ 46,084	$ -	$ -
Administration	$ 3,807	$ -	$ -	$ -	$ -	$ -	$ 3,807	$ -	$ -
25% Required Match	$ 39,596	$ -	$ -	$ 39,596		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 194,175	$ -	$ -	$ 39,596	$ -	$ -	$ 154,579	$ -	$ -

SFY2027 - 7/1/26-10/31/26

	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
Activity Name	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Rental Assistance	$ 52,344	$ -	$ -	$ -	$ -	$ -	$ 52,344	$ -	$ -
Supportive Services	$ 23,042	$ -	$ -	$ -	$ -	$ -	$ 23,042	$ -	$ -
Administration	$ 1,903	$ -	$ -	$ -	$ -	$ -	$ 1,903	$ -	$ -
25% Required Match	$ 19,798	$ -	$ -	$ 19,798		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 97,087	$ -	$ -	$ 19,798	$ -	$ -	$ 77,289	$ -	$ -

TOTAL - 11/1/25-10/31/26

	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
Activity Name	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Rental Assistance	$ 157,032	$ -	$ -	$ -	$ -	$ -	$ 157,032	$ -	$ -
Supportive Services	$ 69,126	$ -	$ -	$ -	$ -	$ -	$ 69,126	$ -	$ -
Administration	$ 5,710	$ -	$ -	$ -	$ -	$ -	$ 5,710	$ -	$ -
25% Required Match	$ 59,394	$ -	$ -	$ 59,394		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 291,262	$ -	$ -	$ 59,394	$ -	$ -	$ 231,868	$ -	$ -

Total W/O Match $ 231,868

CAPSC - 576 Central St
CoC Funds - NH0053L1T002212

SFY2027 - 11/1/26-6/30/27

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Operating Costs	$ 62,574	$ -	$ -	$ -	$ -	$ -	$ 62,574	$ -	$ -
Supportive Services	$ 14,176	$ -	$ -	$ -	$ -	$ -	$ 14,176	$ -	$ -
Administration	$ 1,637	$ -	$ -	$ -	$ -	$ -	$ 1,637	$ -	$ -
25% Required Match	$ 20,006	$ -	$ -	$ 20,006		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 98,393	$ -	$ -	$ 20,006	$ -	$ -	$ 78,387	$ -	$ -

SFY2028 - 7/1/27-10/31/27

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Operating Costs	$ 31,287	$ -	$ -	$ -	$ -	$ -	$ 31,287	$ -	$ -
Supportive Services	$ 7,088	$ -	$ -	$ -	$ -	$ -	$ 7,088	$ -	$ -
Administration	$ 818	$ -	$ -	$ -	$ -	$ -	$ 818	$ -	$ -
25% Required Match	$ 10,003	$ -	$ -	$ 10,003		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 49,196	$ -	$ -	$ 10,003	$ -	$ -	$ 39,193	$ -	$ -

TOTAL - 11/1/26-10/31/27

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Operating Costs	$ 93,861	$ -	$ -	$ -	$ -	$ -	$ 93,861	$ -	$ -
Supportive Services	$ 21,264	$ -	$ -	$ -	$ -	$ -	$ 21,264	$ -	$ -
Administration	$ 2,455	$ -	$ -	$ -	$ -	$ -	$ 2,455	$ -	$ -
25% Required Match	$ 30,009	$ -	$ -	$ 30,009		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 147,589	$ -	$ -	$ 30,009	$ -	$ -	$ 117,580	$ -	$ -

Total W/O Match $ 117,580

CAPSC - Coordinated Entry
CoC Funds - NH0096L1T002207

SFY2027 - 7/1/26-6/30/27

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	$ 37,584	$ -	$ -	$ -	$ -	$ -	$ 37,584	$ -	$ -
Administration	$ 940	$ -	$ -	$ -	$ -	$ -	$ 940	$ -	$ -
25% Required Match	$ 9,878	$ -	$ -	$ 9,878		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 48,402	$ -	$ -	$ 9,878	$ -	$ -	$ 38,524	$ -	$ -

TOTAL - 7/1/26-6/30/27

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	$ 37,584	$ -	$ -	$ -	$ -	$ -	$ 37,584	$ -	$ -
Administration	$ 940	$ -	$ -	$ -	$ -	$ -	$ 940	$ -	$ -
25% Required Match	$ 9,878	$ -	$ -	$ 9,878		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 48,402	$ -	$ -	$ 9,878	$ -	$ -	$ 38,524	$ -	$ -

Total W/O Match $ 38,524

CAPSC Coordinated Entry Domestic Violence
CoC Funds - NH0121DT002203

SFY2027 - 12/1/26-6/30/27

	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
Activity Name	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	$ 133,295	$ -	$ -	$ -	$ -	$ -	$ 133,295	$ -	$ -
Administration	$ 6,665	$ -	$ -	$ -	$ -	$ -	$ 6,665	$ -	$ -
25% Required Match	$ 36,728	$ -	$ -	$ 36,728		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 176,688	$ -	$ -	$ 36,728	$ -	$ -	$ 139,960	$ -	$ -

SFY2028 - 7/1/27-11/30/27

	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
Activity Name	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	$ 95,210	$ -	$ -	$ -	$ -	$ -	$ 95,210	$ -	$ -
Administration	$ 4,760	$ -	$ -	$ -	$ -	$ -	$ 4,760	$ -	$ -
25% Required Match	$ 26,235	$ -	$ -	$ 26,235		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 126,205	$ -	$ -	$ 26,235	$ -	$ -	$ 99,970	$ -	$ -

TOTAL - 12/1/26-11/30/27

	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
Activity Name	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Supportive Services	$ 228,505	$ -	$ -	$ -	$ -	$ -	$ 228,505	$ -	$ -
Administration	$ 11,425	$ -	$ -	$ -	$ -	$ -	$ 11,425	$ -	$ -
25% Required Match	$ 62,963	$ -	$ -	$ 62,963		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 302,893	$ -	$ -	$ 62,963	$ -	$ -	$ 239,930	$ -	$ -

Total W/O Match $ 239,930

CAPSC Rapid Re-Housing
CoC Funds - NH0124L1T002203

SFY2027 - 11/1/26-6/30/27

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Rental Assistance	$ 104,688	$ -	$ -	$ -	$ -	$ -	$ 104,688	$ -	$ -
Supportive Services	$ 46,084	$ -	$ -	$ -	$ -	$ -	$ 46,084	$ -	$ -
Administration	$ 3,807	$ -	$ -	$ -	$ -	$ -	$ 3,807	$ -	$ -
25% Required Match	$ 39,596	$ -	$ -	$ 39,596		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 194,175	$ -	$ -	$ 39,596	$ -	$ -	$ 154,579	$ -	$ -

SFY2028 - 7/1/27-10/31/27

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Rental Assistance	$ 52,344	$ -	$ -	$ -	$ -	$ -	$ 52,344	$ -	$ -
Supportive Services	$ 23,042	$ -	$ -	$ -	$ -	$ -	$ 23,042	$ -	$ -
Administration	$ 1,903	$ -	$ -	$ -	$ -	$ -	$ 1,903	$ -	$ -
25% Required Match	$ 19,798	$ -	$ -	$ 19,798		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 97,087	$ -	$ -	$ 19,798	$ -	$ -	$ 77,289	$ -	$ -

TOTAL - 11/1/26-10/31/27

Activity Name	TOTAL PROGRAM COST			CONTRACTOR SHARE			BHS SHARE		
	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY	BUDGET	YTD	MONTHLY
Rental Assistance	$ 157,032	$ -	$ -	$ -	$ -	$ -	$ 157,032	$ -	$ -
Supportive Services	$ 69,126	$ -	$ -	$ -	$ -	$ -	$ 69,126	$ -	$ -
Administration	$ 5,710	$ -	$ -	$ -	$ -	$ -	$ 5,710	$ -	$ -
25% Required Match	$ 59,394	$ -	$ -	$ 59,394		$ -	$ -	$ -	$ -
TOTAL HUD FUNDS/BALANCE	$ 291,262	$ -	$ -	$ 59,394	$ -	$ -	$ 231,868	$ -	$ -

Total W/O Match $ 231,868

Contractor Initials BAP
Date 5/26/2023

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS

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

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

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

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

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Vendor Initials _____

5/26/2023
Date _____

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

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

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

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

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

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

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

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

Vendor Name: Community Action Partnership of Strafford Count

DocuSigned by:
Betsy Andrews Parker
05195ADCCD0045E...

5/26/2023
Date

Name: Betsy Andrews Parker
Title: CEO

New Hampshire Department of Health and Human Services
Exhibit E

CERTIFICATION REGARDING LOBBYING

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

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

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

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

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

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

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

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

Vendor Name: Community Action Partnership of Strafford Count

5/26/2023
Date

DocuSigned by:
Betsy Andrews Parker
85195ADCCB0646E...
Name: Betsy Andrews Parker
Title: CEO

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Vendor Initials
5/26/2023
Date

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

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

INSTRUCTIONS FOR CERTIFICATION

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

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

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

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

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

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

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

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

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

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

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

PRIMARY COVERED TRANSACTIONS

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

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

LOWER TIER COVERED TRANSACTIONS

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

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

Contractor Name: Community Action Partnership of Strafford Co

5/26/2023
Date

DocuSigned by:
Betsy Andrews Parker
8519ADCCB0B46E...
Name: Betsy Andrews Parker
Title: CEO

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Contractor Initials
5/26/2023
Date

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

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

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

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

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

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

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

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

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

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

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

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

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

New Hampshire Department of Health and Human Services
Exhibit G

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

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

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

Contractor Name: Community Action Partnership of Strafford Cc

5/26/2023
Date

DocuSigned by:
Betsy Andrews Parker
83193ADCCB0640E...
Name: Betsy Andrews Parker
Title: CEO

New Hampshire Department of Health and Human Services
Exhibit H

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

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

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

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

Contractor Name: Community Action Partnership of Strafford Co

5/26/2023
Date

DocuSigned by:
Betsy Andrews Parker
83193ADCCB00408...
Name: Betsy Andrews Parker
Title: CEO

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT BUSINESS ASSOCIATE AGREEMENT

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

(1) Definitions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(3) **Obligations and Activities of Business Associate.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(4) Obligations of Covered Entity

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

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

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

(5) Termination for Cause

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

(6) Miscellaneous

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

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

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

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

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

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

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

Department of Health and Human Services	Community Action Partnership of Strafford County
The State	Name of the Contractor
Katja S. Fox	Betsy Andrews Parker
Signature of Authorized Representative	Signature of Authorized Representative
Katja S. Fox	Betsy Andrews Parker
Name of Authorized Representative	Name of Authorized Representative
Director	CEO
Title of Authorized Representative	Title of Authorized Representative
5/30/2023	5/26/2023
Date	Date

New Hampshire Department of Health and Human Services
Exhibit J

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

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

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

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

Contractor Name: Community Action Partnership of Strafford Co

5/26/2023
Date

DocuSigned by:
Betsy Andrews Parker
Name: Betsy Andrews Parker
Title: CEO

New Hampshire Department of Health and Human Services
Exhibit J

FORM A

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

1. The UEI (SAM.gov) number for your entity is: 02-0268636

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

   _____ NO _____X_____ YES

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

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

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

   _____ NO _____X_____ YES

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

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

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

   Name: _____ Amount: _____

   Name: _____ Amount: _____

   Name: _____ Amount: _____

   Name: _____ Amount: _____

   Name: _____ Amount: _____

New Hampshire Department of Health and Human Services

Exhibit K

DHHS Information Security Requirements

A. Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

I. RESPONSIBILITIES OF DHHS AND THE CONTRACTOR

A. Business Use and Disclosure of Confidential Information.

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

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

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

II. METHODS OF SECURE TRANSMISSION OF DATA

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

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

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

III. RETENTION AND DISPOSITION OF IDENTIFIABLE RECORDS

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

A. Retention

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

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

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

B. Disposition

1. If the Contractor will maintain any Confidential Information on its systems (or its sub-contractor systems), the Contractor will maintain a documented process for securely disposing of such data upon request or contract termination; and will obtain written certification for any State of New Hampshire data destroyed by the Contractor or any subcontractors as a part of ongoing, emergency, and or disaster recovery operations. When no longer in use, electronic media containing State of New Hampshire data shall be rendered unrecoverable via a secure wipe program in accordance with industry-accepted standards for secure deletion and media sanitization, or otherwise physically destroying the media (for example, degaussing) as described in NIST Special Publication 800-88, Rev 1, Guidelines for Media Sanitization, National Institute of Standards and Technology, U. S. Department of Commerce. The Contractor will document and certify in writing at time of the data destruction, and will provide written certification to the Department upon request. The written certification will include all details necessary to demonstrate data has been properly destroyed and validated. Where applicable, regulatory and professional standards for retention requirements will be jointly evaluated by the State and Contractor prior to destruction.
2. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to destroy all hard copies of Confidential Data using a secure method such as shredding.
3. Unless otherwise specified, within thirty (30) days of the termination of this Contract, Contractor agrees to completely destroy all electronic Confidential Data by means of data erasure, also known as secure data wiping.

IV. PROCEDURES FOR SECURITY

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

1. The Contractor will maintain proper security controls to protect Department confidential information collected, processed, managed, and/or stored in the delivery of contracted services.
2. The Contractor will maintain policies and procedures to protect Department confidential information throughout the information lifecycle, where applicable, (from creation, transformation, use, storage and secure destruction) regardless of the media used to store the data (i.e., tape, disk, paper, etc.).

DS BAP
Contractor Initials

5/26/2023
Date

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

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

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

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

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

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

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

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

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

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

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

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

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

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

16. The Contractor must ensure that all End Users:

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

    b. safeguard this information at all times.

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

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

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

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

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

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

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

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

V. LOSS REPORTING

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

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

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

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

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

VI. PERSONS TO CONTACT

A. DHHS Privacy Officer:

DHHSPrivacyOfficer@dhhs.nh.gov

B. DHHS Security Officer:

DHHSInformationSecurityOffice@dhhs.nh.gov

DS
BAP
Contractor Initials _____

5/26/2023
Date _____

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 PARTNERSHIP OF STRAFFORD COUNTY is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on May 25, 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: **65583**

Certificate Number: **0006195759**

IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 4th day of April A.D. 2023.

David M. Scanlan

Secretary of State

CERTIFICATE OF AUTHORITY

I, Alison Dorow, 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 Community Action Partnership of Strafford County
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 October 19, 2022, at which a quorum of the Directors/shareholders were present and voting.
(Date)

VOTED: That Betsey Andrews Parker (may list more than one person)
(Name and Title of Contract Signatory)

is duly authorized on behalf of Community Action Partnership of Strafford County 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: 5/16/23

Signature of Elected Officer
Name: Alison Dorow
Title: Secretary

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/15/2023

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

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

PRODUCER CGI Insurance, Inc. 5 Dartmouth Drive Auburn NH 03032	**CONTACT NAME:** Teri Davis **PHONE (A/C, No, Ext):** (877) 562-8954 **FAX (A/C, No):** (866) 574-2443 **E-MAIL ADDRESS:** TDavis@CGIBusinessInsurance.com
INSURED Community Action Partnership of Strafford County 577 Central St, Ste 10 Dover NH 03820	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A:** Hanover Insurance Company — 22292 **INSURER B:** Eastern Alliance — 10724 **INSURER C:** Philadelphia Indemnity **INSURER D:** **INSURER E:** **INSURER F:**

COVERAGES **CERTIFICATE NUMBER:** 22-23 Master **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR [X] Abuse & Molestation Liab $1Million [ ] GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			ZHV A192135	07/01/2022	07/01/2023	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Professional Liability	$ 1,000,000 $ 100,000 $ 10,000 $ 1,000,000 $ 3,000,000 $ Included $ 1,000,000
A	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			AWVA156930	07/01/2022	07/01/2023	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Medical Payments	$ 1,000,000 $ $ $ $ 5,000
A	[X] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 0			UHVA192136	07/01/2022	07/01/2023	EACH OCCURRENCE AGGREGATE	$ 4,000,000 $ 4,000,000 $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		01-0000113794-05	07/01/2022	07/01/2023	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
C	Directors & Officers EPLI and Crime Included			PHSD1725130	07/01/2022	07/01/2023	Per Occurrence Aggregate Limit Employee Dishonesty	$3,000,000 $6,000,000 $1,000,000

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

Workers Comp 3A State: NH

CERTIFICATE HOLDER

State of NH, DHHS, Bureau of Contracts and Procurement
129 Pleasant St
Concord NH 03301

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

MISSION

To reduce barriers to help clients improve their economic stability and well-being through education, advocacy, and partnerships.

Community Action PARTNERSHIP of Strafford County

VISION

To eliminate poverty.

Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY AND AFFILIATE

CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED
DECEMBER 31, 2021 AND 2020
AND
INDEPENDENT AUDITORS' REPORTS

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY AND AFFILIATE

CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2021 AND 2020

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

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Community Action Partnership of Strafford County and Affiliate

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying consolidated financial statements of Community Action Partnership of Strafford County (a New Hampshire nonprofit organization) and Affiliate, which comprise the consolidated statements of financial position as of December 31, 2021 and 2020, and the related consolidated statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the consolidated financial statements.

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of Community Action Partnership of Strafford County and Affiliate as of December 31, 2021 and 2020, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Community Action Partnership of Strafford County and Affiliate 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 opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated 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 consolidated 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 Community Action Partnership of Strafford County and Affiliate's ability to continue as a going concern within one year after the date that the consolidated financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated 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 and *Government 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 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 consolidated financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the consolidated 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 consolidated 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 Community Action Partnership of Strafford County and Affiliate'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 consolidated financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Community Action Partnership of Strafford County and Affiliate'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.

Supplementary 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* 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 schedule of expenditures of federal awards 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 January 20, 2023, on our consideration of Community Action Partnership of Strafford County and Affiliate's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Community Action Partnership of Strafford County and Affiliate's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Community Action Partnership of Strafford County and Affiliate's internal control over financial reporting and compliance.

Leone, McDonnell & Roberts
Professional Association

Dover, New Hampshire
January 20, 2023

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY AND AFFILIATE

CONSOLIDATED STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2021 AND 2020

ASSETS

	2021	2020
CURRENT ASSETS		
Cash and cash equivalents	$ 1,550,537	$ 1,316,311
Accounts receivable	2,130,211	2,268,903
Contributions receivable	12,600	38,400
Inventory	511,532	226,233
Prepaid expenses	36,666	36,318
Other current assets	1,334	-
Total current assets	4,242,880	3,886,165
NONCURRENT ASSETS		
Restricted cash	18,991	-
Security deposits	8,469	5,326
Property, net of accumulated depreciation	6,110,022	5,273,321
Other noncurrent assets	25,503	27,500
Total noncurrent assets	6,162,985	5,306,147
TOTAL ASSETS	$ 10,405,865	$ 9,192,312

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Demand note payable	$ -	$ 105,377
Current portion of long term debt	134,868	18,343
Accounts payable	921,039	1,497,685
Accrued payroll and related taxes	136,247	88,682
Accrued compensated absences	145,234	131,108
Deferred revenue	-	107,606
Refundable advances	950,865	473,291
Paycheck Protection Program	-	97,500
Other current liabilities	-	1,318
Total current liabilities	2,288,253	2,520,910
NONCURRENT LIABILITIES		
Long term debt, less current portion shown above	3,221,845	2,775,919
Security deposits	3,201	-
Total noncurrent liabilities	3,225,046	2,775,919
Total liabilities	5,513,299	5,296,829
NET ASSETS		
Without donor restrictions	4,533,937	3,593,917
With donor restrictions	358,629	301,566
Total net assets	4,892,566	3,895,483
TOTAL LIABILITIES AND NET ASSETS	$ 10,405,865	$ 9,192,312

See Notes to Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY AND AFFILIATE

CONSOLIDATED STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2021

	Without Donor Restrictions	With Donor Restrictions	Total
CHANGE IN NET ASSETS			
REVENUES AND OTHER SUPPORT			
Grant revenue	$ 19,989,740	$ -	$ 19,989,740
Fees for service	2,576,520	-	2,576,520
Rent revenue	51,351	-	51,351
Public support	352,142	358,629	710,771
In-kind donations	898,056	-	898,056
Interest	635	-	635
Fundraising	20,050	-	20,050
Other revenue	725,966	-	725,966
Loss on disposal of equipment	(51,681)	-	(51,681)
Total revenues and support	24,562,779	358,629	24,921,408
NET ASSETS RELEASED FROM RESTRICTIONS	301,566	(301,566)	-
Total revenues, support, and net assets released from restrictions	24,864,345	57,063	24,921,408
EXPENSES			
Program services			
Child services	5,251,539	-	5,251,539
Community services	2,036,906	-	2,036,906
Energy assistance	2,459,441	-	2,459,441
Housing	10,714,923	-	10,714,923
Weatherization	2,483,701	-	2,483,701
Workforce development	3,793	-	3,793
Total program services	22,950,303	-	22,950,303
Supporting activities			
Management and general	905,781	-	905,781
Fundraising	68,241	-	68,241
Total expenses	23,924,325	-	23,924,325
CHANGE IN NET ASSETS	940,020	57,063	997,083
NET ASSETS, BEGINNING OF YEAR	3,593,917	301,566	3,895,483
NET ASSETS, END OF YEAR	$ 4,533,937	$ 358,629	$ 4,892,566

See Notes to Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

CONSOLIDATED STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2020

	Without Donor Restrictions	With Donor Restrictions	Total
CHANGES IN UNRESTRICTED NET ASSETS			
REVENUES AND OTHER SUPPORT			
Grant revenue	$ 11,412,231	$ -	$ 11,412,231
Fees for service	1,544,770	-	1,544,770
Rent revenue	15,255	-	15,255
Public support	451,985	255,657	707,642
In-kind donations	630,948	-	630,948
Interest	103	-	103
Fundraising	64,423	-	64,423
Gain on disposal of equipment	2,000	-	2,000
Total revenues and support	14,121,715	255,657	14,377,372
NET ASSETS RELEASED FROM RESTRICTIONS	265,181	(265,181)	-
Total revenues, support, and net assets released from restrictions	14,386,896	(9,524)	14,377,372
EXPENSES			
Program services			
Child services	4,470,403	-	4,470,403
Community services	2,258,463	-	2,258,463
Energy assistance	2,063,659	-	2,063,659
Housing	2,920,930	-	2,920,930
Weatherization	1,347,740	-	1,347,740
Workforce development	92,113	-	92,113
Total program services	13,153,308	-	13,153,308
Supporting activities			
Management and general	894,695	-	894,695
Fundraising	75,349	-	75,349
Total expenses	14,123,352	-	14,123,352
CHANGE IN NET ASSETS	263,544	(9,524)	254,020
NET ASSETS, BEGINNING OF YEAR	3,330,373	311,090	3,641,463
NET ASSETS, END OF YEAR	$ 3,593,917	$ 301,566	$ 3,895,483

See Notes to Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY AND AFFILIATE

CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2021

	Child Services	Community Services	Energy Assistance	Housing	Weatherization	Workforce Development	Total Program Services	Intermediate (Allocation) Pools	Management and General	Fundraising	Total
Payroll	$ 2,611,252	$ 768,110	$ 282,483	$ 463,574	$ 123,279	$ 2,317	$ 4,251,015	$ 89,319	$ 577,712	$ 14,794	$ 4,932,840
Payroll taxes	230,588	66,376	24,924	40,252	8,988	228	371,356	7,893	48,473	1,406	427,128
Fringe benefits	190,915	38,183	17,619	31,419	15,094	269	293,499	3,398	55,482	1,224	353,603
Weatherization material, fuel and client assistance	63,377	140,408	2,052,544	9,909,048	2,218,930	-	14,384,307	-	-	-	14,384,307
In-kind expenses	573,046	324,950	-	60	-	-	898,056	-	-	-	898,056
Consultants and contract labor	239,299	52,738	4,627	19,672	860	79	317,275	16,516	164,175	15,574	513,540
Consumable supplies	213,448	229,104	430	7,742	23,112	-	473,836	23,939	9,941	922	508,638
Rent	612,028	175,280	31,758	87,818	17,134	884	924,902	(450,603)	42,136	1,729	518,164
Repairs and maintenance	48,939	4,881	12,782	48,073	945	-	115,620	296,872	12,260	2,476	427,228
Insurance	83,971	9,598	1,312	24,905	6,157	4	125,947	12,208	43,416	107	181,678
Meetings, events and training	80,601	9,164	394	762	10,774	-	101,695	1,404	13,052	20,573	136,724
Depreciation	79,670	18,502	391	23,390	4,328	-	126,281	-	70,500	-	196,781
Travel	19,408	1,677	-	989	1,689	-	23,763	(5,501)	587	30	18,879
Copying and postage	3,380	265	7,202	403	254	-	11,504	1,275	4,813	4,638	22,230
Retirement	13,216	3,001	1,223	3,377	332	12	21,161	274	(3,843)	104	17,696
Equipment and computer	27,793	95,608	7,677	39,490	46,908	-	217,476	4,223	(82,364)	550	139,885
Interest expense	76,249	8,070	13,621	8,314	4,917	-	111,171	6,377	18,489	899	136,936
Other program support	38,823	50,206	454	5,635	-	-	95,118	(7,594)	19,273	3,215	110,012
Indirect costs	45,536	40,785	-	-	-	-	86,321	-	(86,321)	-	-
Total expenses	$ 5,251,539	$ 2,036,906	$ 2,459,441	$ 10,714,923	$ 2,483,701	$ 3,793	$ 22,950,303	$ -	$ 905,781	$ 68,241	$ 23,924,325

See Notes to Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2020

	Child Services	Community Services	Energy Assistance	Housing	Weatherization	Workforce Development	Total Program Services	Intermediate (Allocation) Pools	Management and General	Fundraising	Total
Payroll	$ 2,297,109	$ 540,856	$ 227,785	$ 229,407	$ 120,813	$ 47,695	$ 3,463,665	$ 102,841	$ 561,412	$ 28,548	$ 4,156,466
Payroll taxes	184,239	44,388	17,229	18,357	8,211	3,599	276,023	7,997	26,065	2,153	312,238
Fringe benefits	226,396	14,882	32,476	11,346	15,430	6,999	307,529	5,789	25,605	1,890	340,813
Weatherization material, fuel and client assistance	41,758	84,176	1,651,570	2,502,856	1,143,419	4,266	5,428,045	-	-	-	5,428,045
In-kind expenses	200,585	430,363	-	-	-	-	630,948	-	-	-	630,948
Consultants and contract labor	252,203	119,717	10,453	32,780	4,516	515	420,184	22,527	82,335	4,410	529,456
Consumable supplies	226,999	745,567	1,208	2,043	6,439	89	982,345	192,667	23,971	3,551	1,202,534
Rent	465,693	85,822	58,320	31,382	8,404	20,860	670,481	(526,032)	30,688	2,394	177,531
Repairs and maintenance	72,495	47,814	13,378	11,090	6,409	752	151,938	214,923	10,523	8,880	386,264
Utilities	120,444	12,453	12,220	23,703	2,569	3,250	174,639	(24,910)	21,270	760	171,759
Insurance	78,188	6,499	1,234	28,753	3,677	854	119,205	13,988	7,688	158	141,039
Meetings, events and training	60,027	21,508	204	180	8,638	-	90,557	215	7,122	1,276	99,170
Depreciation	74,321	26,863	391	4,621	4,328	2,320	112,844	-	69,956	-	182,800
Travel	35,896	6,534	202	477	3,722	500	47,331	(18,292)	1,145	158	30,342
Copying and postage	31,050	592	6,612	262	260	217	38,993	-	4,334	5,201	48,528
Retirement	11,943	3,321	1,015	1,271	314	177	18,041	257	4,764	113	23,175
Equipment and computer	10,001	41,181	11,161	20,307	1,664	20	84,334	2,350	2,276	70	89,030
Interest expense	79,974	5,128	17,816	2,005	8,849	-	113,772	2,168	15,343	1,056	132,339
Other program support	1,082	20,799	385	90	78	-	22,434	3,512	198	14,731	40,875
Total expenses	$ 4,470,403	$ 2,258,463	$ 2,063,659	$ 2,920,930	$ 1,347,740	$ 92,113	$ 13,153,308	$ -	$ 894,695	$ 75,349	$ 14,123,352

See Notes to Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY AND AFFILIATE

CONSOLIDATED STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2021 AND 2020

	2021	2020
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	$ 997,083	$ 254,020
Adjustment to reconcile change in net assets to net cash provided by operating activities:		
Contribution of building improvements	(170,288)	-
Depreciation	196,781	182,800
Gain (loss) on disposal of equipment	51,681	(2,000)
Forgiveness of debt - Paycheck Protection Program	(97,500)	-
(Increase) decrease in assets:		
Accounts receivable	138,692	(743,128)
Contributions receivable	25,800	29,700
Inventory	(285,299)	(206,723)
Prepaid expenses	(348)	(23,748)
Other current assets	(1,334)	-
Security deposits	(3,143)	24
Other noncurrent assets	1,997	-
Increase (decrease) in liabilities:		
Accounts payable	(576,646)	1,042,409
Accrued payroll and related taxes	47,565	(104,748)
Accrued compensated absences	14,126	46,836
Deferred revenue	(107,606)	107,606
Refundable advances	477,574	(17,734)
Other current liabilities	(1,318)	(3,637)
Security deposits	3,201	-
NET CASH PROVIDED BY OPERATING ACTIVITIES	711,018	561,677
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of property and equipment	(323,975)	(640,971)
Proceeds on sale of equipment	-	2,000
Acquisition of property from Dover Daycare Learning Center	(590,900)	-
NET CASH USED IN INVESTING ACTIVITIES	(914,875)	(638,971)
CASH FLOWS FROM FINANCING ACTIVITIES		
Borrowings of long-term debt	326,463	485,181
Payments made on long-term debt	(48,188)	(257,765)
Net repayments on demand note payable	(105,377)	(55)
Assumption of debt of Dover Daycare Learning Center	284,176	
Proceeds from Paycheck Protection Program	-	97,500
NET CASH PROVIDED BY FINANCING ACTIVITIES	457,074	324,861
NET INCREASE IN CASH AND CASH EQUIVALENTS	253,217	247,567
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	1,316,311	1,068,744
CASH AND CASH EQUIVALENTS, END OF YEAR	$ 1,569,528	$ 1,316,311
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION		
Cash paid during the year for interest	$ 133,966	$ 130,185

See Notes to Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY AND AFFILIATE

CONSOLIDATED NOTES TO FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2021 AND 2020

NOTE 1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Organization and Principles of Consolidation

Community Action Partnership of Strafford County (the Agency) is a 501(c)(3) private New Hampshire non-profit organization established under the provisions of the Equal Opportunity Act of 1964. Without services provided by the Agency, many local residents would be without a means to provide for their basic needs, including food, education, child care, utilities assistance, transportation, housing, emergency shelter and access to other services. The mission of the Agency is to educate, advocate and assist people in Strafford County to help meet their basic needs and promote self-sufficiency. The vision of the Agency is to eliminate poverty in Strafford County through compassion, education, self-sufficiency, transparency, accountability, team work, client focus and professionalism.

Academy Street Family Housing, LLC (Academy Street) is a limited liability company which is consolidated because the Agency controls 100% of the voting power of Academy Street. Academy Street leases property from the Agency under a lease agreement for an annual rent amount of $1. The lease commenced on April 21, 2020 and expires April 2045. Unless either party serves the other with a 180 day written notice prior to the expiration of the initial term, at the end of the initial term, the lease shall be automatically extended for an additional 25 year term. All significant intercompany items and transactions have been eliminated from the basic financial statements.

In addition to the Agency's administrative office located in Dover, the Agency maintains its outreach capacity by operating program offices in Farmington, Milton, Rochester, Dover and Somersworth. The Agency is funded by Federal, state, county and local funds, as well as United Way grants, public utilities, foundation and charitable grant funds, fees for service, private business donations, and donations from individuals. The Agency is governed by a tripartite board of directors made up of elected officials, community leaders from for-profit and non-profit organizations and residents who are low income. The board is responsible for assuring that the Agency continues to assess and respond to the causes and conditions of poverty in its community, achieve anticipated family and community outcomes, and remain administratively and fiscally sound. The Agency administers a wide range of coordinated programs to more than 15,000 people annually, and the programs are designed to have a measurable impact on poverty and health status among the most vulnerable residents: those under the age of 6, the elderly and those living in poverty. This coordinated approach is accomplished by providing a broad array of services that are locally defined, planned and managed with community agencies.

CONSOLIDATED NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2021 AND 2020

Basis of Accounting

The consolidated financial statements have been prepared using the accrual basis of accounting in accordance with Generally Accepted Accounting Principles (GAAP) of the United States

Financial Statement Presentation

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

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

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

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

At December 31, 2021 and 2020, the Agency had net assets without donor and with donor restrictions.

Refundable Advances

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

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY AND AFFILIATE

CONSOLIDATED NOTES TO FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2021 AND 2020

Contributions

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are restricted by the donor for future periods or for specific purposes are reported as temporarily restricted or permanently restricted support, depending on the nature of the restriction. However, if a restriction is fulfilled in the same period in which the contribution is received, the Agency reports the support as unrestricted.

Contributed Services

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

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

Fair Value of Financial Instruments

Unless otherwise indicated, fair values of all reported assets and liabilities that are financial instruments approximate the carrying values of such amounts.

Inventory

Inventory materials are fixtures for installation and recorded at cost or contributed value, using the first-in, first-out method.

Property and Depreciation

Property and equipment, which have a cost greater than $5,000, are capitalized at cost or, if donated, at the approximate fair value at the date of donation. Specific grants and awards may have a threshold lower than this amount and that program will abide by those guidelines. Assets are depreciated over their estimated useful lives using the straight-line method as follows:

Buildings and improvements	15 - 40 years
Furniture, equipment and machinery	3 - 10 years
Vehicles	5 - 7 years

Depreciation expense aggregated $174,278 and $182,800 for the years ended December 31, 2021 and 2020, respectively.

Accrued Earned Time

The Agency has accrued a liability of $145,234 and $131,108 at December 31, 2021 and 2020, respectively, for future compensated leave time that its employees have earned and which is vested with the employee.

Income Taxes
The Agency is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The Internal Revenue Service has determined the Agency to be other than a private foundation. The Agency is also exempt from the New Hampshire Business Enterprise Tax.

Accounting Standard Codification No. 740, "Accounting for Income Taxes", establishes the minimum threshold for recognizing, and a system for measuring, the benefits of tax return positions in financial statements. Management has analyzed the Agency's tax position taken on its information returns for the previous three tax years and has concluded that no additional provision for income taxes is necessary in the Agency's financial statements.

Cash and Cash Equivalents
The Agency considers all highly liquid financial instruments with original maturities of three months or less to be cash equivalents.

Revenue Recognition Policy
The Agency derives revenue from grants, fees for services, donations, public support and fundraising. Revenues are recognized when control of these services are transferred to customers, in an amount that reflects the consideration the Agency expects to be entitled to in exchange for those services. Cost incurred to obtain a contract will be expensed as incurred when the amortization period is less than a year. Academy Street derives revenue 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. Control of the leased units is transferred to the lessee in an exchange for the leased units. The cost incurred to obtain a lease will be expensed as incurred.

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

Advertising Expenses
The Agency expenses advertising costs as they are incurred. Total advertising costs for the years ended December 31, 2021 and 2020 amounted to $32,082 and $27,725, respectively.

Debt Issuance Costs

As required under FASB Accounting Standards Update No. 2015-03, amortization expense for the years ended December 31, 2021 and 2020 amounted to $2,156 and has been included with interest expense in the consolidated statement of activities for each year. The unamortized deferred financing costs have been included as a reduction of the long term debt (see **Note 9**).

In-kind Donations

The Agency pays below-market rent for the use of certain facilities. In accordance with generally accepted accounting principles, the difference between amounts paid for the use of the facilities and the fair value of the rental space has been recorded as an in-kind donation and as an in-kind expense in the accompanying financial statements. The estimated fair value of the donation was determined to be $185,979 and $179,636 for the years ended December 31, 2021 and 2020, respectively.

The Agency also receives contributed professional services that are required to be recorded in accordance with FASB ASC No. 958. The estimated fair value of these services was determined to be $113,778 and $17,812 for the years ended December 31, 2021 and 2020, respectively.

The Agency also receives contributed food commodities and other goods that are required to be recorded in accordance with FASB ASC No. 958. The estimated fair value of these food commodities and goods was determined to be $594,404 and $3,895, respectively, for the year ended December 31, 2021. For the year ended December 31, 2020, the estimated fair value of these food commodities and goods was determined to be $415,835 and $17,665, respectively.

Functional Allocation of Expenses

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

The expenses that are allocated include the following:

Expense	Method of allocation
Salaries and benefits	Time and effort
Occupancy	Square footage/revenues
Depreciation	Square footage
All other expenses	Approved indirect rate

NOTE 2. PROPERTY

As of December 31, 2021 and 2020, property consisted of the following:

	2021	2020
Land, buildings and improvements	$ 6,324,193	$ 5,499,660
Furniture, equipment and machinery	340,883	646,283
Vehicles	350,136	350,136
Total	7,015,212	6,496,079
Less accumulated depreciation	905,190	1,222,758
Net property	$ 6,110,022	$ 5,273,321

NOTE 3. RESTRICTED CASH BALANCES

Certain cash accounts have been established and are being funded in accordance with a regulatory agreement entered into between Academy Street and New Hampshire Housing as discussed below. All reserves are required to be held in qualified New Hampshire financial institutions that are insured by the FDIC.

Operating Reserve

Under the regulatory agreement, Academy Street is required to establish an operating reserve. The operating reserve was established and funded during the year ended December 31, 2021.

Replacement Reserve

Under the regulatory agreement, Academy Street is required to set aside amounts for the replacement of property and other expenditures approved by New Hampshire Housing. Additionally, Academy Street is required to make monthly payments to the reserve. The reserve was properly funded during 2021.

Insurance and Real Estate Tax Escrows

Academy Street is required to establish a reserve to fund tax and insurance payments in the project. Amounts are to be deposited on a monthly basis to accrue a sufficient balance to pay future tax and insurance bills of the project. As of December 31, 2021, the balance in the reserves for tax and insurance escrows was properly funded.

Residual Receipts Reserve

The regulatory agreement with New Hampshire Housing requires Academy Street to establish and maintain a residual receipts reserve to be funded with excess deposits after all other project accounts have been fully funded. As of December 31, 2021 and 2020, Academy Street had not established this reserve account.

NOTE 4. LIQUIDITY AND AVAILABILITY

The following represents the Agency's financial assets as of December 31, 2021 and 2020:

	2021	2020
Financial assets at year end:		
Cash and cash equivalents	$ 1,550,537	$ 1,316,311
Accounts receivable	2,130,211	2,268,903
Contributions receivable	12,600	38,400
Restricted cash	18,991	-
Total financial assets	3,712,339	3,623,614
Less amounts not available to be used within one year:		
Restricted cash	18,991	-
Board designated funds	307,315	307,315
Financial assets available to meet general expenditures over the next twelve months	$ 3,386,033	$ 3,316,299

The Agency's goal is generally to maintain financial assets to meet 30 days of operating expenses. As part of its liquidity plan, excess cash is invested in short-term investments, including money market accounts.

NOTE 5. ACCOUNTS RECEIVABLE

Accounts receivable are stated at the amount management expects to collect from balances outstanding at year end. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. The allowance for uncollectible accounts was estimated to be zero at December 31, 2021 and 2020. The Agency has no policy for charging interest on overdue accounts.

NOTE 6. CONTRIBUTIONS RECEIVABLE

Contributions receivable represent promises to give, which have been made by donors but have not yet been received by the Agency. The Agency considers contributions receivable to be fully collectible; accordingly, no allowance for contributions receivable has been recorded.

Total unconditional promises to give were as follows at December 31, 2021 and 2020:

	2021	2020
Within one year	$ 8,500	$ 34,307
In two to five years	4,100	4,093
	$ 12,600	$ 38,400

NOTE 7. PLEDGED ASSETS

As described in Note 8, all assets of the Agency are pledged as collateral under the Agency's demand note payable agreement. As described in Note 9, the building of the Agency is pledged as collateral under the Agency's mortgage note payable agreement.

NOTE 8. DEMAND NOTE PAYABLE

The Agency has available a revolving line of credit with a bank in the amount of $250,000. The note is payable upon demand. Interest is stated at the prime rate plus 1% which resulted in an interest rate of 4.25% at December 31, 2021 and 2020. The note is collateralized by all the assets of the Agency.

NOTE 9. LONG TERM DEBT

The long term debt at December 31, 2021 and 2020 consisted of the following:

	2021	2020
4.90% mortgage payable to Kennebunk Savings Bank with interest only payments for 36 months followed by principal and interest payments for 264 months for the first ten years. In 2028 principal and interest payments will adjust to 1.50% above the highest five-year Federal Home Loan Bank of Boston interest rate. The mortgage note payable is secured by real estate.	$ 1,909,874	$ 1,929,978
5.00% notes payable to the New Hampshire Community Loan Fund with monthly principal and interest payments of $4,762, maturing August 2024 through October 2043. The notes are secured by real estate.	668,143	427,975

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY AND AFFILIATE

CONSOLIDATED NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2021 AND 2020

	2021	2020
5.75% note payable to First Seacoast Bank with monthly principal and interest payments of $493, maturing October 2023. The note is secured by real estate.	31,261	-
Non-interest bearing note payable to New Hampshire Housing deferred until April 21, 2060 or until the project is sold, refinanced or surplus cash is available. The note is secured by real estate.	785,889	485,181
Non-interest bearing note payable to New Hampshire Housing deferred until July 1, 2051or until the project is sold, refinanced or surplus cash is available The note is secured by real estate.	25,755	-
Total long term debt before current portion of long term debt and unamortized debt issuance costs	3,420,922	2,843,134
Current portion of long term debt	(134,868)	(18,343)
Unamortized debt issuance costs	(64,209)	(48,872)
Total long term debt	$ 3,221,845	$ 2,775,919

The schedule of maturities of long term debt at December 31, 2021 is as follows:

Year Ended December 31	Amount
2022	$ 134,868
2023	93,508
2024	322,041
2025	96,072
2026	100,909
Thereafter	2,673,524
Total	$ 3,420,922

Subsequent to year end, the mortgage payable listed above was refinanced. The interest rate will be fixed at 4.25% for ten years and will adjust on April 26, 2032, and on that date every year thereafter to 1.50% above the highest U.S. Prime Rate as published in the Wall Street Journal on the applicable change date, with a floor rate of 4%.

NOTE 10. NET ASSETS

At December 31, 2021 and 2020, net assets with donor restrictions consisted of the following:

	2021	2020
Summer meals	$ -	$ 44,438
Building campaign	59,447	44,712
Whole family	67,355	25,846
COVID related	124,546	111,100
Homeless outreach	8,317	5,091
Fuel assistance	80,164	55,902
Weatherization	18,800	14,477
Total	$ 358,629	$ 301,566

At December 31, 2021 and 2020, net assets without donor restrictions consisted of the following:

	2021	2020
Undesignated	$ 4,098,101	$ 3,286,602
Board designated	307,315	307,315
Total net assets without donor restrictions	$ 4,405,416	$ 3,593,917

NOTE 11. LEASE COMMITMENTS

Facilities occupied by the Agency for its community service programs are rented under the terms of various leases. For the years ended December 31, 2021 and 2020, the annual lease/rent expense for the leased facilities was $250,736 and $143,308, respectively. Certain equipment is leased by the Agency under the terms of various leases.

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

Year Ended December 31	Amount
2022	$ 35,526
2023	1
2024	1
2025	1
2026	1
Thereafter	9
Total	$ 35,539

NOTE 12. RETIREMENT PLAN

The Agency maintains a 403(b) Plan and Trust (the Plan) covering substantially all employees. Employee contributions to the Plan are made at predetermined rates elected by employees. Additionally, the Agency provides a matching contribution equal to 25% of the employee's contribution up to 5% of the employee's compensation. Effective April 1, 2016, the Agency instituted an auto enrollment feature mandating a minimum 1% employee contribution; however, employees reserve the right to decline the auto enrollment. Employer matching contributions for the years ended December 31, 2021 and 2020 totaled $17,702 and $23,170, respectively.

NOTE 13. CONCENTRATION OF RISK

The Agency receives a majority of its support from federal and state governments. For the years ended December 31, 2021 and 2020, approximately 91% and 90%, respectively, of the Agency's total revenue was received from federal and state governments. If a significant reduction in the level of support were to occur, it would have a significant effect on the Agency's programs and activities.

NOTE 14. CONCENTRATION OF CREDIT RISK

The Agency maintains its cash balances at several financial institutions in New Hampshire. The balances are insured by the Federal Deposit Insurance Corporation up to $250,000. The Agency maintains an agreement with its primary financial institution to collateralize the balances in excess of $250,000.

NOTE 15. CONTINGENCIES

The Agency receives grant funding from various sources. Under the terms of these agreements, the Agency is required to use the funds within a certain period and for purposes specified by the governing laws and regulations. If expenditures were found not to have been made in compliance with the laws and regulations, the Agency might be required to repay the funds. No provisions have been made for this contingency because specific amounts, if any, have not been determined or assessed as of December 31, 2021 and 2020.

NOTE 16. RENTAL INCOME RECEIVABLE

During the year ended December 31, 2021, Academy Street entered into four separate rental agreements for use of their four apartments. The rental agreements expired during April 2022. Monthly payments for the agreements ranged from $1,168 to $1,394 and were due the first day of each month.

The approximate future rental payments owed on the above leases are as follows:

Year Ended December 31	Amount
2022	$ 21,400
Total	$ 21,400

NOTE 17. PAYCHECK PROTECTION PROGRAM

During the year ended December 31, 2020, the Agency received funds under the Payroll Protection Program (PPP). The PPP was established as part of the Coronavirus Aid, Relief and Economic Security Act (CARES ACT). The PPP provided loans for qualifying businesses for amounts up to 2.5 times the average monthly payroll expenses of the qualifying business. The loans and accrued interest are forgivable after twenty-four weeks as long as the borrower used the loan proceeds for eligible purposes, including payroll, benefits, rent and utilities, and maintained its payroll levels. The amount of the loan forgiveness may be reduced if the borrower terminates employees or reduces salaries during the twenty-four-week period. During the year ended December 31, 2021, the Agency applied for and received full forgiveness and therefore, recognized $97,500 as grant revenue in the accompanying consolidated statement of activities for the year ended December 31, 2021.

NOTE 18. OTHER MATTERS

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

During the years ended December 31, 2021 and 2020, and through the date of this report, the Agency has not experienced a significant decline in revenues, nor a significant change in its operations.

NOTE 19. ACQUISITION OF DOVER DAYCARE LEARNING CENTER

During the year ended December 31, 2021, the Agency acquired all of the assets and liabilities of Dover Daycare Learning Center (the Center). Total assets and liabilities acquired were approximately $591,000 and $284,000, respectively. The Agency received $391,856 in revenue as a result of the acquisition, which is included in other revenue in the accompanying consolidated statement of activities for the year ended December 31, 2021. The Agency has been running the operations of the Center since the acquisition.

NOTE 20. BUILDING IMPROVEMENT CONTRIBUTION

During the year ended December 31, 2021, Academy Street received a contribution in the form of building improvements to the property from a weatherization program managed by the Agency. The improvements totaled $170,288 and are recorded as property and other revenue in the December 31, 2021 financial statements.

NOTE 21. RECLASSIFCATIONS

Certain reclassifications have been made to the prior year's financial statements, which was taken from the December 31, 2020 financial statements, to conform to the current year presentation.

NOTE 22. SUBSEQUENT EVENTS

Subsequent events are events or transactions that occur after the statement of financial position date, but before financial statements are available to be issued. Recognized subsequent events are events or transactions that provide additional evidence about conditions that existed at the statement of financial position date, including the estimates inherent in the process of preparing financial statements. Nonrecognized subsequent events are events that provide evidence about conditions that did not exist at the statement of financial position date but arose after that date. Management has evaluated subsequent events through January 20, 2023, the date the consolidated financial statements were available for issuance.

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY AND AFFILIATE

CONSOLIDATING STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2021

	CAPSC	Academy Street Family Housing, LLC	Total	Consolidating Adjustments	Consolidated
ASSETS					
CURRENT ASSETS					
Cash and cash equivalents	$ 1,509,331	41,206	$ 1,550,537	$ -	$ 1,550,537
Accounts receivable	2,128,481	1,730	2,130,211	-	2,130,211
Contributions receivable	12,600	-	12,600	-	12,600
Inventory	511,532	-	511,532	-	511,532
Prepaid expenses	36,666	-	36,666	-	36,666
Other current assets	1,334	-	1,334	-	1,334
Total current assets	4,199,944	42,936	4,242,880	-	4,242,880
NONCURRENT ASSETS					
Restricted cash	-	18,991	18,991	-	18,991
Security deposits	5,268	3,201	8,469	-	8,469
Property, net of accumulated depreciation	5,204,277	905,745	6,110,022	-	6,110,022
Other noncurrent assets	25,503	-	25,503	-	25,503
Total noncurrent assets	5,235,048	927,937	6,162,985	-	6,162,985
TOTAL ASSETS	$ 9,434,992	$ 970,873	$ 10,405,865	$ -	$ 10,405,865
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Current portion of long term debt	$ 120,282	$ 14,586	$ 134,868	$ -	$ 134,868
Accounts payable	921,039	-	921,039	-	921,039
Accrued payroll and related taxes	136,247	-	136,247	-	136,247
Accrued compensated absences	145,234	-	145,234	-	145,234
Refundable advances	950,865	-	950,865	-	950,865
Total current liabilities	2,273,667	14,586	2,288,253	-	2,288,253
NONCURRENT LIABILITIES					
Long term debt, less current portion shown above	2,442,280	779,565	3,221,845	-	3,221,845
Security deposits	-	3,201	3,201	-	3,201
Total noncurrent liabilities	2,442,280	782,766	3,225,046	-	3,225,046
Total liabilities	4,715,947	797,352	5,513,299	-	5,513,299
NET ASSETS					
Without donor restrictions	4,360,416	173,521	4,533,937	-	4,533,937
With donor restrictions	358,629	-	358,629	-	358,629
Total net assets	4,719,045	173,521	4,892,566	-	4,892,566
TOTAL LIABILITIES AND NET ASSETS	$ 9,434,992	$ 970,873	$ 10,405,865	$ -	$ 10,405,865

See Notes to Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY AND AFFILIATE

CONSOLIDATING STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2021

	CAPSC	Academy Street Family Housing, LLC	Consolidated
CHANGE IN NET ASSETS			
REVENUES AND OTHER SUPPORT			
Grant revenue	$ 19,989,740	$ -	$ 19,989,740
Fees for service	2,576,520	-	2,576,520
Rent revenue	9,118	42,233	51,351
Public support	710,771	-	710,771
In-kind donations	898,056	-	898,056
Interest	609	26	635
Fundraising	20,050	-	20,050
Other revenue	550,978	174,988	725,966
Loss on disposal of equipment	(51,681)	-	(51,681)
Total revenues and support	24,704,161	217,247	24,921,408
EXPENSES			
Program services			
Child services	5,251,539	-	5,251,539
Community services	2,036,906	-	2,036,906
Energy assistance	2,459,441	-	2,459,441
Housing	10,680,968	33,955	10,714,923
Weatherization	2,483,701	-	2,483,701
Workforce development	3,793	-	3,793
Total program services	22,916,348	33,955	22,950,303
Supporting activities			
Management and general	899,138	6,643	905,781
Fundraising	68,241	-	68,241
Total expenses	23,883,727	40,598	23,924,325
CHANGE IN NET ASSETS	820,434	176,649	997,083
NET ASSETS, BEGINNING OF YEAR	3,898,611	(3,128)	3,895,483
NET ASSETS, END OF YEAR	$ 4,719,045	$ 173,521	$ 4,892,566

See Notes to Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND NON-FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2021

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/PROGRAM TITLE	ASSISTANCE LISTING NUMBER	PASS-THROUGH GRANTOR'S NAME	GRANTOR'S NUMBER	FEDERAL EXPENDITURES	
U.S. Department of Agriculture					
Child and Adult Care Food Program	10.558	State of New Hampshire Department of Education	4300-ZZZ		$ 76,320
Child Nutrition Cluster					
Summer Food Service Program for Children	10.559	State of New Hampshire Department of Education	4300-ZZZ	$ 281,458	
National School Lunch Program	10.555	State of New Hampshire Department of Education	At-Risk After School Care Centers	21,153	302,611
Food Distribution Cluster					
Emergency Food Assistance Program (Food Commodities)	10.569	Belknap-Merrimack Community Action Partnership	None		594,404
Total U.S. Department of Agriculture					$ 973,335
U.S. Department of Housing and Urban Development					
Supportive Housing for the Elderly	14.157	Dover Housing Authority	Dover Housing Authority		$ 30,454
Community Development Block Grants / Entitlement Grants	14.228	Strafford County, NH CDFA	20-409-CDPS-CV		214,109
CDBG Entitlement Grants Cluster					
Community Development Block Grants / Entitlement Grants	14.218	City of Dover, New Hampshire	City of Dover	41,587	
Community Development Block Grants / Entitlement Grants	14.218	City of Rochester, New Hampshire	City of Rochester	9,670	51,257
Emergency Solutions Grant Program	14.231	State of New Hampshire Department of Health and Human Services	05-95-42-423010-7927-102-500731	81,334	
CV-Emergency Solutions Grant Program	14.231	State of New Hampshire Department of Health and Human Services	05-95-42-423010-7927	123,581	204,915
Continuum of Care	14.267	State of New Hampshire Department of Health and Human Services		78,879	
Continuum of Care	14.267	State of New Hampshire Department of Health and Human Services		38,342	117,221
Supportive Housing Program	14.235	State of New Hampshire Department of Health and Human Services	010-092-7176-102-0415		43,737
Total U.S. Department of Housing and Urban Development					$ 661,893
U.S. Department of Labor					
WIOA Cluster					
WIOA Adult Program	17.258	Southern New Hampshire Services, Inc.	2016-0003		$ 3,256
WIOA Dislocated Worker Formula Grants	17.278	Southern New Hampshire Services, Inc.	2016-0003		80
Total U.S. Department of Labor/WIOA Cluster					$ 3,336
U.S. Department of Energy					
Weatherization Assistance for Low-Income Persons	81.042	State of New Hampshire Governor's Office of Energy & Community Services	01-02-02-024010-7706-074-500587		$ 161,472
Total U.S. Department of Energy					$ 161,472
U.S. Department of the Treasury					
Coronavirus Relief Fund	21.019	Governor's Office of Emergency Relief & Recovery	Housing Stabilization Fund		$ 20,076
Emergency Rental Assistance Program	21.023	Governor's Office of Emergency Relief & Recovery			9,937,469
Total U.S. Department of the Treasury					$ 9,957,545

See Notes to Schedule of Expenditures of Federal Awards

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND NON-FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2021

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/PROGRAM TITLE	ASSISTANCE LISTING NUMBER	PASS-THROUGH GRANTOR'S NAME	GRANTOR'S NUMBER	FEDERAL EXPENDITURES	
U.S. Department of Health & Human Services					
Maternal, Infant, Early Childhood Homevisiting Program	93.870	State of New Hampshire Department of Health and Human Services, DPH, BPHCS, Maternal & Health Section	05-95-90-902010-5896		290,167
Promoting Safe and Stable Families	93.556	State of New Hampshire, DHHS, Division for Children, Youth and Families	05-095-042-421010-29730000-102-500734-42107306		38,842
Temporary Assistance for Needy Families	93.558	State of New Hampshire, DHHS, Division for Children, Youth and Families	05-095-045-450010-61460000-502-500891-42106603		64,988
Low-Income Home Energy Assistance	93.568	State of New Hampshire Governor's Office of Energy & Planning	01-02-02-024010-77050000-074-500587	2,292,407	
Low-Income Home Energy Assistance	93.568	State of New Hampshire Governor's Office of Energy & Planning	01-02-02-024010-77050000-074-500587	230,110	2,522,517
Community Services Block Grant	93.569	State of New Hampshire, DHHS, DFA	010-045-7148-093-0415	438,097	
CV-Community Services Block Grant	93.569	State of New Hampshire, DHHS, DFA	G-19B1NHCOSR	308,294	746,391
Head Start Cluster					
Head Start	93.600	Direct Funding	01CH01149601 & 602, 01HP00025002	3,296,126	
CV-Head Start	93.600	Direct Funding	01CH01149601C3, 01HE00051501C6	189,912	3,486,038
Maternal and Child Health Services Block Grant to States	93.994	State of New Hampshire, DHHS, Division for Children, Youth and Families	05-095-090-51900000-102-500731-90004009		9,826
Stephanie Tubbs Jones Child Welfare Program	93.645	State of New Hampshire, DHHS, Division for Children, Youth and Families	05-095-042-421010-29680000-102-500734-42106502		1,456
Social Services Block Grant	93.667	State of New Hampshire, DHHS, Division for Children, Youth and Families	05-095-042-421010-29680000-102-500734-42106603		138,194
Total U.S. Department of Health & Human Services					$ 7,296,421
TOTAL					$ 19,053,802
NON-FEDERAL					
Home Energy Assistance Program		Public Utilities Company			$ 1,707,441
Electrical Assistance Program		Public Utilities Company			$ 183,160

See Notes to Schedule of Expenditures of Federal Awards

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED DECEMBER 31, 2021

NOTE 1. BASIS OF PRESENTATION

The accompanying schedule of expenditures of Federal Awards (the Schedule) includes the federal award activity of Community Action Partnership of Strafford County under programs of the federal government for the year ended December 31, 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 Partnership of Strafford County, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Agency.

NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

NOTE 3. INDIRECT COST RATE

Community Action Partnership of Strafford County has elected not to use the ten percent de minimis indirect cost rate allowed under the Uniform Guidance.

NOTE 4. FOOD DONATION

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

NOTE 5. SUBRECIPIENTS

Community Action Partnership of Strafford County had no subrecipients for the year ended December 31, 2021.

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

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

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

To the Board of Directors of
Community Action Partnership of Strafford County
Dover, New Hampshire

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Community Action Partnership of Strafford County (a New Hampshire nonprofit organization), which comprise the statements of financial position as of December 31, 2021 and 2020, and the related statements of activities, functional expenses, and cash flows, and the related notes to the financial statements, and have issued our report thereon dated January 20, 2023.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of this Report

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

Leone, McDonnell & Roberts
Professional Association

Dover, New Hampshire
January 20, 2023

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

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

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

To the Board of Directors of
Community Action Partnership of Strafford County
Dover, New Hampshire

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Community Action Partnership of Strafford County's compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Community Action Partnership of Strafford County's major federal programs for the year ended December 31, 2021. Community Action Partnership of Strafford County's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Community Action Partnership of Strafford County complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2021.

Basis for Opinion on Each Major Federal Program

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). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Community Action Partnership of Strafford County and to meet our other ethical responsibilities, in accordance with 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 opinion on compliance for each major federal program. Our audit does not provide a legal determination of Community Action Partnership of Strafford County's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Community Action Partnership of Strafford County's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Community Action Partnership of Strafford County's compliance based on our audit. 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, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Community Action Partnership of Strafford County's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, 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 Community Action Partnership of Strafford County's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Community Action Partnership of Strafford County's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances 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 Community Action Partnership of Strafford County's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

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

Leone, McDonnell & Roberts
Professional Association

Dover, New Hampshire
January 20, 2023

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2021

A. SUMMARY OF AUDITORS' RESULTS

1. The auditors' report expresses an unmodified opinion on whether the financial statements of Community Action Partnership of Strafford County were prepared in accordance with GAAP.

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

3. No instances of noncompliance material to the financial statements of Community Action Partnership of Strafford County, which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.

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

5. The auditors' report on compliance for the major federal award programs for Community Action Partnership of Strafford County expresses an unmodified opinion on all major federal programs.

6. Audit findings that are required to be reported in accordance with 2 CFR section 200.516(a) are reported in this Schedule.

7. The programs tested as major were: U.S. Department of Health and Human Services, Head Start, ALN 93.600, Maternal, Infant & Early Childhood Home Visiting Grant Program, ALN 93.870 and U.S. Department of the Treasury, Emergency Rental Assistance Program, ALN 21.023, New Hampshire Public Utilities Company, Electrical Assistance Program (NON-FEDERAL).

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

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

B. FINDINGS – FINANCIAL STATEMENTS AUDIT

None

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

None

Community Action PARTNERSHIP of Strafford County

Administrative Offices:
577 Central Avenue, Suite 10
Dover, NH 03820
603-435-2500

Early Childhood Centers:
577 Central Avenue, Suite 50
Dover, NH 03820
603-285-9460

120 Main Street
Farmington, NH 03835
603-755-2883

150 Wakefield Street, Suite 117
Rochester, NH 03867
603-285-9461

46 Stackpole Road
Somersworth, NH 03878
603-817-5458

Family Resource Centers:
577 Central Ave, Suite 50
Dover, NH 03820
603-435-2500

150 Wakefield Street, Suite 117
Rochester, NH 03867
603-435-2500

Outreach Office:
577 Central Avenue, Suite 20
Dover, NH 03820
603-435-2500

Food Pantry:
577 Central Avenue, Suite 10
Dover, NH 03820
603-435-2500

2023 Board of Directors

Daniel D Clark

[redacted]

QUALIFICATIONS:

- 16 years of experience working with adults with mental illness, substance misuse disorder, and housing instability
- Exceptional versatility and adaptability.
- Dedication and drive as a hard-working individual.
- Ability to develop rapport with people of all backgrounds.
- Ability to quickly and thoroughly understand and implement new concepts and practices.
- Familiarity with Medicare/Medicaid, Child/Adult Protective, Housing, Managed Care, and Vocational Rehabilitation systems.

EXPERIENCE:

2/2022 – current
Community Action Partnership of Strafford County, Dover, NH
Director of Housing and Homeless Services

- Responsible for day to day management, administration, and oversight of all housing/homeless programs and personnel
- Developed and implemented programmatic strategic plans
- Ensured program compliance with all applicable local, state, federal laws and regulations
- Organize, write, and coordinate grant applications and support materials.
- Managed applicable programmatic budgets, including development and ongoing monitoring to ensure expenses align with revenue
- Collected and analyzed data, evaluated courses of action, and prepared sound recommendations and effective narrative and statistical reports relative to program outcomes
- Developed and maintained effective community relationships
- Analyzed proposed legislation, regulations, or rule changes to determine how program services could be impacted.

11/2020 – 2/2022
Community Action Partnership of Strafford County, Dover, NH
Shelter Manager

- Managed The Garrison emergency shelter and Willand Pond Warming Center, serving up to 100 clients on any given night with 10+ staff, including FT, PT, and Per Diem
- Ensured adequate staffing coverage for both locations
- Collaborated with CAPSC Day Center staff on prioritizing and admitting clients to The Garrison.
- Created and enforced shelter regulations and conditions of admittance
- Ensured all pertinent information was entered into statewide HMIS system
- Successfully managed COVID-19 procedures, resulting in only 3 detected positive cases with no spread to either staff or clients.
- Provided 24/7 on-call support to both programs
- Provided daily/weekly/seasonal reports to the Tri-Cities municipalities of number of individuals utilizing services, city of origin, and estimated cost savings.
- Acted as primary contact for The Garrison hotel management, Tri Cities EMS providers, county welfare officers, and other involved parties
- Managed the requisition of meals and donations provided by the community
- Developed a working operations manual for the 2021-22 warming center
- Lead a multi-organizational project to support individuals being displaced by local police

09/2019 – 11/2020
MaineHealth, Biddeford, ME

Employment Specialist

- Assisted in the development of the York County Vocational Rehabilitation (VR) contract office, the single CRP utilized in York County by the Dept of VR.
- Completed clinical duties including intake, assessment, and planning.
- Assisted clients with resume development, interview prep, job search and follow-up plans.
- Provided benefits counseling to educate clients on work incentives provided by SSA and DHHS.
- Worked closely with VR counselors to ensure client goals were met with set timeframes
- Served on the "Remote Working Advisory Council" to develop tools and policies required by the COVID-19 pandemic.

10/2017 – 4/2019
Maine Behavioral Healthcare, Biddeford, ME
Program Manager, Residential and Community Rehabilitation

- Supervised a team of 3 case managers and 7 residential workers, supporting 22 clients in 3 programs.
- In residential, provided support to 6 clients in a long-term group home setting, including medication administration, treatment plan development, annual psycho-social assessment, and coordination with outside providers.
- In community rehab, provided case management to 16 residents in two supported apartment programs, including med administration and education, treatment plan development, psycho-social assessment, suicide assessment, and provider coordination, with the goal of transitioning to full independence.
- Provided 24/7 clinical on-call support to all residential programs on a rotating schedule.
- Developed and instated department-wide policies and procedures including Client Medication Self-Administration, Use of Medical Marijuana, Residential Suicide Assessment and Safety Planning, and Community Rehab Admission and Discharge procedures.
- Participated in an agency-wide planning group to initiate the ZeroSuicide initiative.

10/2012 – 10/2017
Maine Behavioral Healthcare, Biddeford, ME
Clinical Case Worker, ACT team

- Worked within a multidisciplinary team consisting of case managers, an RN, psychiatrists, and therapists, serving a combined caseload of 60-80 consumers, carrying a primary caseload of 20+.
- Performed clinical duties including intake/assessment, goal development and implementation, discharge planning, referrals, supportive counseling, provider collaboration.
- Ensured that all consumer needs were met while meeting state and federal requirements and deadlines.
- Provided 24/7 clinical on-call support to all ACT team consumers on a rotating schedule.
- Successfully started and facilitated a weekly men's mental health support group.

12/2013 – 5/2014
Port Resources, Inc, Portland, ME
Assistant Manager, DD Residential

- Acted as assistant manager for 4 residential programs, with a total of 14 consumers and 40+ staff.
- Responsible for all payroll, census management, staff scheduling, and staff supervision.
- Participated in agency wide on-call rotation.
- Performed direct care, covering all shifts, as needed.
- Worked with QA dept, ensuring all consumer needs were met, within all agency/state requirements
- Completed all paperwork in accordance with agency and state mandated timelines.

10/2004 – 10/2011
***Opportunity Alliance*, Portland, ME**
Community Integration Case Manager (as Youth Alternatives Ingraham)

- Worked on a team of mental health case managers, and with a personal caseload of 30+ clients.
- Performed all clinical duties including intake/assessment, goal development and implementation, discharge planning, referrals, supportive counseling, provider collaboration.
- Ensured that all clients' needs were met while meeting all state and federal requirements and deadlines.
- Ensured all program and agency productivity requirements were met on a continuing basis.
- Worked closely with IT during design and implementation of new paperless, agency-wide, client

management system.

- Acted as an IT super-user and preliminary point of contact for IT questions at the program level.
- Provided 24/7 clinical on-call support to all areas of the agency on a rotating schedule.

In-Home Support (as Ingraham)

- Worked with a team of mental health case managers, with a personal caseload of 30+ clients.
- Provided in-home skills development services as identified on case manager created service plan.
- Attended appointments with outside providers, including medical, psychiatric, therapeutic, housing related, legal, insurance, and childcare providers.
- Ensured that all clients' needs were met while meeting all state and federal requirements and deadlines.
- Ensured that all program and agency productivity requirements were met on a continuing basis.

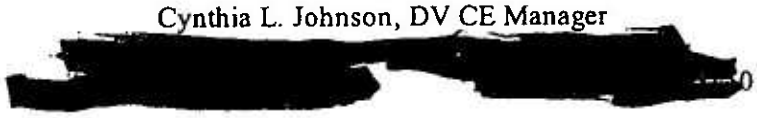
Crisis Support (as Ingraham)

- Worked in an eight bed, short stay crisis stabilization unit.
- Provided daily support for adults with mental illness in crisis as an alternative to hospitalization.
- Administered and monitored medications and vital signs as directed by staff psychiatrist.
- Completed all paperwork required, including intake/assessment, service plan development and implementation, referrals, discharge planning, and financial management.

EDUCATION, MEMBERSHIPS, AND CERTIFICATIONS:

University of Southern Maine – BSW to be completed in 2022
Holbrook Jr. Sr. High School, Holbrook, MA - HS Diploma - Graduated 1995
American Mensa - Member - 2009 - Current
MHRT/C
ACRE Certified
Work and Benefits Navigator
Progressive Employment

Cynthia L. Johnson, DV CE Manager



Work Experience

DV CE Manager, Community Action Partnership of Strafford County, Dover, NH, Feb 2022 – Present

DV CE Case Manager, Community Action Partnership of Strafford County, Dover, NH, Oct 2021 – Feb 2022

Case Manager/Family Therapist, Waypoint, Dover, NH, Month, Feb 2019 – Sep 2021

- Provided case management and support to families involved in the DCYF system
- Home visiting with a focus on psychoeducation on trauma, parenting skills, case management, and connections to local resources
- Case planning and treatment plan writing, using evidence-based practices
- Provide monthly reports to referring agency and court reviews
- Attend court hearings, school meetings, and other necessary events
- Ability to work independently and as a team

Family Violence Prevention Specialist, Haven, Rochester, NH, Jan 2017 – Jan 2019

- Provide direct services to support clients impacted by domestic and sexual violence
- A liaison with DCYF to improve response to families who have cooccurrence of domestic abuse and child abuse/neglect
- Supervise AmeriCorps Volunteers
- Answer 24-hour crisis line during office hours and on call shifts/holidays
- Provide resources and referrals to other agencies
- Provide assistance with restraining order and DOVE attorney process
- Accompaniment to court, hospitals, CAC, and police stations

Kiosk Worker, Dover High School, Dover, NH, Aug 2015 – Jan 2017

Temporary Position, Supervisor, Dover Children's Home, Dover, NH, Jun 2016 – Aug 2016

Relief Worker, Dover Children's Home, Dover, NH, Jul 2010 – Jul 2020

Independent Living Coordinator, Dover Children's Home, Dover, NH, Jun 2008 – Jul 2010

Malley Farm Boys Home Tutor, Somersworth School Department, Somersworth, NH, Jan 2001 – Jun 2006

Family Worker/Aftercare Worker, Eckerd Youth Alternatives, Colebrook, NH, Jan 1996 – Feb 2000, May 2002 – Sep 2003

Juvenile Services Assistant, Juvenile Services, Dover and Rochester, NH, Sep 1995 – Jan 1996

Outreach Caseworker, The Key Program Inc., Dover, NH, Apr 1994 – Aug 1995

Direct Service Advocate, A Safe Place, Portsmouth, NH, Sep 1992 – Jun 1993

Education/Certifications

Bachelor of Science, Child and Family Studies, University of New Hampshire, Durham, NH, 1993

CPR Certification

Abigail Galloway-Burke, Economic Stability and Case Management Supervisor
Community Action Partnership of Strafford County
[redacted]

Work Experience

Economic Stability and Case Management Supervisor, Community Action Partnership of Strafford County, Dover, NH, Aug 2021-Present

- Supervises the housing team of 12+ staff members, onboarding 9 new hires
- Oversees two Continuum of Care Grants working closely with the Balance of State
- Facilitates the NHERAP program in coordination with NHHFA, the courts, community shelters and other local partners
- Provides emergency services to clients with urgent housing needs, mitigating homelessness in Strafford County

Housing Case Manager, Community Action Partnership of Strafford County, Dover, NH, Mar 2021 – Aug 2021

- Identified housing and assisted in the stabilization of CoC Rapid Rehousing Clients
- Served as a strong member of the NHERAP team utilizing the EmpowOr software
- Referred unstable clients to CAP and community-based services to maintain housing and avoid homelessness
- Communicated with clients and landlords while providing case management services

Paraprofessional, Northshore Education Consortium, 2013-2020

Nanny, Haldeman Family, Jan 2018 – Sep 2019

Legislative Intern, Massachusetts State Senate, Jan 2016 – June 2016

Office Associate, Sherman Center for Engineering Entrepreneurship Education, 2014

Education/Certifications

BA, Political Science and International Affairs, Northeastern University, 2013-2017

University of Ghana: East Legon, 2017

Universitat Autònoma de Barcelona, 2016

American University of Rome, 2015

TEFL Certification: 150 hours with 30 hours practical teaching, Maximo Nivel, Antigua Guatemala, 2019

Organizations

Volunteer Work, The Green Lion, Kandy, Sri Lanka

Volunteer Work, Projecto Genesis, Chimaltenango, Guatemala

JAMES RICKER

[redacted]

[redacted]

Skills

- ✓ Relationship Development
- ✓ Communications
- ✓ Time Management
- ✓ Creative Thinking
- ✓ Teaching
- ✓ Marketing
- ✓ Volunteer Relations
- ✓ Fundraising
- ✓ Interpersonal Skills
- ✓ Microsoft Suite
- ✓ Database Management
- ✓ Process Improvement

PROFESSIONAL EXPERIENCE

CAP of Strafford County – Dover, NH

Manager of Homeless Outreach Services

- Train and supervise staff about policies and procedures to ensure consistent, quality interactions with Center clients
- Enforce Center policies and procedures
- Manages a staff of three people
- Work alongside and perform all duties assigned to staff
- Respond appropriately to emergency situations and complaints
- Participate in the team approach to planning and problem solving
- Work with the Director to ensure shelter the Day Center is clean, set up, and prepared for newly arriving guests
- Provides staff with resources to serve the homeless clients of the Day Center
- Mediates conflicts, provides de-escalation and crisis intervention, and models appropriate problem solving
- Works with community resources to provide services and vendor services/supplies
- Directs and manages outreach team to contact and assist the homeless population in the Tri-Cities

Seafarers' Friend – Boston, MA

Port Chaplain

- Visitation to ships berthed at docks in Boston Harbor
- Provision of spiritual care, emotional care and physical care to seafarers
- Relationship management with donors
- Outreach to non-partner churches
- Relationship building
- Creation of content for fundraising
- Creation and deployment of marketing materials (electronic and paper)
- Database management

Tom's of Maine – Sanford, ME

Making Technician I

- Promotes safety through example and as the 3rd shift member of both the Spill Team and First Aid Team.
- Takes initiative and works with teammates to continuously improve and upgrade work practices in safety, quality and productivity.
- Interacts with co-workers with respect and also 'manages–up.'.
- Works independently and as a team member.
- Understands and is accountable for following all Quality, GMP's, and Micro standards and guidelines. Follows Standard Operating Procedures during activities.
- Trained in and performs the QC duties of certain materials.
-

VIP Tires & Auto – Somersworth, NH

Service Writer/Assistant Manager

- Provide superior customer service during initial customer contact through cash-out after services have been performed.
- Maintain professional, helpful and empathetic attitude with all stakeholders.
- Consult with technicians about customer vehicle repair needs and/or recommendations for proper maintenance of the vehicle.
- Provide customers with the proper information about the condition of his or her vehicle and offer proper solutions and/or preventative services to meet their needs.
- Close store, finalize transactions and paperwork, transmit to home office and secure store.

Orkin Pest Control – Commercial Services, Manchester, NH

Commercial Account Manager

- Grew client base through the acquisition of new commercial clients and development of current client roster. Raised brand awareness in the commercial space in NH territory.
- Developed large funnel consisting of all business sizes and broad range of business segments.
- Utilized advanced applications for client facility inspections and service proposal presentations.
- Maintained client relationship through regular contact and needs assessment.

Liberty Mutual Insurance - Affinity Marketing, Portsmouth, NH

Business Lead Developer

Piloted new business development for lead-distribution-model initiative to acquire new affinity, small business clients. Built out new program including project management of program-specific marketing, strategic and tactical direction, onboarding of field sales management and sales representatives, best practice management of processes and training of additional team members.

- Built new partner relationship acquisition model in collaboration with another lead developer, resulting in over 500 new partner employers and $6M+ in new premium sales within five years.
- Trained and mentored two new team members, contributed to success within small business program and Liberty Mutual Insurance careers.
- Created, built and maintained lead-nurturing program, leveraging existing resources. Program reached 3K+ potential affinity partners with relevant and helpful information, heightening company brand awareness.
- Developed, implemented and documented position-specific metrics for measuring prospecting activity of team members, enabling team to increase focus on core objectives and reduce unproductive activities.
- Created/guided nine new business development initiatives in cross-functional partnership with state, area and branch resources, resulting in 75% reduction in internal process time for partner approvals and 80% faster implementation of new client activity.
- Designed, documented and delivered B2B prospecting/relationship-building training program for over 500 field sales representatives, reducing turnover of participating branch sales personnel almost 40% compared to non-participating sales branches.
- Developed relationships with all levels of management including C-suite and the E-suite.

End 68 Hours Of Hunger, Milton, NH **2012–2014**

Program Coordinator/Partner Relationship Liaison

Served as founding program co-coordinator and primary business relationship liaison for childhood hunger elimination program.

- Evangelized and recruited town/school officials and school personnel, collaboratively exploring level of need in student population and customizing operational programs for different schools.
- Recruited, trained and led a rotating group of 8–12 volunteers, efficiently delivering all program services.
- Identified and developed new business partners and raised funds, providing resources sufficient for 3+ years of food purchases.
- Created chapter-specific guidelines, ensuring proper relationship management, food storage, bag packing, product storage best practices and weekly bag delivery.

- Managed accurate, accessible and up-to-date sponsor/donor database. Worked with sister chapters, coordinating solicitation efforts.

EDUCATION & PROFESSIONAL DEVELOPMENT

Graduate Certificate, Nonprofit Leadership, Granite State College

Bachelor of Science, Pastoral Ministry, Lancaster Bible College, Lancaster, PA

(AAI) Accredited Advisor of Insurance, The Institutes
Effective Business Writing, Harvard Business Review Online
Presentation Skills, Harvard Business Review Online
Making the Business Case, Harvard Business Review Online
Email Marketing Best Practices, Harvard Business Review Online
CAN-SPAM Compliance, Harvard Business Review Online
Introduction to Marketing, Wharton School of Business, Philadelphia, PA (MOOC)
Learning How to Learn, UC San Diego, CA (MOOC)
Ethics, Biola University, La Mirada, CA (MOOC)
Multi-Disciplinary Sales, Orkin University Sales School (Atlanta, GA)

Certifications/Accreditation

AAI (Accredited Advisor in Insurance)
Heartsaver First Aid CPR AED

Kelly Fontaine

Bachelor Degree in Psychology - Associates in Science

SKILLS

Organizational Psychology

-Skilled in the Principles of organizational culture, stress and conflict in the workplace, maintaining psychological health within the context of work and organizations. Principles of individual, group, and organizational behavior and dynamics. Able to apply this knowledge to the solution of problems at work.

-Able to differentiate and critically analyze biological, developmental, cognitive, and sociocultural theories that provide an understanding of behavior and communicate this knowledge effectively.

-Skilled in Critical Inquiry, self-awareness and intellectual perspective. As well as quantitative and scientific reasoning, to function as informed consumers of psychological research. Able to determine effective search strategies for finding credible and appropriate information, and learning to recognize bias and logical fallacies. Able to recognise the research process and how to analyze different types of argument and to evaluate information sources from a variety of venues.

-Able to apply ethical principles that guide and inform the conduct of research and clinical practice. Understanding the complex nature of relationships through analysis of the concepts of collaboration, cohesiveness, group decision-making, conflict resolution, the function of teams, and the role of facilitation.

Family Studies

-Skilled in an interdisciplinary approach to understanding human behavior; considering cultural, socio economic, societal conditions as well as genetic or predispositions. - Understanding of Abnormal Psychology; major disorders and personality syndromes considered to be abnormal or deviant and examines the various etiologic factors known or believed to play a role in each of the disorders, considering them from varying perspectives, such as psychoanalytic, cognitive behavioral, biological, and humanistic.

-Family Dynamics; ability to assess the strengths of a family system, evaluate the decision-making processes used by a family and discuss the resiliency of the family. The family's ability to manage extraordinary stressors, from both external and internal sources. An emphasis on understanding maladaptive patterns including family violence, runaways, and self-harming patterns. A range of intervention methods which can be used to improve family relationships.

-Sociological Perspectives; proficient in the basic concepts, theories, and methods in the discipline of sociology that explain the relationship between the individual and society from a sociological perspective.

-Aging in a Modern Society; understanding of the physical, psychological, economic and social aspects of aging, understanding the impact of culture, family structure, and societal values on the elderly in our society to support and promote their well being.

-Child Development; experience with the development of children from birth to early adolescence. Including in depth understanding of the major developmental theories and perspectives. Ability to assess, support and promote physical, cognitive, social and emotional development.

-Cognition and Learning; up to date on current cognitive theories of perception, attention, consciousness, memory, language, and/or reasoning. Understanding of relevant current neuroscience research on brain based processes. Ability to apply these approaches to everyday behavior modification in order to support and promote well being/growth.

-Human Development; understanding of the development of the individual from conception to death considering the biological, psychological, and social factors that bear relevance to a human being's life experience and/or existing conditions.

-Psychology of Adulthood; understanding of life-span developmental approach to adulthood in contemporary American society, including the major theoretical perspectives regarding developmental transitions and age-related tasks. Methodological issues related to the study of development, patterns of stability and change across adulthood with regard to processes such as biological functioning, sensation and perception, cognition, personality, identity, gender and social roles, relationships, career, and mental health, and death and dying as the final stage of life.

-Stress and the Family; in depth understanding of the characteristics of both healthy and troubled families as they progress through each developmental stage. Able to analyze, support and promote a family's ability to manage extraordinary stressors, from both external and internal sources. An emphasis on maladaptive patterns including family violence, runaways, and self-harming patterns.

- Able to recognize, inform and support multiple disorders guide to connection to resource professionals to treatment each: anxiety disorders, dissociative disorders and somatoform disorders, psychological factors affecting medical conditions, personality disorders and impulse control disorders, substance-related disorders, mood disorders and suicide, schizophrenia, cognitive disorders, disorders of childhood and adolescence, and eating disorders and sleep disorders.

-Crisis Intervention utilizing trauma informed approach. Development of safety plan, financial planning, stability planning/goals and advocacy.

-Connection to local resources, knowledge of basic Balance of State Continuum of Care.

-Knowledgeable on Coordinated Entry, NH Statewide list for rapid rehousing.

-Technology: ability to utilize cloud based platforms, advanced in Microsoft Office, Google Suite, Apple Products. Have utilized web based programs such as; Quickbooks, Apricot Social Solutions, Clarity HMIS Systems, Empowor, ADP, Time Wizard, to name a few.

EDUCATION

Granite State College, Rochester - *Bachelors of Psychology*
March 2022
Granite State College, Rochester - *Associates of Science*
December 2021

Granite State College, Rochester - Masters Degree in Human Services Administration
July 2022 - present

EXPERIENCE

Community Action Partnership of Strafford County, Dover - *DV CE Case Manager*
March 2022 - *PRESENT*

- Domestic Violence Advocating, internally and externally, interoffice.
- Client contact- weekly by text/email, monthly by phone, monthly in person
- Client Housing Stability, budgeting, resource planning
- Client needs: distributing, recording any resources given
- Daily sheets- activity/time tracking
- Maintaining NH HMIS Balance of State, Coordinated Entry in DV CE and BOS CE
- Responsible for HMIS data collection and record management
- Match and Donation Recording and Reporting
- Grant Management and Application and Reporting Participation
- Responsible for ensuring services to families and individuals are of the highest quality possible.

Catholic Charities New Hampshire, Rochester - *Administrative Assistant*
July 2019 - March 2022

- Customer Service - answering questions about services and programs through telephone inquiries, walk ins and email
- Human Resources - answering employee questions regarding policies and procedures
- Logistics - assisting with client scheduling and helping with company event planning
- Heavy data entry - understanding and entering insurance information; copays, deductibles, out of pocket limits, recording payments and adjustments.
- Heavy multi line phone system - taking calls, transferring calls, voicemail messages.
- Filing and record maintenance/storage - maintaining closed record disposal, filing and maintaining insurance information.
- Insurance verification and eligibility, reviewing of benefits - maintaining those records.
- Collecting payments and maintaining accounts payable/receivables - entering any payments or adjustments, sending out invoices for payments, maintaining record of those invoices.

- Accounting - Maintaining office petty cash, business check register, emergency fund checking register. End of month reports for petty cash, counseling fees, emergency fund fees.
- Social Services Assistance - taking calls, filling out common intake forms, gathering information for the intake coordinator. Maintaining gift card programs, mailing out emergency assistance.

Bluebird Self Storage - *Customer Service Associate*

September 218 - September 2019

- Customer Service - answering questions about policies or procedures by telephone, email or walk in. Assisting clients in signing up for a storage unit; explaining prices, payments and legal requirements.
- Human Resources- Assisting Human Resources when reporting hours worked and completing and transfers of paperwork from the Rochester office to the Main office.
- Logistics - Assisting clients with scheduling their paid or free pick ups from Bluebird, scheduling their pick up with the client and the crew. Entering into a shared calendar of events for the pick up crew. Coordinating any maintenance that needs to be done on the mechanics of the storage unit ie. elevator maintenance, temperature control maintenance; code enforcement.
- Light computer work - entering client information, taking payment, entering payment form information, maintaining computer documentation.
- Use of a multi line telephone system- incoming telephone calls, voicemails.
- Multi tasking - walk-ins can come at any time, telephone calls at any time. During a scheduled shift the CSA must multi-task taking care of the office duties with the storage facility; cleaning, minor repairs with move ins, move outs, questions and client concerns throughout the day.

Wrapsody LLC, Berwick - *Office Manager*

April 2016 - September 2017

- Customer Service - returns, exchanges, purchasing, inquiries and complaints.
- Human Resources - maintaining office procedures and policies, Maintain appropriate department records including employee files.
- Coordinate and conduct new hire orientation, fostering a positive new hire experience.
- Logistics - planning of any office maintenance, event planning, as well as manufacturing deadlines and coordination.
- Payroll - entering hours, verifying hours worked and printing/distributing paychecks or direct deposit.
- Planning of Events - logistical planning of major in person, tradeshow events and small events via online/social media blasts.
- Project Development - new baby carrier design, purchasing, manufacturing and receiving. Maintaining proper documentation of government required testing of materials. Maintaining all required batches, bar code and style/size stickers to products.

- Shipping/Receiving - Receiving orders, picking and packing and shipping those orders. Ensuring proper shipping labels and tracking information. Ensuring that those purchases were delivered by various carriers; USPS, UPS, FedEx etc. including international orders.

About Me

In 2016 I accepted the office manager position with WrapsodyBaby, LLC. As the office manager I had many different tasks; the Office supervisor, Human Resources, Accounting, Planning & Logistics department for events and projects. Customer Service in email and over the phone.

In 2018 I left WrapsodyBaby due to the business being sold out of state and then accepted a position as an Customer Service Associate for Bluebird Self Storage. I enjoyed the work and the people I met every day. I handled incoming phone calls as well as customers coming into the office, cash, inventory and customer management. I enjoyed the work flow and fast paced environment. I enjoyed working with the Bluebird office, the team is wonderful but I found I need set hours as opposed to a shift schedule.

I then accepted a position in July of 2019 as Administrative Assistant for Catholic Charities New Hampshire's Rochester office. In this role, I was the first point of contact for incoming clients. I handled all calls on a multi line polycom phone system. All email inquiries for counseling or community services. I handled insurance claims and claim filing. I balanced customer accounts. I maintained the office checking account, petty cash, emergency assistance and general assistance accounts. Also, I was responsible for putting together the corresponding reports every month for the office.

Currently, I am a NH Case Manager of Domestic Violence Coordinated Entry for Community Action Partnership. In this role, I am a second point of contact for clients attempting to flee -or- fleeing Domestic Violence. I receive referrals from my supervisor, who receives them from various sources, then I call clients and connect to resources, advocate where possible and add them (with their permission) to the NH Coordinated Entry List. The goal being to limit the trauma of reliving the retelling of their history with DV and provide supportive care until permanently housed.

Also, I am currently enrolled in Granite State College working towards my Masters in Human Services Administration.

Tammy Schuck

Authorized to work in the US for any employer

Work Experience

DVCE Case Manager

Community Action Partnership of Strafford County - Dover, NH
September 2022 to Present

- Assist DV CE Manager in preparing grant and funder reports.
- Overall responsibility for operations within assigned area.
- Monitor and evaluate program compliance and procedures in accordance with relevant funding streams and CAP policies in coordination with the DV CE Manager, DPO and Contracts and Data Quality Manager.
- Monitor electronic and hard copy program service documentation to ensure appropriate information has been documented.
- Ensure timely service and support to clients, such as referrals for other services, conducting a needs evaluation and resolving complaints.
- Act as a resource to agency staff and other community programs regarding the interpretation of program-related federal, state, and county regulations and policies related to community services programming.
- Speak to community groups to explain and interpret agency purposes, programs, and policies.
- Represent the agency at local, state and national meetings as required.
- Establish and maintain relationships with other agencies and organizations in the community to meet community needs and to ensure that services are not duplicated.
- Engage weekly with clients throughout the program from referral until discharge. In person and/or virtually.

Housing Stabilization Coordinator/Case Manager

Community Action Program Belknap-Merrimack Counties, Inc. - Concord, NH
July 2021 to September 2022

- Oversee applications for the ESG program, (RRH and Prevention Program), Security Loan and HHRLAF.
- Provide Individual Case Management for each client throughout the duration of the program, file updates, entering and updating HMIS data for all programs and provide all pertinent reporting
- Provide assistance and guidance for clients during and after the process to include but not limited to, the prevention of possible eviction from the clients current living situation and entering into homelessness, financial responsibility and potential for continuing education.
- Review and submit purchase orders for all grant funds expended for client assistance.
- Provide Program Director with data needed for State and Federal required reporting.

Shift Lead

Families in Transition - New Horizons - Manchester, NH
April 2020 to July 2021

Supervision of participants who are currently experiencing homelessness. Includes but is not limited to; ensuring a safe living environment, providing emergency medical treatment as needed, perimeter checks, building safety, direction in applying for services with case management, greeting guests, report writing and documentation, adherence to all policies and procedures and assisting administration in creating new shelter policies for the safety of all participants and shelter support staff. Completion of HMIS paperwork on all new participants and other additional documentation as required. Assist staff members of first shift ensuring all responsibilities are being met, scheduling, shift reports and incident reports.

City Official - Retired

City of Port Richey - Port Richey, FL
April 2010 to May 2017

Includes but is not limited to:

Planning of departmental functions, general office duties, proofreading correspondence, fulfillment of all State of Florida yearly requirements for Municipal Government, fulfillment of all records requests as per F.S. 119, record keeping, recording all actions of the City Council, preparation of all City Council, Boards and Committee meeting agendas, attend all Council, Board and Committee meetings, perform contract administration duties including bid awards, supervision and preparation of all City legal advertising, training and development, supervision of receiving, registering and processing of all claims and lawsuits filed against the City, maintaining City Code, City Ordinances and Resolutions, thorough knowledge of policies and procedures, Deputy Supervisor and Administrator of Municipal Elections, public notification of all official activities and meetings, department budgeting, zoning maps, maintaining deed records for all City owned property to ensure tax exemption, coordination of City flood mitigation program, notarization of all official documents, signer for all City vehicles and prepares and records all documents for City liens and serve as the Administration Department Head. Direct work with Human Resources, assistant to the City Manager and City Council in travel arrangements, itineraries, personal financial reporting, appearances for new business grand openings and other responsibilities as requested. Extensive customer service with a focus on conflict resolution for the citizens of Port Richey.

Comm. Officer

City of Port Richey Police Department - Port Richey, FL
August 1998 to April 2010

Responsible for all incoming emergency calls, assigning calls, dispatching police and fire rescue to all calls for service. Management of all articles and missing persons entered into the National Crime Information Center and the Florida Crime Information Center. Knowledge of all ten-codes and signal-codes for radio communications. Training of newly hired employees. Multi-tasking during high-stress situations. Officer Safety and locations. Confirmation of all warrants, stolen vehicles, identities, criminal histories, and driver's license queries. Served as the department's TAC with several successful audits by FDLE. Assist with Officer investigations as necessary including but not limited to background checks/histories as well as locating crucial information on individuals wanted for questioning in connection to Officer's open cases.

During downtime in the Communications Center, I sought out, completed and was successfully awarded Federal Grants in excess of $136,000 for the department to construct an Emergency Operations Center (in-house), develop the Street Narcotics Apprehension Unit (SNAP) and all new SCBA units for the City Fire Department. Responsible for all Grant Coordinating and documentation requirements as prescribed by Federal Law.

FEMA Flood Mitigation Coordinator

City of Port Richey
December 2005 to October 2006

12/2005 to 10/2006
City of Port Richey Port Richey, FL
Assisted City residents who suffered repetitive loss to their homes. This program helped home owners on a federal level, who have had repeated flood and storm damage insurance claims, elevate their homes through Federal Funding.

Education

Certification in City Clerk

John Scott Daily institute of Govt. via Florida State University - Florida, US
October 2010 to November 2013

General Diploma in General

Gulf High School - New Port Richey, FL
July 1987 to June 1990

Skills

- Customer service
- Leadership
- Management
- Financial Report Writing
- Proofreading
- Shift Management
- Conflict Management
- Human Resources
- Event Planning
- Recruiting
- Retail sales
- Food Service
- Administrative Experience
- Budgeting
- Employee Orientation
- Microsoft Outlook
- Interviewing
- HMIS Certified (2 years)
- Data entry
- Typing
- Dispatching

- Microsoft Office
- Public Speaking
- Case Management
- Customer support
- Computer literacy
- Computer skills

Awards

Good Conduct Award-Port Richey Police Dept.
2009

Officer of the Year -BPOE
2009

Comm. Officer Of the Year for Pasco County, FL via BPOE

Certifications and Licenses

CMC
November 2013 to Present

Certified Municipal Clerk - IIMC certification John Scott Daly Institute of Government via Florida State University

Assessments

Customer focus & orientation — Expert
August 2020

Responding to customer situations with sensitivity
Full results: Expert

Supervisory skills: Motivating & assessing employees — Expert
April 2021

Motivating others to achieve objectives and identifying improvements or corrective actions
Full results: Expert

Case management & social work — Proficient
January 2022

Determining client needs, providing support resources, and collaborating with clients and multidisciplinary teams
Full results: Proficient

Management & leadership skills: Impact & influence — Expert
May 2022

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: Expert

Supervisory skills: Motivating & assessing employees — Expert

April 2021

Motivating others to achieve objectives and identifying improvements or corrective actions
Full results: Expert

Verbal communication — Expert

November 2020

Speaking clearly, correctly, and concisely
Full results: Expert

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Community Action Partnership of Strafford County

Key Personnel – RRH CE & CE DV Contracts

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Daniel Clark	Director	90,529.92	10	9,052.99
Cindy Johnson	Manager DVCE	69,638.40	100	69,638.40
Abigail Galloway-Burke	Manager Housing	71,036.16	33	23,678.72
Jim Ricker	Manager Homeless Services	69,638.40	50	34,819.20
Kelly Fontaine	DVCE Case Manager	56,035.20	100	56,035.20
Tammy Schtuck	DVCE Case Manager	51,267.84	100	51,267.84