



Lori A. Weaver
Commissioner

Katja S. Fox
Director

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

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September 1, 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 **Sole Source** amendments to existing contracts, which were originally competitively bid, with the Contractors listed below to continue providing Workforce Readiness and Vocational Training Programs for individuals with opioid and/or stimulant use disorder, by increasing the total price limitation by \$316,000 from \$1,164,936 to \$1,480,936 and by extending the completion dates from September 29, 2023 to September 29, 2024, effective September 29, 2023 upon Governor and Council approval. 100% Federal Funds.

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

Contractor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval
Archways	310158-B001	Greater Tilton Area	\$481,063	\$130,000	\$611,063	O: 08/14/19 (Item #10) A1: 02/17/21 (Item #20) A2: 10/13/21 (Item #35) A3: 11/02/22 (Item #18)
Granite Pathways	228900-B001	Statewide	\$683,873	\$186,000	\$869,873	O: 09/18/19 (Item #19) A1: 02/17/21 (Item #20) A2: 10/13/21 (Item #35) A3: 11/02/22 (Item #18)
Total:			\$1,164,936	\$316,000	\$1,480,936	

Funds are available in the following accounts for State Fiscal Years 2024 and 2025, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

EXPLANATION

This request is **Sole Source** because the Department is requesting to extend the contracts, which were originally competitively bid, beyond the completion dates and there are no renewal options available. Due to the limited timeframe between the funding notification from the Federal awarding agency and the contract expiration date, there are no known viable alternatives to these Contractors, who have expertise with workforce readiness programs that are specifically tailored for individuals with opioid and/or stimulant use disorders. This request will allow the Contractors to continue to serve current participants without gaps or delays in service and avoid reduced or loss of access to these critical supports.

The purpose of this request is for the Contractors to continue providing vocational training supports and workforce readiness programs for individuals with opioid and/or stimulant use disorders who are in treatment and recovery settings, and who are seeking to join or re-join the workforce. In coordination with the Recovery Friendly Workplace Initiative, which empowers workplaces to provide support for individuals recovering from substance use disorder, services provided through the contracts support individuals in attaining gainful employment, which is a critical aspect of continued recovery.

Approximately 100 individuals will be served from September 29, 2023 to September 29, 2024, who, on average, engage with the vocational training supports and workforce readiness programs 300 days during the one-year period.

The Contractors will continue integrating workforce readiness programming into treatment and recovery settings, including creating vocational profiles in order to determine an individual's skill level, strengths, and readiness to gain employment. The Contractors will continue linking individuals to appropriate vocational trainings by providing training stipends and other resources that assist the individuals on the path to employment. Vocational training includes providing assistance with resume writing, completing job applications, and improving interviewing skills.

The Department will continue to monitor services through the review of monthly data reports and periodic surveys.

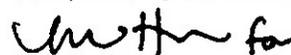
Should the Governor and Executive Council not authorize this request, individuals in recovery seeking a better quality of life and employment opportunities would have limited options. Workforce participation and consistent employment are critical components of an individual's ability to remain in recovery and gainfully participate in their communities.

Area served: Statewide.

Source of Federal Funds: Assistance Listing Number 93.788, FAIN's H79TI081685, H79TI083326, H79TI085759, and TBD

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
Commissioner

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
FISCAL DETAILS SHEET**

**05-95-92-920510-70400000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT, HHS:
BEHAVIORAL HEALTH DIV, BUREAU OF DRUG AND ALCOHOL SERVICES, SOR GRANT
100% Federal Funds**

Vendor Name Archways Vendor # 310158

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2020	102-500731	Contracts for Program Services	92057040	\$70,081.00	\$0.00	\$70,081.00
2021	102-500731	Contracts for Program Services	92057040	\$27,748.00	\$0.00	\$27,748.00
2021	102-500731	Contracts for Program Services	92057046	\$29,234.00	\$0.00	\$29,234.00
2021	102-500731	Contracts for Program Services	92057048	\$66,667.00	\$0.00	\$66,667.00
2022	102-500731	Contracts for Program Services	92057048	\$33,333.00	\$0.00	\$33,333.00
2022	074-500585	Grants for Pub Asst and Rel	92057048	\$93,000.00	\$0.00	\$93,000.00
2023	074-500585	Grants for Pub Asst and Rel	92057048	\$31,000.00	\$0.00	\$31,000.00
2023	074-500589	Welfare Assistance	92057059	\$97,500.00	\$0.00	\$97,500.00
2024	074-500589	Welfare Assistance	92057059	\$32,500.00	\$97,500.00	\$130,000.00
2025	074-500589	Welfare Assistance	92057059	\$0.00	\$32,500.00	\$32,500.00
		Sub Total		\$481,063.00	\$130,000.00	\$611,063.00

Vendor Name Granite Pathways Vendor # 228900

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2020	102-500731	Contracts for Program Services	92057040	\$72,683.00	\$0.00	\$72,683.00
2021	102-500731	Contracts for Program Services	92057040	\$45,338.00	\$0.00	\$45,338.00
2021	102-500731	Contracts for Program Services	92057046	\$43,852.00	\$0.00	\$43,852.00
2021	102-500731	Contracts for Program Services	92057048	\$100,000.00	\$0.00	\$100,000.00
2022	102-500731	Contracts for Program Services	92057048	\$50,000.00	\$0.00	\$50,000.00
2022	074-500585	Grants for Pub Asst and Rel	92057048	\$139,500.00	\$0.00	\$139,500.00
2023	074-500585	Grants for Pub Asst and Rel	92057048	\$46,500.00	\$0.00	\$46,500.00
2023	074-500589	Welfare Assistance	92057059	\$139,500.00	\$0.00	\$139,500.00
2024	074-500589	Welfare Assistance	92057059	\$46,500.00	\$139,500.00	\$186,000.00
2025	074-500589	Welfare Assistance	92057059	\$0.00	\$46,500.00	\$46,500.00
		Sub Total		\$683,873.00	\$186,000.00	\$869,873.00

Overall Total	\$1,164,936.00	\$316,000.00	\$1,480,936.00
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**State of New Hampshire
Department of Health and Human Services
Amendment #4**

This Amendment to the Workforce Readiness and Vocational Training Programs for Individuals with Opioid and/or Stimulant Use Disorder contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Archways ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on August 14, 2019 (Item #10), as amended on February 17, 2021 (Item #20), as amended on October 13, 2021 (Item #35), and as amended on November 2, 2022 (Item #18), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

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

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

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

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:
September 29, 2024
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$611,063
3. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:
Robert W. Moore, Director
4. Modify Exhibit A, Scope of Services by replacing it in its entirety with Exhibit A, Amendment #4, Scope of Services, which is attached hereto and incorporated by reference herein.
5. Modify Exhibit B, Amendment #1, Methods and Conditions Precedent to Payment, Section 1, to read:
 1. This Agreement is funded by 100% Federal funds from the State Opioid Response Grant, by the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA), Assisted Listing Number (ALN) 93.788, as awarded on:
 - 1.1. 09/30/2018, FAIN H79TI081685;
 - 1.2. 09/30/2020, FAIN H79TI083326;
 - 1.3. 08/09/2021, FAIN H79TI083326;
 - 1.4. 09/23/2022, FAIN H79T1085759; and
 - 1.5. Date and FAIN TBD pending receipt of the Notice of Award from SAMHSA, which is anticipated to be effective 9/30/2023.
6. Modify Exhibit B, Amendment #1, Methods and Conditions Precedent to Payment, Section 3, to read:
 3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as

Archways

A-S-1.2

Contractor Initials ML

RFP-2019-BDAS-12-WORKF-02-A04

specified in Exhibit B-1 Budget through Exhibit B-11, Amendment #4, SOR III Budget.

7. Modify Exhibit B, Amendment #1, Methods and Conditions Precedent to Payment, Section 5, Subsection 5.1, Paragraph 5.1.3, Subparagraph 5.1.3.1, to add Parts 5.1.3.1.9 through 5.1.3.1.11, as follows:
 - 5.1.3.1.9. Promotional items including, but not limited to, clothing and commemorative items with added logos for distribution to clients and the community, including but not limited to, pens, mugs/cups, folders/folios, lanyards, and conference bags. See 45 CFR 75.421(e)(3)
 - 5.1.3.1.10. Direct payments to individuals to enter treatment or continue to participate in prevention or treatment services. See 42 U.S.C. § 1320a-7b
 - 5.1.3.1.11. Sterile needles or syringes for the hypodermic injection of any illegal drug.
8. Add Exhibit B-10, Amendment #4, SOR III Budget, which is attached hereto and incorporated by reference herein.
9. Add Exhibit B-11, Amendment #4, SOR III Budget, which is attached hereto and incorporated by reference herein.

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All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective September 29, 2023, upon Governor and Council approval.

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

State of New Hampshire
Department of Health and Human Services

8/30/2023

Date

DocuSigned by:

Katja S. Fox

FC0005804C83442

Name: Katja S. Fox

Title: Director

Archways

8/30/2023

Date

DocuSigned by:

Michelle Lennon

FC0004321003042

Name: Michelle Lennon

Title: Executive Director

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

OFFICE OF THE ATTORNEY GENERAL

8/31/2023

Date

DocuSigned by:
Robyn Guarino
743734044041460
Name: Robyn Guarino
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:



Scope of Services

1. Provisions Applicable to All Services

- 1.1. The Contractor shall submit a detailed description of the language assistance services they will provide to persons with limited English proficiency to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.
- 1.2. The Contractor agrees that, to the extent future legislative action by the New Hampshire General Court or federal or state court orders may have an impact on the Services described herein, the State Agency has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.
- 1.3. For the purposes of this Agreement, the Department has identified the Contractor as a Subrecipient, in accordance with 2 CFR 200.0. et seq.
- 1.4. The Contractor shall provide Workforce Readiness and Vocational Training Programs for a minimum of one hundred (100) individuals with Opioid Use Disorder and Stimulant Use Disorder (OUD/StimUD) in the Greater Tilton Area, which includes:
 - 1.4.1. Tilton;
 - 1.4.2. Northfield;
 - 1.4.3. Franklin;
 - 1.4.4. Sanbornton;
 - 1.4.5. Plymouth;
 - 1.4.6. Concord; and
 - 1.4.7. Surrounding small towns.

2. Scope of Services

- 2.1. The Contractor shall ensure individuals who participate in Workforce Readiness and Vocational Training programs are referred to prevention, treatment and recovery and harm reduction services, when applicable.
- 2.2. The Contractor shall provide workforce readiness programming to individuals with (OUD/StimUD) who are receiving treatment or recovery support services. The Contractor shall ensure workforce readiness programming includes, but is not limited to:
 - 2.2.1. Job specific skills training.
 - 2.2.2. Resume and cover letter assistance.
 - 2.2.3. Communication skills.
 - 2.2.4. Time management skills.
 - 2.2.5. Budgeting and financial management skills.
 - 2.2.6. Customer service training.
 - 2.2.7. Job retention approaches.

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**New Hampshire Department of Health and Human Services
Workforce Readiness and Vocational Training Programs
for Individuals with OUD**



Exhibit A – Amendment #4

- 2.2.8. Networking skills.
- 2.2.9. Application and interview assistance, including mock interviews.
- 2.2.10. Connections to employment resources.
- 2.3. The Contractor shall implement a process to identify, recruit and engage individuals with OUD/StimUD, including individuals not currently receiving services from the Contractor who may be interested in pursuing employment and/or educational opportunities, or may be underemployed and are seeking a living wage.
- 2.4. The Contractor shall provide the Recovery Works Curriculum based on nine (9) modules, as follows:
 - 2.4.1. Financial Basics and Time Management 101;
 - 2.4.2. Employment Risks to Early Recovery;
 - 2.4.3. Transferable Skills and Resume Development;
 - 2.4.4. Cover Letter and Job Search Strategies;
 - 2.4.5. Computer Skills and Online Job Search Basics;
 - 2.4.6. Interview Skills;
 - 2.4.7. Practice Interviewing with a Positive Attitude;
 - 2.4.8. Recovery Thinking and Workplace Ethics; and
 - 2.4.9. Common Work Challenges.
- 2.5. The Contractor shall offer individualized trainings to employers and community groups utilizing curriculum from Recovery Works, which includes, but is not limited to:
 - 2.5.1. Opioids and their effects on the brain.
 - 2.5.2. Stigma.
 - 2.5.3. Stages of Recovery.
 - 2.5.4. Pathways to Recovery.
 - 2.5.5. Resources and Referral.
- 2.6. The Contractor shall develop a customized plan for each individual based on the individual's seven (7) dimensions of wellness including physical, emotional, intellectual, social, spiritual, environmental and occupational. The Contractor shall:
 - 2.6.1. Screen individuals for strengths and weaknesses, capacity for work, and necessity of work.
 - 2.6.2. Conduct an intake process that must include, but is not limited to:
 - 2.6.2.1. Interview with a Recovery Coach.
 - 2.6.2.2. Assessment of the individual's seven (7) dimensions of wellness, as identified in 2.6 above.
 - 2.6.3. Address barriers to employment with individuals, and provide assistance in overcoming the barriers.

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**New Hampshire Department of Health and Human Services
Workforce Readiness and Vocational Training Programs
for Individuals with OUD**



Exhibit A – Amendment #4

- 2.7. The Contractor shall ensure individuals who are seeking to enter the workforce, for which they are eligible, are enrolled in other services and supports that aid individuals in recovery, as appropriate, including, but not limited to:
- 2.7.1. The Community Development Finance Authority Recovery Friendly Workplace Initiative Program Development Pilot.
 - 2.7.2. The NH Department of Labor National Health Emergency Demonstration grant for individuals in recovery.
 - 2.7.3. The Governor's Recovery Friendly Workforce Initiative.
 - 2.7.4. NH Works.
 - 2.7.5. NH Employment Security.
- 2.8. The Contractor shall collaborate with local, higher educational and vocational training institutions to provide individuals with vocational training and educational opportunities in the treatment and/or recovery service setting. The Contractor shall:
- 2.8.1. Conduct a comprehensive vocational assessment to determine an individual's skill level, strengths, and readiness to seek and enter the workforce;
 - 2.8.2. Ensure a process that is person-centered and based on individual choice and self-determination;
 - 2.8.3. Utilize the vocational assessment combined with the client's input to design a vocational plan of action;
 - 2.8.4. Link individuals to the appropriate level of services and resources, which must include, but are not limited to:
 - 2.8.4.1. Resume writing.
 - 2.8.4.2. Job application writing.
 - 2.8.4.3. Improving client-interviewing skills.
 - 2.8.5. Conduct Motivational Interviewing to increase individuals' willingness and readiness to seek education or employment opportunities.
- 2.9. The Contractor shall utilize the O*NET OnLine career exploration and job analysis, and the NH Employment Security website to assist participants with:
- 2.9.1. Planning career goals;
 - 2.9.2. Choosing a training path; and
 - 2.9.3. Searching for a new career.
- 2.10. The Contractor shall ensure individuals are assessed for and receive, as appropriate:
- 2.10.1. Financial assistance for transportation to classes;
 - 2.10.2. Educational supplies, including but not limited to textbooks, as necessary; and
 - 2.10.3. Access to computers and support for electronic job search functions.

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**New Hampshire Department of Health and Human Services
Workforce Readiness and Vocational Training Programs
for Individuals with OUD**



Exhibit A – Amendment #4

- 2.11. The Contractor shall develop an employment plan for each participant that addresses previous barriers to employment, including but not limited to:
 - 2.11.1. Poor job history.
 - 2.11.2. Substance use disorder impacting performance.
 - 2.11.3. Criminal background.
- 2.12. The Contractor shall provide individuals with external employment resources and assist with gaining access to employment through activities that include, but are not limited to:
 - 2.12.1. Providing transportation assistance to job fairs.
 - 2.12.2. Providing opportunities to meet with job coaches.
 - 2.12.3. Providing individuals with job-shadowing and internship opportunities.
- 2.13. The Contractor shall ensure individuals seeking vocational training or career development education are provided resources that support the goals, including but not limited to:
 - 2.13.1. Training and class stipends.
 - 2.13.2. Financial aid and grant applications.
 - 2.13.3. Program application submission assistance.
- 2.14. The Contractor shall coordinate with the Recovery Friendly Workforce Initiative to offer opportunities for local businesses to engage with potential employees in recovery as a means to:
 - 2.14.1. Reduce stigma;
 - 2.14.2. Identify employment opportunities; and
 - 2.14.3. Increase the number of businesses identifying as Recovery Friendly.
- 2.15. The Contractor shall build on existing relationships with the local community and employers as well as conduct outreach to additional employers.
- 2.16. The Contractor shall develop a community outreach plan utilizing the Recovery Friendly Workforce Initiative materials and processes, and submit the plan to the Department within sixty (60) days of the Effective Date of this Amendment #4.
- 2.17. The Contractor shall provide qualified staff to provide the services in this Agreement, which must include, but is not limited to, a designated program lead, who possess the expertise and knowledge to provide vocational training to individuals of special target populations who experience barriers to employment.
- 2.18. The Contractor shall utilize Single Stop USA to determine if an individual is eligible for:
 - 2.18.1. The Supplemental Nutrition Assistance Program (SNAP);
 - 2.18.2. Women, Infants, and Children (WIC) program;
 - 2.18.3. Earned Income Tax Credit (EITC) and/or Child Care Tax Credit (CTC);
 - 2.18.4. Health insurance; and/or
 - 2.18.5. Low Income Energy Assistance.

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**New Hampshire Department of Health and Human Services
Workforce Readiness and Vocational Training Programs
for Individuals with OUD**



Exhibit A – Amendment #4

3. Reporting

- 3.1. The Contractor shall submit monthly data requirement reports to the Department on the fifteenth (15th) working day of the following month in a format approved by the Department for programs including, but not limited to:
 - 3.1.1. Number and type of recruitment activities for individuals with an OUD/StimUD.
 - 3.1.2. Number of individuals in the program with demographics such as age, gender, race, and ethnicity.
 - 3.1.3. Vocational services provided per individual.
 - 3.1.4. Start date of employment per individual.
 - 3.1.5. Type of position per individual.
 - 3.1.6. Name of employers per individual.
 - 3.1.7. Length of employment per individual.
 - 3.1.8. Number of employers recruited per month.
 - 3.1.9. Types of supports provided to employers to recruit, hire, and retain individuals in recovery per month.
 - 3.1.10. Any/all exceptions of individuals not attending the training programs provided.
- 3.2. The Contractor shall report all, if any, exceptions for individuals who do not attend available training programs.
- 3.3. The Contractor shall prepare and submit ad hoc data reports, respond to periodic surveys, and other data collection requests as deemed necessary by the Department and/or Substance Abuse and Mental Health Services Administration (SAMHSA).

4. Performance Measures

- 4.1. The Contractor shall ensure ninety percent (90%) of individuals in the program, who have not attained gainful employment, complete provided training programs.
 - 4.1.1. The Contractor shall report all, if any, exceptions for individuals who do not attend available training programs.
- 4.2. The Contractor shall ensure seventy-five percent (75%) of individuals gain employment.
- 4.3. The Contractor shall ensure contact and coordination with one hundred percent (100%) of Recovery Friendly Workforce Initiative employers.
- 4.4. The Contractor shall collaborate with the Department to enhance contract management, improve results, and adjust program delivery and policy based on successful outcomes.

5. State Opioid Response (SOR) Grant Standards

- 5.1. The Contractor shall establish formal information sharing and referral agreements with the Doorways in compliance with all applicable confidentiality laws, including 42 CFR Part 2 in order to receive payments for services funded with SOR resources.
- 5.2. The Contractor shall ensure all referrals of individuals to the Doorways are:

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**New Hampshire Department of Health and Human Services
Workforce Readiness and Vocational Training Programs
for Individuals with OUD**



Exhibit A – Amendment #4

- 4.2.1. Completed and documented in the individual's file; and
- 4.2.2. Available to the Department as requested and as needed for payment of invoices for services provided through SOR-funded initiatives.
- 5.3. The Contractor shall ensure individuals receiving services, rendered from SOR funds, have a documented history or current diagnoses of (OUD/StimUD) or are at risk for such.
- 5.4. The Contractor shall coordinate completion of Government Performance Results Act (GPRA) initial interview and associated follow-ups at six (6) months and discharge for individuals referenced previously.
- 5.5. The Contractor shall ensure that SOR grant funds are not used to purchase, prescribe, or provide cannabis, or to providing treatment using cannabis. The Contractor shall ensure:
 - 5.5.1. Treatment in this context includes the treatment of OUD/ StimUD.
 - 5.5.2. Grant funds are not provided to any individual who or organization that provides or permits cannabis use for the purposes of treating substance use or mental health disorders; and
 - 5.5.3. This cannabis restriction applies to all subcontracts and Memorandums of Understanding that receive SOR funding.
- 5.6. The Contractor shall ensure Naloxone kits are available to individuals, utilizing SOR funding.
- 5.7. If the Contractor intends to distribute test strips, the Contractor shall provide a test strip utilization plan to the Department for approval prior to implementation. The Contractor shall ensure the utilization plan includes, but is not limited to:
 - 5.7.1. Internal policies for the distribution of test strips;
 - 5.7.2. Distribution methods and frequency; and
 - 4.7.3 Other key data as requested by the Department.
- 5.8. The Contractor shall provide services as referenced in Section 2 to eligible individuals who:
 - 5.8.1. Receive (MOUD) services from other providers, including the individual's primary care provider;
 - 5.8.2. Have co-occurring mental health disorders; or
 - 5.8.3. Are on medications and are taking those medications as prescribed regardless of the class of medication.
- 5.9. The Contractor shall ensure individuals who refuse to consent to information sharing with the Doorways do not receive services utilizing SOR funding.
- 5.10. The Contractor shall ensure individuals who rescind consent to information sharing with the Doorways do not receive any additional services utilizing SOR funding.
- 5.11. The Contractor shall collaborate with the Department and other SOR funded Contractors, as requested and directed by the Department, to improve GPRA collection.

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**New Hampshire Department of Health and Human Services
Workforce Readiness and Vocational Training Program's
for Individuals with OUD**



Exhibit A – Amendment #4

- 5.12. The Contractor shall comply with all appropriate Department, State of NH, Substance Abuse and Mental Health Services Administration (SAMHSA), and other Federal terms, conditions, and requirements, and as amended, and shall collaborate with the Department to understand the aforesaid.

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New Hampshire Department of Health and Human Services			
Complete one budget form for each budget period.			
Contractor Name: <i>Archways</i>			
Budget Request for: <i>Workforce Readiness & Vocational Programs for Individuals with</i>			
Budget Period <i>SFY24-(September 29, 2023-June 30, 2024)</i>			
Indirect Cost Rate (if applicable) <i>5.7% across both budget periods for entire amendment total</i>			
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match	TOTAL Program Cost
1. Salary & Wages	\$45,000	\$0	\$0
2. Fringe Benefits	\$10,500	\$0	\$0
3. Consultants	\$15,604	\$0	\$0
4. Equipment	\$0	\$0	\$0
5.(a) Supplies - Educational	\$3,141	\$0	\$0
5.(b) Supplies - Lab	\$0	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0	\$0
5.(d) Supplies - Medical	\$0	\$0	\$0
5.(e) Supplies Office	\$5,400	\$0	\$0
6. Travel	\$1,200	\$0	\$0
7. Software	\$0	\$0	\$0
8. (a) Other - Marketing/Communications	\$2,700	\$0	\$0
8. (b) Other - Education and Training	\$0	\$0	\$0
8. (c) Other - Other (please specify)			
<i>Participant Needs, concrete needs, participant transports</i>	\$2,645	\$0	\$0
<i>Occupancy</i>	\$3,900	\$0	\$0
<i>Other (please specify)</i>	\$0	\$0	\$0
<i>Other (please specify)</i>	\$0	\$0	\$0
9. Subcontracts	\$0	\$0	\$0
Total Direct Costs	\$90,090	\$0	\$90,090
Total Indirect Costs	\$7,410	\$0	\$7,410
TOTAL	\$97,500	\$0	\$97,500

New Hampshire Department of Health and Human Services			
Complete one budget form for each budget period.			
Contractor Name: <u>Archways</u>			
Budget Request for: <u>Workforce Readiness & Vocational Programs for</u>			
<u>Individuals with</u>			
Budget Period <u>SFY25-(July 1, 2024-September 29, 2024)</u>			
Indirect Cost Rate (if applicable) <u>6%</u>			
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match	TOTAL Program Cost
1. Salary & Wages	\$15,000	\$0	\$15,000
2. Fringe Benefits	\$3,500	\$0	\$3,500
3. Consultants	\$4,200	\$0	\$4,200
4. Equipment	\$0	\$0	\$0
5.(a) Supplies - Educational	\$1,047	\$0	\$1,047
5.(b) Supplies - Lab	\$0	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0	\$0
5.(d) Supplies - Medical	\$0	\$0	\$0
5.(e) Supplies Office	\$1,800	\$0	\$1,800
6. Travel	\$755	\$0	\$755
7. Software	\$0	\$0	\$0
8. (a) Other - Marketing/Communications	\$1,000	\$0	\$1,000
8. (b) Other - Education and Training	\$245	\$0	\$245
8. (c) Other - Other (please specify)			
Other (please specify): <i>Occupancy</i>	\$1,900	\$0	\$1,900
Other (please specify): <i>Client Funds</i>	\$1,300	\$0	\$1,300
Other (please specify)	\$0	\$0	\$0
Other (please specify)	\$0	\$0	\$0
9. Subcontracts	\$0	\$0	\$0
Total Direct Costs	\$30,747	\$0	\$30,747
Total Indirect Costs	\$1,753	\$0	\$1,753
TOTAL	\$32,500	\$0	\$32,500

Contractor Initials ML

Date 8/30/2023

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 ARCHWAYS is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on October 09, 2015. 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: 733566

Certificate Number: 0006300767



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 24th day of August A.D. 2023.

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

David M. Scanlan
Secretary of State



CERTIFICATE OF AUTHORITY

I, Brad Davis, Board President of Archways, hereby certify that:

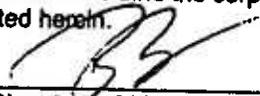
1. I am a duly elected Clerk/Secretary/Officer of Archways.

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 Aug. 24th, 2023, at which a quorum of the Directors/shareholders were present and voting.
(Date)

VOTED: That Michelle Lennon, Executive Director of Archways is duly authorized on behalf of Archways to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority was valid thirty (30) days prior to and remains valid for thirty (30) days from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: 8/24/23



Signature of Elected Officer
Name: Brad Davis
Title: Board President

ARCHWAYS

UEI: KKXDQA99L8J3



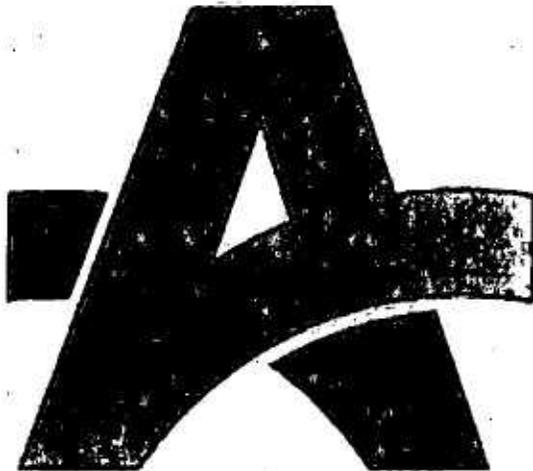
Our Mission

The purpose of Archways: a Community Resource Center is to strengthen and empower individuals, families, and the community by promoting health, well-being, and self-sufficiency through positive relationships, support, collaboration, and education.

Management Report

Archways

For the period ended May 31, 2023



Prepared by

Erica Lane Consulting, LLC

Prepared on

June 22, 2023

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Profit and Loss

May 2023

	Total
INCOME	
4000.00 Income	
4100.00 Training Income.	100.00
4200.00 Grants Income	
4200.20 Grants Income-State	12,214.83
4200.21 Grants Income-State -Sub Contract	119,316.26
4200.30 Grants Income-Local	41,871.00
Total 4200.00 Grants Income	173,402.09
4300.00 Donations	
4300.10 Donations-Corporate	1.00
4300.20 Donations-Individual's	70.00
Total 4300.00 Donations	71.00
4400.10 Rental Income	3,260.50
4400.20 Medicaid Income	1,943.16
Total 4000.00 Income	178,776.75
Total Income	178,776.75
GROSS PROFIT	178,776.75
EXPENSES	
5000.00 Administrative Costs	
5000.01 Office Expenses	
5000.02 Office Supplies	437.27
5000.03 Software	961.25
5000.06 Color Copier Maintenance Contract	759.80
5000.07 Small Equipment/Office Furniture	149.00
5000.08 Postage/Shipping	63.00
Total 5000.01 Office Expenses	2,370.32
Total 5000.00 Administrative Costs	2,370.32
5300.00 Contract & Consulting Expenses	
5300.03 Fiscal Manager	6,666.66
5300.04 Non-Profit Management	5,000.00
5300.05 Billing Service/Recovery Support	452.27
5300.06 LADCC Services	400.00
Total 5300.00 Contract & Consulting Expenses	12,518.93
5800.00 Miscellaneous Expense	
5800.01 Interest Expenses	
5800.02 Mortgage Interest	727.78
Total 5800.01 Interest Expenses	727.78
Total 5800.00 Miscellaneous Expense	727.78
6000.00 Operating Expenses	
6000.01 Staff/Volunteer Recruitment	40.00
6000.02 License/Filing Fees	549.00
6100.00 Rental Expense	3,800.00

	Total
6100.10 Professional Development/Educational Supplies	1,155.00
Total 6000.00 Operating Expenses	5,544.00
6200.00 Insurance Expense	
6200.01 Automobile Insurance	65.58
6200.02 Liability Insurance	309.88
6200.03 Workers Comp	982.42
Total 6200.00 Insurance Expense	1,357.88
6300.00 Buildings & Grounds	
6300.12 Supplies	499.96
Total 6300.00 Buildings & Grounds	499.96
6400.00 Automobile Expenses	
6400.03 Gas	71.00
6400.04 Mileage	802.40
Total 6400.00 Automobile Expenses	873.40
6500.00 Utilities	
6500.01 Telephone/Internet Expense	4,021.74
6500.02 Electricity & Gas	1,004.70
Total 6500.00 Utilities	5,026.44
6800.00 Payroll Expenses	
6800.01 Payroll Expenses-Wages	
6800.10 Payroll Wages-Management	20,498.02
6800.11 PTO Wages-Management	2,029.74
6800.13 Sick time Wages-Management	800.71
6800.20 Payroll Wages-Program	43,537.80
6800.21 PTO Wages-Program	2,409.04
6800.23 Overtime Wages-Program	43.80
6800.24 Sick Time Wages-Program	1,587.64
Total 6800.01 Payroll Expenses-Wages	70,906.75
6800.30 Payroll Benefit Expenses	
6800.31 Health Insurance	4,700.56
6800.32 Dental Insurance-Employer Contributions	211.52
6800.40 Payroll Processing Fees	218.40
Total 6800.30 Payroll Benefit Expenses	5,130.48
Total 6800.00 Payroll Expenses	76,037.23
6800.50 Payroll Tax Expenses	
6800.51 Payroll Tax-Social Security	4,242.87
6800.52 Payroll Tax-Medicare	992.28
6800.53 Payroll Tax-NH -SUI	161.48
6800.54 Payroll Tax-NH Admin Contribution Tax	58.72
Total 6800.50 Payroll Tax Expenses	5,455.35
7000.00 Program Expense	
7000.01 Program Expense-Peer Resources	169.48
7000.04 Peer Resources-Client/Child Travel	215.44
7000.05 Peer Resources-Basic Family Needs	3,885.89

	Total
7000.06 Peer Resources-Housing/Utilities	15,862.37
7000.07 Peer Resources-License/Filing Fees	159.20
7000.09 Other Peer Resources Expenses/Supplies	1,915.21
Total 7000.01 Program Expense-Peer Resources	22,207.59
7100.00 Program Expense-Training Expense	
7100.01 Training Expense-Materials/Supplies	9.35
Total 7100.00 Program Expense-Training Expense	9.35
Total 7000.00 Program Expense	22,216.94
Total Expenses	132,628.23
NET OPERATING INCOME	46,148.52
NET INCOME	\$46,148.52

Balance Sheet

As of May 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000.00 FSB - Operating 8766	50,010.50
1000.01 FSB - Reserve Account - 0000	87,343.52
1000.02 FSB - Account Ending 2400	61,200.00
1000.03 Franklin Savings Bank - Golf	26,470.98
1000.04 FSB-Sweep Reserve Account-1068	10,000.00
1000.05 Northway-Prefunding Medicaid-0348	34,953.82
1000.10 Petty Cash	-90.00
1000.11 Bill.com Money Out Clearing	-125.53
1000.20 Franklin Line of Credit	-149,336.10
1000.21 GTAFRC - Northway #1009	-8,418.27
Total Bank Accounts	112,008.92
Accounts Receivable	
1100.00 Accounts Receivable	263,787.20
Total Accounts Receivable	263,787.20
Other Current Assets	
1200.00 Prepaid Expenses.	
1200.10 Prepaid Insurance	0.00
1200.11 Prepaid Insurance-Liability	1,859.22
1200.12 Prepaid Insurance -Auto	1,307.10
1200.13 Prepaid Insurance- Workers Comp	8,841.74
Total 1200.10 Prepaid Insurance	12,008.06
1200.30 Prepaid Office Expense	0.00
1200.32 Prepaid Software	6,981.69
Total 1200.30 Prepaid Office Expense	6,981.69
Total 1200.00 Prepaid Expenses.	18,989.75
1200.50 Real Estate Tax Escrow	7,007.29
1200.60 Undeposited Funds	15,048.88
1300.00 Cost of Goods Sold	
1300.01 Inventory Asset	
1300.10 Gift Cards	
1300.11 Hannaford	625.00
1300.12 Market Basket	375.00
1300.13 Gas Cards-Cumberland Farms	-80.00
1300.19 Visa Gift Cards	251.12
Total 1300.10 Gift Cards	1,171.12
Total 1300.01 Inventory Asset	1,171.12
Total 1300.00 Cost of Goods Sold	1,171.12
1300.25 Gift Cards for Participants	250.00
Grant Receivable	

	Total
Grant 1 - PRSS	-0.03
Total Grant Receivable	-0.03
Total Other Current Assets	42,467.01
Total Current Assets	418,263.13
Fixed Assets	
1400.00 Fixed Assets	
1400.01 175 Central Street, Franklin, N	0.00
1400.02 Construction - 175 Central Ave.	9,000.00
1400.03 Kinship Closet Construction	20,000.00
1400.06 Participant Meeting Area - Construction	5,832.00
Total 1400.01 175 Central Street, Franklin, N	34,832.00
1400.05 2016 Grand Caravan	15,000.00
1400.10 Furniture and Equipment	19,648.11
1400.11 Computers/Computer Setup	5,000.00
1400.13 Leasehold Improvements	7,348.92
1700.00 Accumulated Depreciation	-4,803.81
Total 1400.00 Fixed Assets	77,025.22
Total Fixed Assets	77,025.22
TOTAL ASSETS	\$495,288.35

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000.00 Accounts Payable	15,735.54
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Total Accounts Payable	15,735.54
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Credit Cards

2100.10 Visa Balance Account	826.25
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Total Credit Cards	826.25
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Other Current Liabilities

2200.00 Deferred Revenue	0.00
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2200.01 Deferred Rental Income	-4,235.00
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2200.02 Harbor Homes (d/b/a Harbor Care)	1,575.00
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2200.03 Lakes Region Community Services	3,633.00
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2200.04 Health Market Connect	8,984.00
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Total 2200.01 Deferred Rental Income	9,957.00
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Total 2200.00 Deferred Revenue	9,957.00
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2800.00 Payroll Liabilities	-458.07
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2800.01 Payroll Liabilities-Federal Income Tax	-10,902.43
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2800.02 Payroll Liabilities-Social Security	-9,229.42
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2800.03 Payroll Liabilities-Medicare	-1,658.13
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2800.04 Payroll Liabilities-Reg-Medical	12,229.23
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2800.05 Payroll Liabilities-FSA Medical	-708.24
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2800.06 Dental Insurance-Employee Contribution	72.98
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2800.07 Payroll Liabilities-Child Support	-354.04
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	Total
Total 2800.00 Payroll Liabilities	-11,008.12
2900.00 Construction Line of Credit	44,185.00
Payroll Liabilities	0.00
EE Federal Income Tax	-18.79
EE Medicare	918.12
EE Social Security	-33.98
ER Medicare	-939.53
ER Social Security	-37.21
SUTA Taxes Payable	1,133.67
Total Payroll Liabilities	1,022.28
Total Other Current Liabilities	44,156.16
Total Current Liabilities	60,717.95
Long-Term Liabilities	
2100.00 Loans Payable	
2100.01 Mortgage - 175 Central Street	-16,129.62
Total 2100.00 Loans Payable	-16,129.62
Total Long-Term Liabilities	-16,129.62
Total Liabilities	44,588.33
Equity	
3000.01 Unrestricted Net Assets	291,862.46
3100.00 Opening Balance Equity	-2,500.00
Net Income	161,337.56
Total Equity	450,700.02
TOTAL LIABILITIES AND EQUITY	\$495,288.35

Statement of Cash Flows

May 2023

	Total
OPERATING ACTIVITIES	
Net Income	46,148.52
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1100.00 Accounts Receivable	-32,448.30
1200.11 Prepaid Expenses.:Prepaid Insurance:Prepaid Insurance-Liability	309.88
1200.12 Prepaid Expenses.:Prepaid Insurance:Prepaid Insurance -Auto	-782.42
1200.13 Prepaid Expenses.:Prepaid Insurance:Prepaid Insurance- Workers Comp	982.42
1200.32 Prepaid Expenses.:Prepaid Office Expense:Prepaid Software	-861.70
1200.50 Real Estate Tax Escrow	-626.74
2000.00 Accounts Payable	7,664.92
2100.10 Visa Balance Account	-1,049.30
2200.02 Deferred Revenue:Deferred Rental Income:Harbor Homes (d/b/a Harbor Care)	-1,575.00
2200.03 Deferred Revenue:Deferred Rental Income:Lakes Region Community Services	-605.50
2800.03 Payroll Liabilities:Payroll Liabilities-Medicare	0.01
2800.05 Payroll Liabilities:Payroll Liabilities-FSA Medical	560.11
2800.06 Payroll Liabilities:Dental Insurance-Employee Contribution	-0.01
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-28,431.63
Net cash provided by operating activities	17,716.89
FINANCING ACTIVITIES	
2100.01 Loans Payable:Mortgage - 175 Central Street	-551.48
Net cash provided by financing activities	-551.48
NET CASH INCREASE FOR PERIOD	17,165.41
Cash at beginning of period	109,892.39
CASH AT END OF PERIOD	\$127,057.80

Deposit Detail

May 2023

Date	Transaction Type	Num	Customer	Vendor	Memo/Description	Clr	Amount
1000.00 FSB - Operating 8766							
05/01/2023	Payment	52480	Granite United Way				1,305.00
			Granite United Way				-1,305.00
05/05/2023	Deposit			Microsoft	POS Return 05/05 WA MSBILL.INFO MICROSOFT*365 SEQ# 000035 7722		35.80
				Microsoft	POS Return 05/05 WA MSBILL.INFO MICROSOFT*365 SEQ# 000035 7722		-35.80
05/08/2023	Deposit		Harbor Homes:Harbor Care - Grant Income				69,081.64
			Harbor Homes:Harbor Care - Grant Income				-69,081.64
05/08/2023	Deposit			Microsoft	POS Return 05/05 WA MSBILL.INFO MICROSOFT*365 SEQ# 000008 7722		94.68
				Microsoft	POS Return 05/05 WA MSBILL.INFO MICROSOFT*365 SEQ# 000008 7722		-94.68

Date	Transaction Type	Num	Customer	Vendor	Memo/Description	Clr	Amount
05/08/2023	Deposit			Microsoft	POS Return 05/05 WA MSBILL.INFO MICROSOFT*365 SEQ# 000020 8204		45.57
				Microsoft	POS Return 05/05 WA MSBILL.INFO MICROSOFT*365 SEQ# 000020 8204		-45.57
05/15/2023	Deposit						38,384.51
		10612	Anonymous		Monday Night AA-Concord		-40.00
			NH Childrens Trust				-38,344.51
05/15/2023	Deposit		University System of New Hampshire - NH Dept of Education				1.00
			University System of New Hampshire - NH Dept of Education				-1.00
05/15/2023	Deposit		Lakes Region Community Services:ACERT				3,938.36
		055636	Lakes Region Community Services:ACERT				-3,938.36
05/18/2023	Deposit		Granite United Way				1,005.00
			Granite United Way				-1,005.00

Date	Transaction Type	Num	Customer	Vendor	Memo/Description	Clr	Amount
05/23/2023	Deposit						10,459.28
		23098	Healthfirst Family Health Center				-8,136.77
		166042	Waypoint				-100.00
		10637	NH Childrens Trust				-2,222.51
05/23/2023	Deposit		JSI Research & Training Institute, Inc.				18,000.00
			JSI Research & Training Institute, Inc.				-18,000.00
05/26/2023	Deposit		State of NH Treasury-HCCLAIMPMT				149.64
			State of NH Treasury-HCCLAIMPMT		Medicaid Income		-149.64
05/31/2023	Deposit		Anonymous				30.00
			Anonymous		AA Thursday Night Meeting		-30.00
1000.05 Northway-Prefunding Medicaid-0348							
05/25/2023	Deposit		NH Healthy Families			R	1,793.52
		0900070006	NH Healthy Families				-1,793.52

Date	Transaction Type	Num	Customer	Vendor	Memo/Description	Clr	Amount
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Budget vs. Actuals FY2023 - Year-to-Month End

January - April, 2023

	Actual	Budget	over Budget	Total % of Budget
INCOME				
4000.00 Income				
4100.00 Training Income.	10,916.97	13,333.32	-2,416.35	81.88 %
4200.00 Grants Income				
4200.20 Grants Income-State	46,349.68	32,500.00	13,849.68	142.61 %
4200.21 Grants Income-State -Sub Contract	336,132.09	262,202.52	73,929.57	128.20 %
4200.30 Grants Income-Local	160,693.36	6,000.00	154,693.36	2,678.22 %
4200.40 Grants Income-Federal		61,826.68	-61,826.68	
4200.50 Grants Income-Foundation	89,562.30		89,562.30	
Total 4200.00 Grants Income	632,737.43	362,529.20	270,208.23	174.53 %
4300.00 Donations				
4300.10 Donations-Corporate	100.00	10,000.00	-9,900.00	1.00 %
4300.20 Donations-Individual's	819.25	6,666.68	-5,847.43	12.29 %
Total 4300.00 Donations	919.25	16,666.68	-15,747.43	5.52 %
4400.10 Rental Income	18,082.00	13,042.00	5,040.00	138.64 %
4400.20 Medicaid Income	26,536.28	25,000.00	1,536.28	106.15 %
Total 4000.00 Income	689,191.93	430,571.20	258,620.73	160.06 %
4500.00 Other Income		100,000.00	-100,000.00	
Golf Tournament				
Golf Players		10,000.00	-10,000.00	
Total Golf Tournament		10,000.00	-10,000.00	
Total Income	689,191.93	540,571.20	148,620.73	127.49 %
GROSS PROFIT	689,191.93	540,571.20	148,620.73	127.49 %
EXPENSES				
5000.00 Administrative Costs				
5000.01 Office Expenses				
5000.02 Office Supplies	1,876.01	6,666.68	-4,790.67	28.14 %
5000.03 Software	6,323.21	3,800.00	2,523.21	166.40 %
5000.04 Computers/Technology	3,694.59		3,694.59	

	Actual	Budget	over Budget	Total % of Budget
5000.06 Color Copier Maintenance Contract	2,923.26	2,400.00	523.26	121.80 %
5000.07 Small Equipment/Office Furniture	222.96	666.68	-443.72	33.44 %
5000.08 Postage/Shipping	644.39	166.68	477.71	386.60 %
5000.09 Due & Subscriptions	714.99	333.32	381.67	214.51 %
Total 5000.01 Office Expenses	16,399.41	14,033.36	2,366.05	116.86 %
5000.10 Advertising/Marketing	989.00		989.00	
Total 5000.00 Administrative Costs	17,388.41	14,033.36	3,355.05	123.91 %
5300.00 Contract & Consulting Expenses	9,000.00		9,000.00	
5300.01 Accounting		4,666.68	-4,666.68	
5300.03 Fiscal Manager	26,666.64	26,666.68	-0.04	100.00 %
5300.04 Non-Profit Management	19,000.00	4,000.00	15,000.00	475.00 %
5300.05 Billing Service/Recovery Support	1,671.21	3,000.00	-1,328.79	55.71 %
5300.06 LADCC Services	2,000.00	1,600.00	400.00	125.00 %
5300.07 Human Resources	150.00		150.00	
Total 5300.00 Contract & Consulting Expenses	58,487.85	39,933.36	18,554.49	146.46 %
5800.00 Miscellaneous Expense	-61.35		-61.35	
5800.01 Interest Expenses		7,200.00	-7,200.00	
5800.02 Mortgage Interest	2,846.58		2,846.58	
Total 5800.01 Interest Expenses	2,846.58	7,200.00	-4,353.42	39.54 %
5800.04 Payment Source /Processing Fees		666.68	-666.68	
Total 5800.00 Miscellaneous Expense	2,785.23	7,866.68	-5,081.45	35.41 %
6000.00 Operating Expenses				
6000.01 Staff/Volunteer Recruitment	270.50		270.50	
6000.02 License/Filing Fees	250.00	500.00	-250.00	50.00 %
6100.00 Rental Expense	15,200.00	25,200.00	-10,000.00	60.32 %
6100.10 Professional Development/Educational Supplies	1,181.32	2,000.00	-818.68	59.07 %
6100.20 Meals and Entertainment	123.60	666.68	-543.08	18.54 %
Total 6000.00 Operating Expenses	17,025.42	28,366.68	-11,341.26	60.02 %
6200.00 Insurance Expense				
6200.01 Automobile Insurance	262.32	433.32	-171.00	60.54 %
6200.02 Liability Insurance	1,239.52	1,333.32	-93.80	92.96 %

	Actual	Budget	over Budget	Total % of Budget
6200.03 Workers Comp	1,964.84	6,000.00	-4,035.16	32.75 %
Total 6200.00 Insurance Expense	3,466.68	7,766.64	-4,299.96	44.64 %
6300.00 Buildings & Grounds	740.00		740.00	
6300.10 Repairs and Maintenance	902.00	1,333.32	-431.32	67.65 %
Capital Improvements	14,066.00		14,066.00	
Total 6300.10 Repairs and Maintenance	14,968.00	1,333.32	13,634.68	1,122.61 %
6300.12 Supplies	4,154.45		4,154.45	
Total 6300.00 Buildings & Grounds	19,862.45	1,333.32	18,529.13	1,489.70 %
6400.00 Automobile Expenses		2,000.00	-2,000.00	
6400.01 Registrations/Inspections/Licenses/Permits	193.20		193.20	
6400.03 Gas	95.50		95.50	
6400.04 Mileage	3,178.06		3,178.06	
6400.05 Parking/Tolls	158.06		158.06	
Total 6400.00 Automobile Expenses	3,624.82	2,000.00	1,624.82	181.24 %
6500.00 Utilities	1,417.85	20,000.00	-18,582.15	7.09 %
6500.01 Telephone/Internet Expense	15,511.05		15,511.05	
6500.02 Electricity & Gas	10,470.55		10,470.55	
6500.03 Oil	3,105.36		3,105.36	
6500.04 Water/Sewer	390.73		390.73	
6500.05 Sanitation	333.36		333.36	
Total 6500.00 Utilities	31,228.90	20,000.00	11,228.90	156.14 %
6800.00 Payroll Expenses				
6800.01 Payroll Expenses-Wages				
6800.02 Payroll Wages-Administrative		18,333.28	-18,333.28	
6800.10 Payroll Wages-Management	101,175.96	101,227.76	-51.80	99.95 %
6800.11 PTO Wages-Management	2,511.64		2,511.64	
6800.13 Sick time Wages-Management	1,708.28		1,708.28	
6800.14 Stipend Wages-Management	3,800.00		3,800.00	
6800.15 Holiday Wages-Management	588.45		588.45	
6800.16 Covid Pay	343.77		343.77	
6800.20 Payroll Wages-Program	163,964.13	225,267.04	-61,302.91	72.79 %

	Actual	Budget	over Budget	Total % of Budget
6800.21 PTO Wages-Program	9,220.46		9,220.46	
6800.23 Overtime Wages-Program	6.67		6.67	
6800.24 Sick Time Wages-Program	6,138.32		6,138.32	
6800.25 Stipend Wages-Program	7,750.00		7,750.00	
6800.26 Holiday Wages-Program	7,655.26		7,655.26	
Total 6800.01 Payroll Expenses-Wages	304,862.94	344,828.08	-39,965.14	88.41 %
6800.30 Payroll Benefit Expenses				
6800.31 Health Insurance	13,802.50	18,000.00	-4,197.50	76.68 %
6800.32 Dental Insurance-Employer Contributions	1,284.93	4,733.32	-3,448.39	27.15 %
6800.33 Short Term Disability Expense	1,462.14		1,462.14	
6800.40 Payroll Processing Fees	864.88		864.88	
Total 6800.30 Payroll Benefit Expenses	17,414.45	22,733.32	-5,318.87	76.60 %
Total 6800.00 Payroll Expenses	322,277.39	367,561.40	-45,284.01	87.68 %
6800.50 Payroll Tax Expenses		30,985.52	-30,985.52	
6800.51 Payroll Tax-Social Security	18,029.08		18,029.08	
6800.52 Payroll Tax-Medicare	4,216.50		4,216.50	
6800.53 Payroll Tax-NH -SUI	2,903.58		2,903.58	
6800.54 Payroll Tax-NH Admin Contribution Tax	1,055.86		1,055.86	
Total 6800.50 Payroll Tax Expenses	26,205.02	30,985.52	-4,780.50	84.57 %
7000.00 Program Expense		13,333.32	-13,333.32	
7000.01 Program Expense-Peer Resources	0.00		0.00	
7000.02 Peer Resources-Gas Cards	3,630.00		3,630.00	
7000.04 Peer Resources-Client/Child Travel	4,170.97		4,170.97	
7000.05 Peer Resources-Basic Family Needs	6,177.83		6,177.83	
7000.06 Peer Resources-Housing/Utilities	41,053.00		41,053.00	
7000.07 Peer Resources-License/Filing Fees	540.20		540.20	
7000.08 Peer Resources-Phone Services for Recovery Support	599.08		599.08	
7000.09 Other Peer Resources Expenses/Supplies	13,321.59		13,321.59	
Total 7000.01 Program Expense-Peer Resources	69,492.67		69,492.67	
7100.00 Program Expense-Training Expense	918.83		918.83	
7100.01 Training Expense-Materials/Supplies	886.15		886.15	

	Actual	Budget	over Budget	Total % of Budget
Total 7100.00 Program Expense-Training Expense	1,804.98		1,804.98	
Total 7000.00 Program Expense	71,297.65	13,333.32	57,964.33	534.73 %
License's/Permits/Registrations/Inspections	45.00		45.00	
Stipends		3,066.68	-3,066.68	
Cell Phone Stipends	124.98		124.98	
Total Stipends	124.98	3,066.68	-2,941.70	4.08 %
TRAINING	1,087.24		1,087.24	
Total Expenses	574,907.04	536,246.96	38,660.08	107.21 %
NET OPERATING INCOME	114,284.89	4,324.24	109,960.65	2,642.89 %
OTHER EXPENSES				
8900.00 Ask My Accountant	-904.15		-904.15	
Total Other Expenses	-904.15	0.00	-904.15	0.00%
NET OTHER INCOME	904.15	0.00	904.15	0.00%
NET INCOME	\$115,189.04	\$4,324.24	\$110,864.80	2,663.80 %

Budget vs. Actuals FY2023

January - December 2023

	Actual	Budget	over Budget	Total % of Budget
INCOME				
4000.00 Income				
4100.00 Training Income.	11,016.97	40,000.00	-28,983.03	27.54 %
4200.00 Grants Income				
4200.20 Grants Income-State	58,564.51	97,500.00	-38,935.49	60.07 %
4200.21 Grants Income-State -Sub Contract	455,448.35	786,607.50	-331,159.15	57.90 %
4200.30 Grants Income-Local	202,564.36	18,000.00	184,564.36	1,125.36 %
4200.40 Grants Income-Federal		185,480.00	-185,480.00	
4200.50 Grants Income-Foundation	89,562.30		89,562.30	
Total 4200.00 Grants Income	806,139.52	1,087,587.50	-281,447.98	74.12 %
4300.00 Donations				
4300.10 Donations-Corporate	101.00	30,000.00	-29,899.00	0.34 %
4300.20 Donations-Individual's	919.25	20,000.00	-19,080.75	4.60 %
Total 4300.00 Donations	1,020.25	50,000.00	-48,979.75	2.04 %
4400.10 Rental Income	25,683.00	39,126.00	-13,443.00	65.64 %
4400.20 Medicaid Income	34,910.76	75,000.00	-40,089.24	46.55 %
Total 4400.00 Income	878,770.50	1,291,713.50	-412,943.00	68.03 %
4500.00 Other Income		300,000.00	-300,000.00	
Golf Tournament				
Golf Players		30,000.00	-30,000.00	
Total Golf Tournament		30,000.00	-30,000.00	
Total Income	878,770.50	1,621,713.50	-742,943.00	54.19 %
GROSS PROFIT	878,770.50	1,621,713.50	-742,943.00	54.19 %
EXPENSES				
5000.00 Administrative Costs				
5000.01 Office Expenses	111.41		111.41	
5000.02 Office Supplies	2,564.01	20,000.00	-17,435.99	12.82 %
5000.03 Software	8,521.71	11,400.00	-2,878.29	74.75 %
5000.04 Computers/Technology	3,694.59		3,694.59	

	Actual	Budget	over Budget	Total % of Budget
5000.06 Color Copier Maintenance Contract	3,870.06	7,200.00	-3,329.94	53.75 %
5000.07 Small Equipment/Office Furniture	371.96	2,000.00	-1,628.04	18.60 %
5000.08 Postage/Shipping	707.39	500.00	207.39	141.48 %
5000.09 Due & Subscriptions	714.99	1,000.00	-285.01	71.50 %
Total 5000.01 Office Expenses	20,556.12	42,100.00	-21,543.88	48.83 %
5000.10 Advertising/Marketing	1,014.00		1,014.00	
Total 5000.00 Administrative Costs	21,570.12	42,100.00	-20,529.88	51.24 %
5300.00 Contract & Consulting Expenses	9,000.00		9,000.00	
5300.01 Accounting		14,000.00	-14,000.00	
5300.03 Fiscal Manager	39,999.96	80,000.00	-40,000.04	50.00 %
5300.04 Non-Profit Management	29,000.00	12,000.00	17,000.00	241.67 %
5300.05 Billing Service/Recovery Support	2,123.48	9,000.00	-6,876.52	23.59 %
5300.06 LADCC Services	2,400.00	4,800.00	-2,400.00	50.00 %
5300.07 Human Resources	725.00		725.00	
Total 5300.00 Contract & Consulting Expenses	83,248.44	119,800.00	-36,551.56	69.49 %
5800.00 Miscellaneous Expense	-61.35		-61.35	
5800.01 Interest Expenses		21,600.00	-21,600.00	
5800.02 Mortgage Interest	3,574.36		3,574.36	
Total 5800.01 Interest Expenses	3,574.36	21,600.00	-18,025.64	16.55 %
5800.04 Payment Source /Processing Fees		2,000.00	-2,000.00	
Total 5800.00 Miscellaneous Expense	3,513.01	23,600.00	-20,086.99	14.89 %
6000.00 Operating Expenses				
6000.01 Staff/Volunteer Recruitment	335.50		335.50	
6000.02 License/Filing Fees	799.00	1,500.00	-701.00	53.27 %
6100.00 Rental Expense	19,000.00	75,600.00	-56,600.00	25.13 %
6100.10 Professional Development/Educational Supplies	2,336.32	6,000.00	-3,663.68	38.94 %
6100.20 Meals and Entertainment	123.60	2,000.00	-1,876.40	6.18 %
Total 6000.00 Operating Expenses	22,594.42	85,100.00	-62,505.58	26.55 %
6200.00 Insurance Expense				
6200.01 Automobile Insurance	393.48	1,300.00	-906.52	30.27 %
6200.02 Liability Insurance	1,859.28	4,000.00	-2,140.72	46.48 %

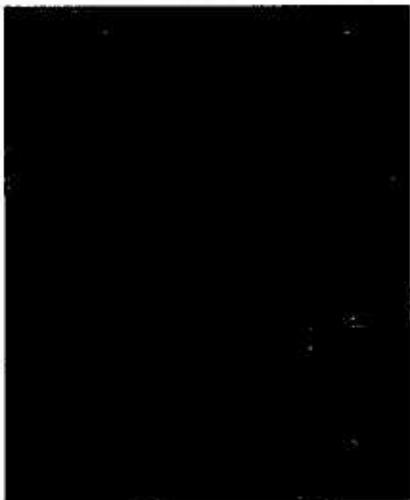
	Actual	Budget	over Budget	Total % of Budget
6200.03 Workers Comp	3,929.68	18,000.00	-14,070.32	21.83 %
Total 6200.00 Insurance Expense	6,182.44	23,300.00	-17,117.56	26.53 %
6300.00 Buildings & Grounds	740.00		740.00	
6300.10 Repairs and Maintenance	902.00	4,000.00	-3,098.00	22.55 %
Capital Improvements	14,066.00		14,066.00	
Total 6300.10 Repairs and Maintenance	14,968.00	4,000.00	10,968.00	374.20 %
6300.12 Supplies	4,654.41		4,654.41	
Total 6300.00 Buildings & Grounds	20,362.41	4,000.00	16,362.41	509.06 %
6400.00 Automobile Expenses		6,000.00	-6,000.00	
6400.01 Registrations/Inspections/Licenses/Permits	193.20		193.20	
6400.03 Gas	166.50		166.50	
6400.04 Mileage	3,980.46		3,980.46	
6400.05 Parking/Tolls	158.06		158.06	
Total 6400.00 Automobile Expenses	4,498.22	6,000.00	-1,501.78	74.97 %
6500.00 Utilities	1,417.85	60,000.00	-58,582.15	2.36 %
6500.01 Telephone/Internet Expense	19,532.79		19,532.79	
6500.02 Electricity & Gas	11,475.25		11,475.25	
6500.03 Oil	3,105.36		3,105.36	
6500.04 Water/Sewer	390.73		390.73	
6500.05 Sanitation	333.36		333.36	
Total 6500.00 Utilities	36,255.34	60,000.00	-23,744.66	60.43 %
6800.00 Payroll Expenses				
6800.01 Payroll Expenses-Wages				
6800.02 Payroll Wages-Administrative		54,999.88	-54,999.88	
6800.10 Payroll Wages-Management	121,673.98	303,683.24	-182,009.26	40.07 %
6800.11 PTO Wages-Management	4,541.38		4,541.38	
6800.13 Sick time Wages-Management	2,508.99		2,508.99	
6800.14 Stipend Wages-Management	3,800.00		3,800.00	
6800.15 Holiday Wages-Management	588.45		588.45	
6800.16 Covid Pay	343.77		343.77	
6800.20 Payroll Wages-Program	207,501.93	675,801.15	-468,299.22	30.70 %

	Actual	Budget	over Budget	Total % of Budget
6800.21 PTO Wages-Program	11,629.50		11,629.50	
6800.23 Overtime Wages-Program	50.47		50.47	
6800.24 Sick Time Wages-Program	7,725.96		7,725.96	
6800.25 Stipend Wages-Program	7,750.00		7,750.00	
6800.26 Holiday Wages-Program	7,655.26		7,655.26	
Total 6800.01 Payroll Expenses-Wages	375,769.69	1,034,484.27	-658,714.58	36.32 %
6800.30 Payroll Benefit Expenses				
6800.31 Health Insurance	22,315.74	54,000.00	-31,684.26	41.33 %
6800.32 Dental Insurance-Employer Contributions	1,496.45	14,200.00	-12,703.55	10.54 %
6800.33 Short Term Disability Expense	1,462.14		1,462.14	
6800.40 Payroll Processing Fees	1,192.48		1,192.48	
Total 6800.30 Payroll Benefit Expenses	28,466.81	68,200.00	-41,733.19	38.81 %
Total 6800.00 Payroll Expenses	402,236.50	1,102,684.27	-700,447.77	36.48 %
6800.50 Payroll Tax Expenses		92,956.56	-92,956.56	
6800.51 Payroll Tax-Social Security	24,440.25		24,440.25	
6800.52 Payroll Tax-Medicare	5,715.87		5,715.87	
6800.53 Payroll Tax-NH -SUI	2,835.43		2,835.43	
6800.54 Payroll Tax-NH Admin Contribution Tax	1,134.84		1,134.84	
Total 6800.50 Payroll Tax Expenses	34,126.39	92,956.56	-58,830.17	36.71 %
7000.00 Program Expense		40,000.00	-40,000.00	
7000.01 Program Expense-Peer Resources	1,056.48		1,056.48	
7000.02 Peer Resources-Gas Cards	3,630.00		3,630.00	
7000.04 Peer Resources-Client/Child Travel	4,386.41		4,386.41	
7000.05 Peer Resources-Basic Family Needs	10,063.72		10,063.72	
7000.06 Peer Resources-Housing/Utilities	60,485.06		60,485.06	
7000.07 Peer Resources-License/Filing Fees	699.40		699.40	
7000.08 Peer Resources-Phone Services for Recovery Support	599.08		599.08	
7000.09 Other Peer Resources Expenses/Supplies	16,047.74		16,047.74	
Total 7000.01 Program Expense-Peer Resources	96,967.89		96,967.89	
7100.00 Program Expense-Training Expense	918.83		918.83	
7100.01 Training Expense-Materials/Supplies	895.50		895.50	

	Actual	Budget	over Budget	Total % of Budget
7100.02 Training Expense-Consultants	400.00		400.00	
Total 7100.00 Program Expense-Training Expense	2,214.33		2,214.33	
Total 7000.00 Program Expense	99,182.22	40,000.00	59,182.22	247.96 %
License's/Permits/Registrations/Inspections	45.00		45.00	
Stipends		9,200.00	-9,200.00	
Cell Phone Stipends	124.98		124.98	
Total Stipends	124.98	9,200.00	-9,075.02	1.36 %
TRAINING	1,087.24		1,087.24	
Total Expenses	735,026.73	1,608,740.83	-873,714.10	45.69 %
NET OPERATING INCOME	143,743.77	12,972.67	130,771.10	1,108.05 %
OTHER EXPENSES				
8900.00 Ask My Accountant	-904.15		-904.15	
Total Other Expenses	-904.15	0.00	-904.15	0.00%
NET OTHER INCOME	904.15	0.00	904.15	0.00%
NET INCOME	\$144,647.92	\$12,972.67	\$131,675.25	1,115.02 %

Archways Board of Directors 2023

	Contact Information	Affiliation	Office	Year appointed	Term#
1. Brad Davis	[REDACTED]	Attorney Davis Hunt Law	President	2018	2018-2019 2020-2021 2022-2023
2. Andrea Jergensen	[REDACTED]	Behavioral Specialist Health First	Secretary	2022	2022-2023 2024-2025 2026-0227
3. Lori-Ann Bolduc	[REDACTED]	Bank Manager Franklin Savings Bank	Treasurer	2022	2022-2023 2024-2025 2026-2027
4. Donna Toomey	[REDACTED]	Certified Patient Navigator Health Market Connect NH		2023	2023-2024 2025-2026 2027-2028
5. Stephanie Wolff	[REDACTED]	Project Director Franklin Partners in Prevention		2023	2023-2024 2025-2026 2027-2028



Glenn D. Mallon

Professional History

Construction Contractor - Self Employed 2000-2008 as well as 2016-2022

Owned and operated a construction company, handled day to day scheduling, sales, employees, estimating, budgeting, payroll, customer relations, marketing and advertising, business development, profit and loss analysis, as well as on hands on labor and installations for services provided.

Sober House Peer Leader - White Mountains Recovery Homes LLC 2018- PRESENT

Been a Peer leader for White Mountains Recovery Homes at two different locations both in Northfield NH as well as Plymouth NH, daily tasks include but weren't limited to the following.

Phone screening for prospective residents, intake processing, daily scheduling, allocating resources within the community, connecting them with recovery coaching services, working with NH Drug Court Programs as well as Federal Drug Court Programs, working with NH State Probation and Parole, keeping track of funding and collecting program fees and making weekly bank deposits, helping residents to apply for funding to cover housing costs, performing regular drug screening, being an example as a person in recovery, linking them up with local recovery within the community, as well as helping them with daily living tasks.

Archways Recovery Organization 2022-PRESENT

I began working at Archways as a CRSW in July of 2022, my main job title is Employment Specialist. This require me to build community partners with local business through out the state. I help people who are in recovery from a SUD or who have been impacted by someone with a SUD with finding working. I act as a liaison between employer and employee helping to created job sustainability as well as job retention.

Volunteer Work

Public Speaking - Blueprint Treatment Facility 2019-2021

Though Alcoholics Anonymous District 8 I became part of the Treatment Chair, I held a 2yr position called Bridging The Gap, I would take a stand in bi-weekly commitment into the treatment facility where I would discuss with the residents what life was going to look like after they left treatment. I would ask them what their plans were. If they

wanted further services such as sober living. I would help connect them with those services in the areas of the state of New Hampshire where they were trying to live. I would share with them my personal experiences and offer support for them and the decisions that they came up with.

Recovery Coach - PARC Plymouth Area Recovery Connection

2022-CURRENT

I took the CRSW course back in September of 2021 and have been a volunteer at PARC while getting my supervision hours logged, I am engaging in daily operations with my supervisor and shadowing an existing coach I am also operating as the face of the RFW Recovery Friendly Workplace initiative

Skills

**MS Office - QuickBooks - Powerpoint - ProCreate - Payroll - Business Development - Marketing and Advertising - Price Comparison - Buyer - Employee Management - Payroll - Budgeting - Sales Customer Relations - Insurance Claims - Finance - Peer to Peer leadership skills
Communicational Skill - Organizational Skills - Profit and Loss Statements - Business Development
Ability to Navigate Problems and Quickly Find Solutions**

Education

Newfound Regional High School - Diploma

Highest Level Completed - Graduate

Plymouth Regional Vocational Program

2yrs of Marketing Education

4yrs of Building Trades

Certification Programs

Narcan Nasal Spray Administration Training 4-23-19

NHCORR'S MAT/MAR Training 8-31-21

CCAR Recovery Coach Academy September 13-17, 2021

CCAR Ethical Considerations September 20-22, 2021

SOS Suicide Prevention For Peers 9-27-21

SOS - HIV, AIDS, and Hepatitis Prevention 9-30-21

UNH HIPAA 2-3-22

Science of Addiction and the Path to Emotional Sobriety 2-10-22

SOS Recovery Peer Specialist in a Hospital Setting 2-11-22, 2-18-22

NHCORR Leadership Development Collaborative

Recovery Coaching a Harm Reduction Pathway

Motivational Interviewing

Joy Moody

EDUCATION:

High School:
Calvary Christian School
East Derry, NH
Graduated: 1997

College:
Spartan School of Aeronautics
Tulsa, OK
Pilots License: 1997

Christian Leaders College
Associates in Divinity April 2021

Christian Leaders College
Bachelors in Divinity
In school currently

EMPLOYMENT HISTORY:

Archways formally known as Greater Tilton Area Family Resource Center
5 Prospect Street Tilton, NH/ 175 Central St. Franklin, NH
CRSW, ADS, Training Center Coordinator.
12/2015 to current

Dube Shelter
Communications Drive Laconia, NH
Support Staff
4/2020 to 6/2021

Freudenberg-NOK
Axle Drive Northfield, NH
Full Zone Operator
3/2014 to 2/2016

Walmart

Brattleboro Road Hinsdale, NH
Inventory Management
3/2011 to 3/2014

New Hampshire 911

Communications Drive Laconia, NH
911 Dispatcher/Call Taker
2009-2010

Lamoille Ambulance Co.

Lower Main Street West Johnson, VT
Driver/ NY State EMT Basic
2005-2009

Essex County 911

Stowersville Road Lewis, NY
911 Dispatcher/ Call Taker
2007-2009

VOLUNTEER:

- Southern NH Regional Medical Center Nashua NH
- Northfield-Tilton Food Pantry
- Elizabethtown-Lewis Emergency Squad, EMT Basic
- Elizabethtown Fire Department, Fire Fighter
- Essex County Fire Police
- Elizabethtown-Lewis Emergency Squad, Secretary (5 years)
- CERT Team Franklin NH
- DBHRT Team State of NH
- PICWELL

Professional Skills:

- State of NH CRSW (Certified Recovery Support Worker)
- State of NH ADS (Acupuncture Detoxification Specialist)
- Microsoft office (word, excel, power point basics)
- American Red Cross CPR /First aid trainer
- Certified Facilitator of
 - CCAR Recover Coach Academy
 - CCAR Ethical Considerations for Recovery Coaches
 - CCAR Spirituality for the Recovery Coach
 - The Art & Science of Peer Assisted Recovery

- **Ethical Considerations in Peer-Assisted Recovery**
- **SOS Suicide Prevention for Recovery Coaches**
- **SOS HIV, AIDS and Hepatitis Prevention for Recovery Coaches**

Contractor Name
Key Personnel

Name	Job Title	Salary Amount Paid from this Contract
Glenn Mallon 1FTE	Employment Specialist	47,132.80
Joy Moody .5FTE (Part-time Staff)	Recovery Coach	24,518.52

OCT19'22 AM11:02 RCVD

ARC



Lori A. Shibinette
Commissioner

Katja S. Fox
Director

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

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

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October 11, 2022

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Behavioral Health, to enter into **Retroactive, Sole Source** amendments to existing contracts with the Contractors listed below to continue providing Workforce Readiness and Vocational Training Programs for individuals with opioid and/or stimulant use disorder, by increasing the total price limitation by \$316,000 from \$848,936 to \$1,164,936 and by extending the completion dates from September 29, 2022 to September 29, 2023, effective retroactive to September 29, 2022 upon Governor and Council approval. 100% Federal Funds.

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

Contractor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval
Archways (FKA: Greater Tilton Area Family Resource Center)	297434-R001	Greater Tilton Area	\$351,063	\$130,000	\$481,063	O: 08/14/19 (Item #10) A1: 02/17/21 (Item #20) A2: 10/13/21 (Item #35)
Granite Pathways, Concord NH	228900-B001	Statewide	\$497,873	\$186,000	\$683,873	O: 09/18/19 (Item #19) A1: 02/17/21 (Item #20) A2: 10/13/21 (Item #35)
		Total:	\$848,936	\$316,000	\$1,164,936	

Funds are available in the following accounts for State Fiscal Year 2023, and are anticipated to be available in State Fiscal Year 2024, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
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EXPLANATION

This request is **Retroactive** because the Department was notified by the Federal awarding agency on September 23, 2022 of the availability of funding beyond the current contract completion date of September 29, 2022. Due to the delayed notification from the Federal awarding agency, the Department was unable to present this request to the Governor and Council prior to the contract expiring.

This request is **Sole Source** because the Department is seeking to extend the contract beyond the completion dates and there are no renewal options available. Due to the limited timeframe between the funding notification from the Federal awarding agency and the contract expiration date, the Department was not able to re-procure for these services. Any delays or gaps in service provision may result in reduced or loss of access to services and supports for individuals in need of these critical services.

The purpose of this request is for the Contractors to continue providing vocational training supports and workforce readiness programs for individuals with opioid and/or stimulant use disorders who are in treatment and recovery settings and who are seeking to join and/or re-join the workforce. In coordination with the Recovery Friendly Workplace Initiative, which empowers workplaces to provide support for people recovering from substance use disorder, services provided through the contracts support individuals in attaining gainful employment, which is a critical aspect of continued recovery.

Approximately 400 individuals will be served from September 29, 2022 to September 29, 2023.

The Contractors will continue integrating workforce readiness programming into treatment and recovery settings, including creating vocational profiles in order to determine an individual's skill level, strengths, and readiness to gain employment. The Contractors will continue linking individuals to appropriate vocational trainings by providing training stipends and other resources that assist the individuals on the path to employment. Vocational training includes providing assistance with resume writing, completing job applications, and improving interviewing skills.

The Department will continue to monitor services through the review of data reports and periodic surveys.

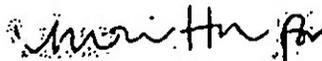
Should the Governor and Executive Council not authorize this request, individuals in recovery seeking a better quality of life and employment opportunities would have limited options. Workforce participation and consistent employment are critical components of an individual's ability to remain in recovery and meaningfully participate in their communities.

Area served: Statewide.

Source of Federal Funds: Assistance Listing Number #93.788, FAIN #H79TI085759

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

Respectfully submitted,



Lori A. Shibinette
Commissioner

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
FISCAL DETAILS SHEET**

**05-92-92-920510-70400000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT,
HHS: BEHAVIORAL HEALTH DIV, BUREAU OF DRUG AND ALCOHOL SERVICES, SOR GRANT
100% Federal Funds**

Vendor Nam		Archways		Vendor # 297434		
State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2020	102-500731	Contracts for Program Services	92057040	\$70,081.00	\$0.00	\$70,081.00
2021	102-500731	Contracts for Program Services	92057040	\$27,748.00	\$0.00	\$27,748.00
2021	102-500731	Contracts for Program Services	92057046	\$29,234.00	\$0.00	\$29,234.00
2021	102-500731	Contracts for Program Services	92057048	\$66,667.00	\$0.00	\$66,667.00
2022	102-500731	Contracts for Program Services	92057048	\$33,333.00	\$0.00	\$33,333.00
2022	074-500585	Grants for Pub Asst and Rel	92057048	\$93,000.00	\$0.00	\$93,000.00
2023	074-500585	Grants for Pub Asst and Rel	92057048	\$31,000.00	\$0.00	\$31,000.00
2023	074-500589	Welfare Assistance	92057058	\$0.00	\$97,500.00	\$97,500.00
2024	074-500589	Welfare Assistance	92057058	\$0.00	\$32,500.00	\$32,500.00
Sub Total				\$351,063.00	\$130,000.00	\$481,063.00

Vendor Nam		Granite Pathways		Vendor # 228900		
State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2020	102-500731	Contracts for Program Services	92057040	\$72,683.00	\$0.00	\$72,683.00
2021	102-500731	Contracts for Program Services	92057040	\$45,338.00	\$0.00	\$45,338.00
2021	102-500731	Contracts for Program Services	92057046	\$43,852.00	\$0.00	\$43,852.00
2021	102-500731	Contracts for Program Services	92057048	\$100,000.00	\$0.00	\$100,000.00
2022	102-500731	Contracts for Program Services	92057048	\$50,000.00	\$0.00	\$50,000.00
2022	074-500585	Grants for Pub Asst and Rel	92057048	\$139,500.00	\$0.00	\$139,500.00
2023	074-500585	Grants for Pub Asst and Rel	92057048	\$46,500.00	\$0.00	\$46,500.00
2023	074-500589	Welfare Assistance	92057058	\$0.00	\$139,500.00	\$139,500.00
2024	074-500589	Welfare Assistance	92057058	\$0.00	\$46,500.00	\$46,500.00
Sub Total				\$497,873.00	\$186,000.00	\$683,873.00

Overall Total	\$848,936.00	\$316,000.00	\$1,164,936.00
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**State of New Hampshire
Department of Health and Human Services
Amendment #3**

This Amendment to the Workforce Readiness and Vocational Training Programs for Individuals with Opioid Use Disorder contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Greater Tilton Area Family Resource Center ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on August 14, 2019, (Item #10), as amended on February 17, 2021, (Item #20) and as amended October 13, 2021, (Item #35), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract and in consideration of certain sums specified; and

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

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

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

1. Form P-37 General Provisions, Block 1.3, Contractor Name, to read:
Archways
2. Form P-37 General Provisions, Block 1.7, Completion Date, to read:
September 29, 2023
3. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$481,063
4. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:
Robert W. Moore, Director.
5. Modify Exhibit A, Scope of Services, Section 5, State Opioid Response (SOR) Grant Standards by adding subsection 5.14 to read:
5.14. The Contractor shall collaborate with the Department and other SOR funded Contractors, as requested and directed by the Department, to improve Government Performance and Results Act (GPRA) data collection.
6. Modify Exhibit B, Amendment #1, Methods and Conditions Precedent to Payment, Section 5, Subsection 5.1., Paragraph 5.1.3., Subparagraph 5.1.3.1., Part 5.1.3.1.4. to read:
5.1.3.1.4. Food or water.
7. Modify Exhibit B, Amendment #1, Methods and Conditions Precedent to Payment, Section 5, Subsection 5.1., Paragraph 5.1.3., Subparagraph 5.1.3.1., Part 5.1.3.1.7. to read:
5.1.3.1.7. RESERVED
8. Modify Exhibit B, Amendment #1, Methods and Conditions Precedent to Payment, Section 1, to read:
 1. This Agreement is funded by:
 - 1.1. 100% Federal funds from the State Opioid Response Grant, as awarded on 09/30/2018, by the U.S. Department of Health and Human Services, Substance Abuse

and Mental Health Services Administration, CFDA #93.788, FAIN H79TI081685, and as awarded on 09/30/2020, by the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, CFDA #93.788, FAIN H79TI083326, as awarded on 08/09/2021, by the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, CFDA #93.788, FAIN H79TI083326, and as awarded on September 23, 2022, by the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, Assistance Listing #93.788, FAIN H79TI085759.

9. Modify Exhibit B, Amendment #1, Methods and Conditions Precedent to Payment, Section 3, to read:
 3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibit B-1 Budget Form through Exhibit B-9 Amendment #3 SOR III Budget.
10. Add Exhibit B-8 Amendment #3, SOR III Budget, which is attached hereto and incorporated by reference herein.
11. Add Exhibit B-9 Amendment #3, SOR III Budget, which is attached hereto and incorporated by reference herein.

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All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective retroactive to September 29, 2022, upon Governor and Council approval.

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

State of New Hampshire
Department of Health and Human Services

10/14/2022

Date

DocuSigned by:
Katja S. Fox
ED9005804C63442...

Name: Katja S. Fox
Title: Director

10/13/2022

Date

Archways
DocuSigned by:
Michelle Lennon
7C00A3218638421...

Name: Michelle Lennon
Title: Executive Director

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

OFFICE OF THE ATTORNEY GENERAL

10/17/2022

Date

DocuSigned by:
Robyn Guarino
748734844941480...

Name: Robyn Guarino

Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:

Title:

BT-1.0

Exhibit B-8, Amendment #3, SOR III Budget

RFP-2019-BDAS-12-WORKF-02-A03

New Hampshire Department of Health and Human Services Complete one budget form for each budget period.			
Contractor Name: <u>Archways</u>			
Budget Request for: <u>Workforce Readiness & Vocational Training Programs for Individuals with OUD</u>			
Budget Period: <u>FY23 - (September 30, 2022 - June 30, 2023)</u>			
Indirect Cost Rate (if applicable): <u>0.00%</u>			
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match	TOTAL Program Cost
1. Salary & Wages	\$59,897.53	\$0	\$59,898
2. Fringe Benefits	\$10,781.55	\$0	\$10,782
3. Consultants	\$9,000.00	\$0	\$9,000
4. Equipment	\$0.00	\$0	\$0
5.(a) Supplies - Educational	\$0.00	\$0	\$0
5.(b) Supplies - Lab	\$0.00	\$0	\$0
5.(c) Supplies - Pharmacy	\$0.00	\$0	\$0
5.(d) Supplies - Medical	\$0.00	\$0	\$0
5.(e) Supplies Office	\$0.00	\$0	\$0
6. Travel	\$1,500.00	\$0	\$1,500
7. Software	\$0.00	\$0	\$0
8. (a) Other - Marketing/Communication	\$0.00	\$0	\$0
8. (b) Other - Education and Training	\$0.00	\$0	\$0
8. (c) Other - Other (please specify)			
Other - Peer Resources	\$6,570.82	\$0	\$6,571
Other (please specify)	\$0.00	\$0	\$0
Other (please specify)	\$0.00	\$0	\$0
Other (please specify)	\$0.00	\$0	\$0
9. Subcontracts	\$0.00	\$0	\$0
Total Direct Costs	\$87,750.00	\$0	\$87,750
Total Indirect Costs	\$9,750.00	\$0	\$9,750
TOTAL	\$97,500.00	\$0	\$97,500

Contractor Initials

DB
ML

BT-1.0

Exhibit B-9, Amendment #3, SOR III Budget

RFP-2019-BDAS-12-WORKF-02-A03

New Hampshire Department of Health and Human Services Complete one budget form for each budget period.			
Contractor Name: <u>Archways</u>			
Budget Request for: <u>Workforce Readiness & Vocational Training Programs for Individuals with OUD</u>			
Budget Period <u>FY24 - (July 1, 2023 - September 29, 2023)</u>			
Indirect Cost Rate (if applicable) <u>0.00%</u>			
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match	TOTAL Program Cost
1. Salary & Wages	\$19,965.85	\$0	\$19,966
2. Fringe Benefits	\$3,593.85	\$0	\$3,594
3. Consultants	\$4,000.00	\$0	\$4,000
4. Equipment	\$0.00	\$0	\$0
5.(a) Supplies - Educational	\$0.00	\$0	\$0
5.(b) Supplies - Lab	\$0.00	\$0	\$0
5.(c) Supplies - Pharmacy	\$0.00	\$0	\$0
5.(d) Supplies - Medical	\$0.00	\$0	\$0
5.(e) Supplies Office	\$0.00	\$0	\$0
6. Travel	\$500.00	\$0	\$500
7. Software		\$0	\$0
8. (a) Other - Marketing/Communications	\$0.00	\$0	\$0
8. (b) Other - Education and Training	\$0.00	\$0	\$0
8. (c) Other - Other (please specify)			
Peer Resources	\$1,190.30	\$0	\$1,190
Other (please specify)	\$0.00	\$0	\$0
Other (please specify)	\$0.00	\$0	\$0
Other (please specify)	\$0.00	\$0	\$0
9. Subcontracts	\$0.00	\$0	\$0
Total Direct Costs	\$29,250.00	\$0	\$29,250
Total Indirect Costs	\$3,250.00	\$0	\$3,250
TOTAL	\$32,500	\$0	\$32,500

DS
ML

Contractor Initials _____

Date _____

10/18/2022

35
max



Lori A. Shilbette
Commissioner

Katja S. Fox
Director

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

119 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

September 3, 2021

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Behavioral Health, to amend existing contracts with the vendors listed below to continue providing Workforce Readiness and Vocational Training Programs for Individuals with Opioid and/or Stimulant Use Disorder, by exercising renewal options by increasing the total price limitation by \$310,000 from \$538,936 to \$848,936 and by extending the completion dates from September 29, 2021 to September 29, 2022 effective upon Governor and Council approval. 100% Federal Funds.

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

Vendor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval
Greater Tilton Area Family Resource Center, Tilton/NH	297434-R001	Greater Tilton Area	\$227,063	\$124,000	\$351,063	O: 08/14/19 Item #10 A1:02/17/21 Item #20
Granite Pathways, Concord/NH	228900-B001	Statewide	\$311,873	\$186,000	\$497,873	O: 09/18/19 Item #19 A1:02/17/21 Item #20
		Total:	\$538,936	\$310,000	\$848,936	

Funds are available in the following accounts for State Fiscal Years 2022 and 2023, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

EXPLANATION

The purpose of this request is to have the Contractors continue to provide vocational training supports and workforce readiness programs for Individuals with Opioid and/or Stimulant Use Disorders who are in treatment and recovery settings and who are seeking to join and/or re-

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

Join the workforce. Services provided through the contracts support individuals in attaining gainful employment, which is a critical aspect of continued sobriety.

Approximately 200 individuals will be served from September 30, 2021 to September 29, 2022.

The Contractors will continue integrating workforce readiness programming into treatment and recovery settings, including creating vocational profiles in order to determine an individual's skill level, strengths, and readiness to gain employment. The Contractors will continue linking individuals to appropriate vocational trainings by providing training stipends and other resources that assist the individuals on the path to employment. Vocational training may include, but is not limited to, providing assistance with resume writing, completing job applications, and improving interviewing skills.

The Department will continue monitoring contracted services by reviewing monthly and quarterly reports submitted by the Contractors and monitor the following performance measures:

- Ensuring ninety percent (90%) of individuals complete provided training programs.
- Ensuring seventy-five percent (75%) of individuals gain employment.
- Ensuring contact and coordination with one hundred percent (100%) of Recovery Friendly Workforce Initiative employers.

As referenced in Exhibit C-1, Revisions to Standard Contract Language, Paragraph 2. Renewal of the original contracts, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is exercising its option to renew services for one (1) year of the one (1) available year remaining.

Should the Governor and Council not authorize this request, individuals in recovery seeking a better quality of life and employment opportunities would have limited options. Workforce participation and consistent employment are critical components of an individual's ability to remain in recovery and meaningfully participate in their communities.

Area served: Statewide

Source of Funds: Assistance Listing #93.788, FAIN #H79T1083326.

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

Respectfully submitted,



Lori A. Shibinette
Commissioner

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
FISCAL DETAILS SHEET**

**05-92-92-920510-70400000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT, HHS:
BEHAVIORAL HEALTH DIV, BUREAU OF DRUG AND ALCOHOL SERVICES, SOR GRANT
100% Federal Funds**

Vendor Name		Greater Tilton Area Family Resource Center			Vendor # 297434	
State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2020	102-500731	Contracts for Program Services	92057040	\$70,081.00	\$0.00	\$70,081.00
2021	102-500731	Contracts for Program Services	92057040	\$27,748.00	\$0.00	\$27,748.00
2021	102-500731	Contracts for Program Services	92057048	\$29,234.00	\$0.00	\$29,234.00
2021	102-500731	Contracts for Program Services	92057048	\$68,667.00	\$0.00	\$68,667.00
2022	102-500731	Contracts for Program Services	92057048	\$33,333.00	\$0.00	\$33,333.00
2022	074-500585	Grants for Pub Asst and Rel	92057048	\$0.00	\$93,000.00	\$93,000.00
2023	074-500585	Grants for Pub Asst and Rel	92057048	\$0.00	\$31,000.00	\$31,000.00
Sub Total				\$227,063.00	\$124,000.00	\$351,063.00

Vendor Name		Granite Pathways			Vendor # 228900	
State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2020	102-500731	Contracts for Program Services	92057040	\$72,683.00	\$0.00	\$72,683.00
2021	102-500731	Contracts for Program Services	92057040	\$45,338.00	\$0.00	\$45,338.00
2021	102-500731	Contracts for Program Services	92057048	\$43,852.00	\$0.00	\$43,852.00
2021	102-500731	Contracts for Program Services	92057048	\$100,000.00	\$0.00	\$100,000.00
2022	102-500731	Contracts for Program Services	92057048	\$50,000.00	\$0.00	\$50,000.00
2022	074-500585	Grants for Pub Asst and Rel	92057048	\$0.00	\$139,500.00	\$139,500.00
2023	074-500585	Grants for Pub Asst and Rel	92057048	\$0.00	\$48,500.00	\$48,500.00
Sub Total				\$311,873.00	\$188,000.00	\$497,873.00

Overall Total	\$538,936.00	\$310,000.00	\$848,936.00
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Lori A. Sibillette
Commissioner

Katja S. Fox
Director

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

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

December 3, 2020

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Behavioral Health, to **Retrospectively** amend existing contracts with the vendors listed below to continue providing Workforce Readiness and Vocational Training Programs for individuals with Opioid Use Disorder, by exercising renewal options by increasing the total price limitation by \$204,962 from \$333,974.48 to \$538,936.48 and by extending the completion dates from September 28, 2020 to September 29, 2021 effective retroactive to September 29, 2020 upon Governor and Council approval. 100% Federal Funds.

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

Vendor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval
Greater Tilton Area Family Resource Center, Tilton/NH	297434-R001	Greater Tilton Area	\$138,740	\$88,323	\$227,063	O: 08/14/19, Item #10
Granite Pathways, Concord/NH	228900-B001	Statewide	\$195,234.48	\$116,639	\$311,873.48	O: 09/18/19, Item #19
Total:			\$333,974.48	\$204,962	\$538,936.48	

Funds are available in the following accounts for State Fiscal Year 2021, and are anticipated to be available in State Fiscal Year 2022, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

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

EXPLANATION

This request is Retroactive because sufficient funds in State Fiscal Year 2021 were not available in the operating budget considering the grant amount awarded, and due to delay by the Substance Abuse and Mental Health Services Administration (SAMHSA) in approving New Hampshire's requests for continued State Opioid Response Grant funding, the efforts to add the state appropriations were deferred.

The purpose of this request is to continue to provide vocational training supports and workforce readiness programs for individuals with Opioid Use Disorders who are in treatment and recovery settings and who are seeking to join and/or re-join the workforce. Employment has long been recognized as a critical element in the recovery process, providing people with hope and opportunity to move forward in the recovery process determined by principles of self-determination.

Approximately 100 individuals will be served from September 29, 2020 to September 29, 2021.

This vendors will continue integrating workforce readiness programming into treatment and recovery settings, including creating vocational profiles in order to determine an individual's skill level, strengths, and readiness to gain employment. The vendors will link the individual to appropriate vocational trainings with the provision of training stipends and other resources to aid the individual on the path to employment. Vocational training may include, but is not limited to, assistance with resume writing, completing job applications, and improving interviewing skills.

Unique to these services is a robust level of client-specific data that will be available, which will be collected in coordination with the Regional Doorways. The State Opioid Response grant requires that all individuals served receive a comprehensive assessment at several time intervals, specifically at intake, six (6) months after intake, and upon discharge. Through collaborative agreements with the vendors under these contracts, the Regional Doorways gather data on client-related outcomes including; recovery status, criminal justice involvement, employment, and housing needs at the time intervals listed above. The data collected enables the Department to measure short and long-term outcomes associated with State Opioid Response-funded initiatives and to determine which programs are generating the best results for the clients served.

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

- The Contractors will ensure ninety percent (90%) of individuals complete provided training programs.
- The Contractors will ensure seventy-five percent (75%) of individuals gain employment.

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

Should the Governor and Executive Council not authorize this request, individuals in recovery seeking a better quality of life and employment opportunities would have limited options. Workforce participation and consistent employment are critical components of an individual's ability to remain in recovery and meaningfully participate in their communities.

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

Area served: Statewide.

Source of Funds: CFDA #93.788, FAIN #TI081685 and FAIN #TI083326.

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. Shibllette
Commissioner

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
COMMUNITY MENTAL HEALTH CENTER CONTRACT AMENDMENTS
SFY 2016 FINANCIAL DETAIL**

05-03-02-020510-7040 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF HHS;
BEHAVIORAL HEALTH DIV OF BUREAU OF DRUG & ALCOHOL SERVICES, STATE OPIOID
RESPONSE GRANT
100% Federal Funds CFDA #93.788 FAIN H79T1081685 and H79T1083326

Greater Tilton Area Family Resource Center, Tilton/NH

Vendor #

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2020	102/500731	Contracts for Program Services	92057040	\$110,992	(\$40,911)	\$70,081
2021	102/500731	Contracts for Program Services	92057040	\$27,748	\$0	\$27,748
2021	102/500731	Contracts for Program Services	92057046	\$0	\$29,234	\$29,234
2021	102/500731	Contracts for Program Services	92057048	\$0	\$66,667	\$66,667
2022	102/500731	Contracts for Program Services	92057048	\$0	\$33,333	\$33,333
		Sub Total		\$138,740	\$88,323	\$227,063

Granite Pathways, Concord/NH

Vendor #:

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2020	102/500731	Contracts for Program Services	92057040	\$149,896	(\$77,213)	\$72,683
2021	102/500731	Contracts for Program Services	92057040	\$45,338	\$0	\$45,338
2021	102/500731	Contracts for Program Services	92057046	\$0	\$43,852	\$43,852
2021	102/500731	Contracts for Program Services	92057048	\$0	\$100,000	\$100,000
2022	102/500731	Contracts for Program Services	92057048	\$0	\$50,000	\$50,000
		Sub Total		\$195,234	\$116,639	\$311,873

Overall Total	\$333,974	\$204,962	\$538,936
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Jeffrey A. Meyers
Comptroller

Natje S. Fos
Director

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

139 PLEASANT STREET, CONCORD, NH 03301
603-271-9544 1-800-857-3345 Ext. 9544
Fax: 603-271-4331 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

July 23, 2019

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division For Behavioral Health, to enter into agreement with Greater Tilton Area Family Resource Center (Vendor # 297434-R001), 5 Prospect St Tilton, NH 03276, in an amount not to exceed \$138,740, to provide Workforce Readiness and Vocational Training Programs for Individuals with Opioid Use Disorder, effective upon date of Governor and Council approval, through September 29, 2020, 100% Federal Funds.

Vendor Name	Vendor Number	Location	Contract Amount
Greater Tilton Area Family Resource Center	297434-R001	5 Prospect St. Tilton, NH 03276	\$138,740
		Total:	\$138,740

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

05-95-92-920610-7040 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: BEHAVIORAL HEALTH DIV, BUREAU OF DRUG & ALCOHOL SERVICES, STATE OPIOID RESPONSE GRANT

State Fiscal Year	Class/Account	Class Title	Job Number	Total Amount
2020	102-500731	Contracts for Prog Svc	92057040	\$110,992
2021	102-500731	Contracts for Prog Svc	92057040	\$27,748
			Total:	\$138,740

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
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EXPLANATION

The purpose of this request is for the design and implementation of vocational training supports and workforce readiness programs for individuals with Opioid Use Disorders in treatment and recovery settings who are seeking to join and/or re-join the workforce. Employment has long been recognized as a critical element in the recovery process, providing people with hope and opportunity to move forward in the recovery process that is determined by principles of self-determination.

This request represents one (1) of two (2) anticipated contracts to provide vocational training supports and workforce readiness programs. The Department anticipates awarding one (1) more contract at the next available Governor and Executive Council meeting, upon receipt of the fully executed contract documents.

The State of New Hampshire received funding through the Substance Abuse and Mental Health Services Administration (SAMHSA) State Opioid Response (SOR) grant opportunity. New Hampshire will use evidence-based methods to expand treatment, recovery, and prevention services to individuals with OUD in NH. These critical funds will strengthen established programs that have had a positive impact on the opioid crisis as well as expand the capacity for programs that have shown promise in helping individuals battling an opioid misuse issue and stem the tide of the addiction epidemic in NH. In 2017, NH had 488 opioid-related deaths, 2,774 emergency naloxone (Narcan) administrations, and 6,684 emergency department opioid related visits. NH is ranked as having the third highest overdose rate in the country at 39 individuals per 100,000 population. The scope of work was developed, in part, through a public comment forum which identified gaps in the system aimed at workforce training opportunities for individuals with OUD. The services provided through these funds should leverage resources and facilitate connections with the multiple workforce initiatives for individuals with SUD/OUD that have emerged over the past two years, including the Governor's Recovery Friendly Workplace Program and the Department of Labor National Health Emergency Demonstration grant for Individuals in recovery, provided under the Workforce Innovation and Opportunity Act of 2014.

This agreement will require the vendor to integrate workforce readiness programming into treatment and recovery settings, including creating vocational profiles in order to determine an individual's skill level, strengths, and readiness to gain employment. The vendor will link the individual to appropriate vocational trainings with the provision of training stipends and other resources to aid the individual on the path to employment. Vocational training may include, but is not limited to assistance with resume writing, job applications, and improving interviewing skills.

Unique to these services is a robust level of client-specific data that will be available, which will be collected in coordination with the Regional Hubs that were approved by Governor and Executive Council at the October 31, 2018 meeting. The SOR grant requires that all individuals served receive a comprehensive assessment at several time intervals, specifically at intake, six (6) months and upon discharge. Through collaborative agreements with the vendor under this contract, the Regional Hubs will be responsible for gathering data on client-related outcomes including: recovery status, criminal justice involvement, employment, and housing needs at the time intervals listed above. This data will enable the Department to measure short and long-term outcomes associated with SOR-funded initiatives and to determine which programs are generating the best results for the clients served.

Approximately one hundred (100) individuals will be served from Governor and Executive Council approval through September 29, 2020.

This vendor was selected for this project through a competitive bid process. A Request for Proposals was posted on The Department of Health and Human Services' web site from November 15, 2018 through December 13, 2018. In addition, a notice was sent by email to a wide variety of stakeholders and potential vendors. The Department received four (4) proposals. The proposals were reviewed and scored by a team of individuals with program specific knowledge. The review included a

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
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Summary is attached.

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

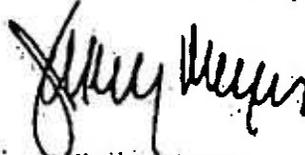
Should the Governor and Executive Council not authorize this request, individuals in recovery seeking a better quality of life and employment opportunities would have limited options. Workforce participation and consistent employment are critical components of an individual's ability to remain in recovery and meaningfully participate in their communities.

Area served: Statewide.

Source of Funds: 100% Federal Funds from the Substance Abuse and Mental Health Services Administration, State Opioid Response Grant, (CFOA #93.788, FAIN T1081685)

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

Respectfully submitted,



Jeffrey A. Meyers
Commissioner



New Hampshire Department of Health and Human Services
Office of Business Operations
Contracts & Procurement Unit
Summary Scoring Sheet

Workforce Readiness and Vocational Training
Programs for Individuals with Opioid Use
Disorder

RFP-2019-BDAS-12-WORKF

RFP Name

RFP Number

Reviewer Names

Bidder Name

- 1. Greater Tilton Area Family Resource Center
- 2. Headrest, Inc.
- 3. Granite Pathways, Inc.
- 4. Family Resource Center of Gorham

Pass/Fail	Maximum Points	Actual Points
	750	659
	750	615
	750	693
	750	643

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

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

This Amendment to the Workforce Readiness and Vocational Training Programs for Individuals with Opioid and/or Stimulant Use Disorder contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Granite Pathways ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on September 18, 2019 (Item #19), as amended on February 17, 2021 (Item #20), as amended on October 13, 2021 (Item #35), and as amended on November 2, 2022 (Item #18), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

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

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

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

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:
September 29, 2024
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$869,873
3. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:
Robert W. Moore, Director
4. Modify Exhibit A, Scope of Services by replacing it in its entirety with Exhibit A, Amendment #4, Scope of Services, which is attached hereto and incorporated by reference herein.
5. Modify Exhibit B, Amendment #1, Methods and Conditions Precedent to Payment, Section 1, to read:
 1. This Agreement is funded by 100% Federal funds from the State Opioid Response Grant, by the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA), Assisted Listing Number (ALN) 93.788, as awarded on:
 - 1.1. 09/30/2018, FAIN H79TI081685;
 - 1.2. 09/30/2020, FAIN H79TI083326;
 - 1.3. 08/09/2021, FAIN H79TI083326;
 - 1.4. 09/23/2022, FAIN H79T1085759; and
 - 1.5. Date and FAIN TBD pending receipt of the Notice of Award from SAMHSA, which is anticipated to be effective 9/30/2023.
6. Modify Exhibit B – Amendment #1, Methods and Conditions Precedent to Payment; Section 3, to read:
 3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibit B-1 Budget through Exhibit B-11, Amendment #4, SOR III Budget. *AB*

7. Modify Exhibit B, Amendment #1, Methods and Conditions Precedent to Payment, Section 5, Subsection 5.1, Paragraph 5.1.3, Subparagraph 5.1.3.1, to add Parts 5.1.3.1.9 through 5.1.3.1.11, as follows:
 - 4.1.3.1.9. Promotional items including, but not limited to, clothing and commemorative items with added logos for distribution to clients and the community, including but not limited to, pens, mugs/cups, folders/folios, lanyards, and conference bags. See 45 CFR 75.421(e)(3)
 - 4.1.3.1.10. Direct payments to individuals to enter treatment or continue to participate in prevention or treatment services. See 42 U.S.C. § 1320a-7b
 - 4.1.3.1.11. Sterile needles or syringes for the hypodermic injection of any illegal drug.
8. Add Exhibit B-10, Amendment #4, SOR III Budget, which is attached hereto and incorporated by reference herein.
9. Add Exhibit B-11, Amendment #4, SOR III Budget, which is attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective September 29, 2023, upon Governor and Council approval.

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

State of New Hampshire
Department of Health and Human Services

9/5/2023

Date

DocuSigned by:

Katja S. Fox

Name: Katja S. Fox

Title: Director

Granite Pathways

9/5/2023

Date

DocuSigned by:

Kenneth Brezenoff

Name: Kenneth Brezenoff

Title: Authorized Representative

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

OFFICE OF THE ATTORNEY GENERAL

9/5/2023

Date

DocuSigned by:
Robyn Guarino
748734824921460
Name: Robyn Guarino
Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

New Hampshire Department of Health and Human Services
Workforce Readiness and Vocational Training Programs
for Individuals with OUD



Exhibit A – Amendment #4

Scope of Services

1. Provisions Applicable to All Services

- 1.1. The Contractor shall submit a detailed description of the language assistance services they will provide to persons with limited English proficiency to ensure meaningful access to their programs and/or services within ten (10) days of the contract effective date.
- 1.2. The Contractor agrees that, to the extent future legislative action by the New Hampshire General Court or federal or state court orders may have an impact on the Services described herein, the State Agency has the right to modify Service priorities and expenditure requirements under this Agreement so as to achieve compliance therewith.
- 1.3. For the purposes of this Agreement, the Department has identified the Contractor as a Subrecipient, in accordance with 2 CFR 200.0. et seq.
- 1.4. The Contractor shall provide Workforce Readiness and Vocational Training Programs for a minimum of one hundred (100) individuals with Opioid Use Disorder and Stimulant Use Disorder (OUD/StimUD) in the Seacoast region.

2. Scope of Services

- 2.1. The Contractor shall ensure individuals who participate in Workforce Readiness and Vocational Training programs are referred to treatment and recovery services when applicable.
- 2.2. The Contractor shall provide workforce readiness programming to individuals with OUD/StimUD who are receiving treatment or recovery support services. The Contractor shall ensure workforce readiness programming includes, but is not limited to:
 - 2.2.1. Job specific skills training.
 - 2.2.2. Resume and cover letter assistance.
 - 2.2.3. Communication skills.
 - 2.2.4. Time management skills.
 - 2.2.5. Budgeting and financial management skills.
 - 2.2.6. Customer service training.
 - 2.2.7. Job retention approaches.
 - 2.2.8. Networking skills.
 - 2.2.9. Application and interview assistance, including mock interviews.
 - 2.2.10. Connections to employment resources.

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K.B

**New Hampshire Department of Health and Human Services
Workforce Readiness and Vocational Training Programs
for Individuals with OUD**



Exhibit A – Amendment #4

- 2.3. The Contractor shall ensure the facility is open weekdays from 8:30 am, Eastern Standard Time (EST), until each evening's programming ends and on Saturdays from 8:00 am until 2:30 pm (EST).
- 2.4. The Contractor shall recruit individuals through methods, that include, but are not limited to:
 - 2.4.1. Social media.
 - 2.4.2. Regional Providers.
 - 2.4.3. Doorways.
 - 2.4.4. Community members.
 - 2.4.5. Employer groups.
- 2.5. The Contractor shall implement a process to identify, recruit and engage individuals with an OUD/StimUD, including individuals not currently receiving services from the Contractor, who may be interested in pursuing employment and/or educational opportunities or who may be underemployed and are seeking a living wage.
- 2.6. The Contractor shall screen potential center participants with OUD/StimUD who are unemployed, underemployed or seeking to make a career transition, and schedule same day appointments, when available, with the Employment Specialist to initiate the intake process.
- 2.7. The Contractor shall provide information regarding its workforce, job placement and employer education and support programs via mailings and presentations to community partners through meetings and other relevant forums to describe its workforce program and to promote the quality of its labor pool.
- 2.8. The Contractor shall refer participants to treatment to and/or accept referrals from:
 - 2.8.1. Treatment providers.
 - 2.8.2. Recovery housing for mothers and children.
 - 2.8.3. Other recovery houses in their region.
- 2.9. The Contractor shall ensure all participants are advised, informed or made aware of all services available, including but not limited to:
 - 2.9.1. Recovery housing.
 - 2.9.2. Aftercare services.
 - 2.9.3. Employment support services.
- 2.10. The Contractor shall ensure all services are provided in a manner that demonstrates operations are managed according to the five (5) tenants of:

**New Hampshire Department of Health and Human Services
Workforce Readiness and Vocational Training Programs
for Individuals with OUD**



Exhibit A – Amendment #4

- 2.10.1. Urgency.
- 2.10.2. Ownership.
- 2.10.3. Learn by doing.
- 2.10.4. Lifelong learning.
- 2.10.5. Motivation through productivity.
- 2.11. The Contractor shall accept evaluation results from referring providers and have an intake process that includes the following:
 - 2.11.1. Psychosocial evaluation;
 - 2.11.2. Career essentials review; and
 - 2.11.3. Comprehensive service plan.
- 2.12. The Contractor shall determine appropriate level of program engagement and activities for each participant based on a comprehensive intake/assessment process, current life circumstances, and current level of treatment, if any, which may include:
 - 2.12.1. Recent intensive treatment defined as fifteen (15) or more hours per week that results in an individual being assigned to receive Work Readiness 101/Career Exploration services.
 - 2.12.2. Current non-intensive treatment defined as less than 15 hours per week, that results in an individual receiving concurrent workforce readiness activities and treatment hours ensuring workforce activities are scheduled in consideration of the participant’s treatment schedule to avoid any scheduling conflicts.
 - 2.12.3. No active treatment that results in the individual being placed on a fast-track ensuring other ancillary barriers to employment are addressed and accelerated suite of job preparation services are provided to move individuals rapidly to job placement.
- 2.13. The Contractor shall ensure services are offered in a flexible manner in multiple modalities including, but not limited to:
 - 2.13.1. Instructor led, class-based training.
 - 2.13.2. Group-based activities.
 - 2.13.3. One-on-one training sessions.
- 2.14. The Contractor shall ensure individuals are enrolled in other services and supports that aid individuals in recovery who are seeking to enter the workforce for which they are eligible, as appropriate, including, but not limited to:

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**New Hampshire Department of Health and Human Services
Workforce Readiness and Vocational Training Programs
for Individuals with OUD**



Exhibit A – Amendment #4

- 2.14.1. The Community Development Finance Authority Recovery Friendly Workplace Initiative Program Development Pilot.
- 2.14.2. The NH Department of Labor National Health Emergency Demonstration grant for individuals in recovery.
- 2.14.3. The Governor's Recovery Friendly Workforce Initiative.
- 2.14.4. NH Works.
- 2.14.5. NH Employment Security.
- 2.15. The Contractor shall provide Power of Possible Work Readiness curriculum, which includes but is not limited to:
 - 2.15.1. Access to 240 hours of job search/job readiness content via FedCap Academy, an online web-based learning management tool available 24 hours a day/7 days a week.
 - 2.15.2. Participation in employer-led mock interviews.
 - 2.15.3. 60 hours of dynamic instruction and time management activities designed to produce "employer ready" job seekers.
 - 2.15.4. Get Hired!
 - 2.15.5. Exploring My Opportunities.
 - 2.15.6. Power Interviewing.
 - 2.15.7. Power of Personality.
 - 2.15.8. Positive Me!
- 2.16. The Contractor shall utilize Single Stop USA to determine if an individual is eligible for Supplemental Nutrition Assistance Program (SNAP), Women, Infants, and Children (WIC), Earned Income Tax Credit (EITC) or Child Care Tax Credit (CTC), health insurance, and/or Low Income Energy Assistance.
- 2.17. The Contractor shall collaborate with local higher educational and vocational training institutions in order to identify and provide vocational training and educational opportunities to individuals in the treatment and/or recovery service setting.
- 2.18. The Contractor shall conduct a comprehensive vocational assessment to determine an individual's level of skills, strengths, and readiness to seek and enter the workforce ensuring the process is based on a person-centered focus grounded in individual choice and self-determination.
- 2.19. The Contractor shall utilize Diagnostic Vocational Evaluation (DVE) for conducting vocational assessments. DVE is an assessment provided to individuals to determine the following:

**New Hampshire Department of Health and Human Services
Workforce Readiness and Vocational Training Programs
for Individuals with OUD**



Exhibit A – Amendment #4

- 2.19.1. Vocational interests;
 - 2.19.2. Aptitudes;
 - 2.19.3. Skills;
 - 2.19.4. Capabilities; and
 - 2.19.5. Educational attainment levels.
- 2.20. The Contractor shall utilize the vocational assessment and participant inputs to design individual vocational plans of action that include appropriate levels of services and resources, including but not limited to:
- 2.20.1. Resume writing.
 - 2.20.2. Job application writing.
 - 2.20.3. Improving client interviewing skills.
 - 2.20.4. Motivational interviewing to increase a client's willingness and readiness to seek education or employment opportunities may also be required.
- 2.21. The Contractor shall ensure all staff are trained in Motivational Enhancement Techniques (MET), which includes but is not limited to:
- 2.21.1. Open-ended Question, Affirmations, Reflective Listening and Summarizing (OARS).
 - 2.21.2. Four Motivational Interviewing principles: Express Empathy, Roll with Resistance, Support Self-efficacy, and Develop Discrepancy.
- 2.22. The Contractor shall ensure individuals are assessed for and receive, as appropriate:
- 2.22.1. Financial assistance for transportation to classes.
 - 2.22.2. Educational supplies, including but not limited to textbooks, as necessary.
 - 2.22.3. Access to computers and support for electronic job search functions.
- 2.23. The Contractor shall establish an employment plan for each participant that addresses previous barriers to employment, including but not limited to:
- 2.23.1. Poor job history.
 - 2.23.2. Substance use disorder impacting performance.
 - 2.23.3. Criminal background.
- 2.24. The Contractor shall provide individuals with external employment resources and assist with gaining access to employment through activities that include, but are not limited to:

**New Hampshire Department of Health and Human Services
Workforce Readiness and Vocational Training Programs
for Individuals with OUD**



Exhibit A – Amendment #4

- 2.24.1. Providing transportation assistance to job fairs.
- 2.24.2. Providing opportunities to meet with job coaches.
- 2.24.3. Providing individuals with job-shadowing and internship opportunities.
- 2.25. The Contractor shall ensure individuals seeking vocational training or career development education are provided with resources that support those goals, including but not limited to:
 - 2.25.1. Training and class stipends.
 - 2.25.2. Financial aid and grant applications.
 - 2.25.3. Program application submission assistance.
- 2.26. The Contractor shall coordinate with the Recovery Friendly Workforce Initiative to offer opportunities for local businesses to engage with potential employees in recovery as a means to reduce stigma, identify employment opportunities, and increase the number of businesses identifying as Recovery Friendly.
- 2.27. The Contractor shall utilize a sector-based approach to job development and target a diverse range of businesses ensuring activities include, but are not limited to:
 - 2.27.1. Conducting personalized initial outreach to a business' hiring managers.
 - 2.27.2. Explaining the purpose and benefits of the Initiative, including but not limited to financial incentives that are available.
 - 2.27.3. Requesting a meeting to explore the possibility of enlisting the business in the effort.
- 2.28. The Contractor shall educate employers on services available to them for hiring individuals which shall include, but is not limited to:
 - 2.28.1. State's transitional benefits.
 - 2.28.2. Support with transportation.
 - 2.28.3. Retention case management.
 - 2.28.4. Personal development platform.
 - 2.28.5. Fedcap Academy.

3. Staffing

- 3.1. The Contractor shall ensure the Program Director manages the day-to-day program operations which includes, but is not limited to:
 - 3.1.1. Contracts.
 - 3.1.2. Space.

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**New Hampshire Department of Health and Human Services
Workforce Readiness and Vocational Training Programs
for Individuals with OUD**



Exhibit A – Amendment #4

- 3.1.3. Human resources.
- 3.1.4. Budgeting.
- 3.1.5. Ensuring efficiency of workflow.
- 3.1.6. Ensuring implementation and operation of all program services and operations.
- 3.2. The Contractor shall ensure the Employment Specialist job duties include, but are not limited to:
 - 3.2.1. Administering intakes and assessments.
 - 3.2.2. Coordinating employment-related activities and offsite trainings.
 - 3.2.3. Providing barrier remediation services.
 - 3.2.4. Providing employment and training related activities and supportive services in a classroom environment.
- 3.3. The Contractor shall ensure the Job Developer identifies, develops and maintains relationships with employers in order to create employment or on-the-job/job shadowing opportunities for individuals.

4. Reporting

- 4.1. The Contractor shall submit monthly data requirements reports to the Department on the fifteenth (15th) working day of the following month in a format approved by the Department for programs including, but not limited to:
 - 4.1.1. Number and type of recruitment activities for individuals with an OUD/StimUD.
 - 4.1.2. Number of individuals in the program with demographics such as age, gender, race, and ethnicity.
 - 4.1.3. Vocational services provided per individual.
 - 4.1.4. Start date of employment per individual.
 - 4.1.5. Type of position per individual.
 - 4.1.6. Name of employers per individual.
 - 4.1.7. Length of employment per individual.
 - 4.1.8. Number of employers recruited per month.
 - 4.1.9. Types of supports provided to employers to recruit, hire, and retain individuals in recovery per month.
- 4.2. The Contractor shall prepare and submit ad hoc data reports, respond to periodic surveys, and other data collection requests as deemed necessary by

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**New Hampshire Department of Health and Human Services
Workforce Readiness and Vocational Training Programs
for Individuals with OUD**



Exhibit A – Amendment #4

the Department and/or Substance Abuse and Mental Health Services Administration (SAMHSA).

5. Performance Measures

- 5.1. The Contractor shall ensure ninety percent (90%) of individuals complete provided training programs.
- 5.2. The Contractor shall ensure seventy-five percent (75%) of individuals gain employment.
- 5.3. The Contractor shall ensure contact and coordination with one hundred percent (100%) of Recovery Friendly Workforce Initiative employers.
- 5.4. The Contractor shall collaborate with the Department to enhance contract management, improve results and adjust program delivery and policy based on successful outcomes.

6. State Opioid Response (SOR) Grant Standards

- 6.1. The Contractor shall establish formal information sharing and referral agreements with the Doorways in compliance with all applicable confidentiality laws, including 42 CFR Part 2 in order to receive payments for services funded with SOR resources.
- 6.2. The Contractor shall ensure all referrals of individuals to the Doorways are:
 - 6.2.1. Completed and documented in the individual's file; and
 - 6.2.2. Available to the Department as requested and as needed for payment of invoices for services provided through SOR-funded initiatives.
- 6.3. The Contractor shall ensure individuals receiving services, rendered from SOR funds, have a documented history or current diagnoses of OUD/StimUD or are at risk for such.
- 6.4. The Contractor shall coordinate completion of Government Performance Results Act (GPRA) initial interview and associated follow-ups at six (6) months and discharge for individuals referenced previously.
- 6.5. The Contractor shall ensure that SOR grant funds are not used to purchase, prescribe, or provide cannabis, or to provide treatment using cannabis. The Contractor shall ensure:
 - 6.5.1. Treatment in this context includes the treatment of OUD/StimUD.
 - 6.5.2. Grant funds are not provided to any individual who or organization that provides or permits cannabis use for the purposes of treating substance use or mental health disorders; and

**New Hampshire Department of Health and Human Services
Workforce Readiness and Vocational Training Programs
for Individuals with OUD**



Exhibit A – Amendment #4

- 6.5.3. This cannabis restriction applies to all subcontracts and Memorandums of Understanding that receive SOR funding.
- 6.6. The Contractor shall ensure Naloxone kits are available to individuals utilizing SOR funding.
- 6.7. If the Contractor intends to distribute test strips, the Contractor shall provide a test strip utilization plan to the Department for approval prior to implementation. The Contractor shall ensure the utilization plan includes, but is not limited to:
 - 6.7.1. Internal policies for the distribution of strips;
 - 6.7.2. Distribution methods and frequency; and
 - 6.7.3. Other key data as requested by the Department.
- 6.8. The Contractor shall provide services as referenced in Section 2 to eligible individuals who:
 - 6.8.1. Receive Medication for Opioid Use Disorder (MOUD) services from other providers, including the individual's primary care provider;
 - 6.8.2. Have co-occurring mental health disorders; or
 - 6.8.3. Are on medications and are taking those medications as prescribed regardless of the class of medication.
- 6.9. The Contractor shall ensure individuals who refuse to consent to information sharing with the Doorways do not receive services utilizing SOR funding.
- 6.10. The Contractor shall ensure individuals who rescind consent to information sharing with the Doorways do not receive any additional services utilizing SOR funding.
- 6.11. The Contractor shall collaborate with the Department and other SOR funded Contractors, as requested and directed by the Department, to improve GPRA collection.
- 6.12. The Contractor shall comply with all appropriate Department, State of NH, Substance Abuse and Mental Health Services Administration (SAMHSA), and other Federal terms, conditions, and requirements, and as amended, and shall collaborate with the Department to understand the aforesaid.
- 6.13. In order to receive payments for services provided through SOR grant funded initiatives, the Contractor shall establish formal information sharing and referral agreements with all Regional Hubs for substance use services that comply with all applicable confidentiality laws, including 42 CFR Part 2.
- 6.14. The Contractor shall complete client referrals to applicable Regional Hubs for substance use services within two (2) business days of a client's admission to the program.

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**New Hampshire Department of Health and Human Services
Workforce Readiness and Vocational Training Programs
for Individuals with OUD**



Exhibit A – Amendment #4

- 6.15. The Contractor shall provide the Department with timelines and implementation plans associated with SOR funded activities to ensure services are in place within thirty (30) days of the contract effective date.
 - 6.15.1. If the Contractor is unable to offer services within the required timeframe, the Contractor shall submit an updated implementation plan to the Department for approval to outline anticipated service start dates.
 - 6.15.2. The Department reserves the right to terminate the contract and liquidate unspent funds if services are not in place within ninety (90) days of the contract effective date.

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K.B.

New Hampshire Department of Health and Human Services			
Complete one budget form for each budget period.			
Contractor Name: <i>Granite Pathways</i>			
Budget Request for: <i>Workforce Readiness & Vocational Programs for Individuals with OUD</i>			
Budget Period <i>SFY24 (September 30, 2023-June 30, 2024)</i>			
Indirect Cost Rate (if applicable) <i>6%</i>			
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match	TOTAL Program Cost
1. Salary & Wages	\$86,150	\$0	\$86,150
2. Fringe Benefits	\$29,291	\$0	\$29,291
3. Consultants	\$1,800	\$0	\$1,800
4. Equipment	\$1,250	\$0	\$1,250
5.(a) Supplies - Educational	\$731	\$0	\$731
5.(b) Supplies - Lab	\$0	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0	\$0
5.(d) Supplies - Medical	\$0	\$0	\$0
5.(e) Supplies Office	\$450	\$0	\$450
6. Travel	\$950	\$0	\$950
7. Software	\$500	\$0	\$500
8. (a) Other - Marketing/Communications	\$500	\$0	\$500
8. (b) Other - Education and Training- staff	\$515	\$0	\$515
8. (c) Other - Other (please specify)			
Insurance	\$1,200	\$0	\$1,200
Occupancy	\$8,640	\$0	\$8,640
Other (please specify)	\$0	\$0	\$0
Other (please specify)	\$0	\$0	\$0
9. Subcontracts	\$0	\$0	\$0
Total Direct Costs	\$131,977	\$7,500	\$139,477
Total Indirect Costs	\$7,523	\$0	\$7,523
TOTAL	\$139,500	\$7,500	\$147,000

Contractor Initials AS
 Date 9/5/2023

New Hampshire Department of Health and Human Services Complete one budget form for each budget period. Contractor Name: <i>Granite Pathways</i> Budget Request for: <i>Workforce Readiness & Vocational Programs for Individuals with</i> Budget Period <i>SFY24-(July 1, 2024-September 29, 2024)</i> Indirect Cost Rate (if applicable) <i>5.7% across both budget periods for entire amendment total</i>			
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match	TOTAL Program Cost
1. Salary & Wages	\$28,811	\$0	\$28,811
2. Fringe Benefits	\$9,796	\$0	\$9,796
3. Consultants	\$400	\$0	\$400
4. Equipment	\$500	\$0	\$500
5.(a) Supplies - Educational	\$200	\$0	\$200
5.(b) Supplies - Lab	\$0	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0	\$0
5.(d) Supplies - Medical	\$0	\$0	\$0
5.(e) Supplies Office	\$250	\$0	\$250
6. Travel	\$306	\$0	\$306
7. Software	\$200	\$0	\$200
8. (a) Other - Marketing/Communications	\$0	\$0	\$0
8. (b) Other - Education and Training	\$250	\$0	\$250
8. (c) Other - Other (please specify)			
Insurance	\$400	\$0	\$400
Occupancy	\$2,880	\$0	\$2,880
Other (please specify)	\$0	\$0	\$0
Other (please specify)	\$0	\$0	\$0
9. Subcontracts	\$0	\$0	\$0
Total Direct Costs	\$43,993	\$0	\$43,993
Total Indirect Costs	\$2,508	\$2,500	\$5,008
TOTAL	\$46,500	\$2,500	\$49,000

DS
AB

Contractor Initials

Date 9/5/2023

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 GRANITE PATHWAYS is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on May 08, 2009. 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: 613581

Certificate Number: 0006296051



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 14th day of August A.D. 2023.

A handwritten signature in black ink, appearing to read "D. Scanlan", is written over a faint circular stamp.

David M. Scanlan
Secretary of State

CERTIFICATE OF AUTHORITY

I, Nick Brattan 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 Granite Pathways
(Corporation/LLC Name)

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on August 17, 2023, at which a quorum of the Directors/shareholders were present and voting.
(Date)

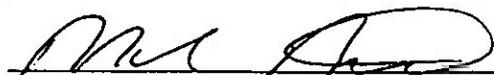
VOTED: That Kenneth Brezenoff (may list more than one person)
(Name and Title of Contract Signatory)

is duly authorized on behalf of Granite Pathways to enter into contracts or agreements with the State
(Name of Corporation/ LLC)

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

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority **remains valid for thirty (30) days** from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: 8/17/2023



Signature of Elected Officer
Name: Nick Brattan
Title: Board Chair



Granite Pathways Mission

Granite Pathways creates opportunities for individuals and families to achieve health and socioeconomic well-being, through a holistic approach.

**Consolidated Financial Statements and
Supplementary Information Together
with Report of Independent Certified
Public Accountants**

The FEDCAP Group

September 30, 2022 and 2021

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REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

Board of Directors
The FEDCAP Group

Opinion

We have audited the consolidated financial statements of The FEDCAP Group (collectively, "FEDCAP"), which comprise the consolidated statements of financial position as of September 30, 2022 and 2021, 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 accompanying consolidated financial statements present fairly, in all material respects, the financial position of FEDCAP as of September 30, 2022 and 2021, and the changes in their net assets and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

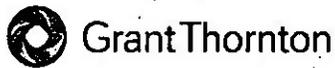
Basis for opinion

We conducted our audits of the consolidated financial statements in accordance with auditing standards generally accepted in the United States of America (US GAAS). 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 FEDCAP and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of management for the financial statements

Management is responsible for the preparation and fair presentation of 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 consolidated financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about FEDCAP's ability to continue as a going concern for one year after the date 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 US GAAS 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 US GAAS, 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 FEDCAP'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 FEDCAP'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 audits were conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying supplementary information is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. Such supplementary 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 audits of the consolidated financial statements and certain additional procedures. These additional procedures included comparing and reconciling the 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 supplementary information is fairly stated, in all material respects, in relation to the consolidated financial statements as a whole.

Grant Thornton LLP

New York, New York
February 3, 2023

The FEDCAP Group

CONSOLIDATED STATEMENTS OF FINANCIAL POSITION

As of September 30,

	2022	2021
ASSETS		
Current assets		
Cash and cash equivalents	\$ 55,956,803	\$ 42,982,639
Accounts receivable (net of allowance for doubtful accounts of approximately \$3,241,000 in 2022 and \$7,794,000 in 2021)	48,355,344	57,363,861
Contributions and grants receivable (net of allowance for uncollectible receivables of approximately \$250,000 in 2022 and 2021)	1,179,787	1,968,683
Inventories, net	415,327	464,262
Prepaid expenses and other assets	11,828,888	7,358,965
Total current assets	117,736,149	110,138,410
Investments	9,089,033	11,004,556
Goodwill, net	251,669	758,574
Property, plant and equipment, net	126,130,025	81,797,004
Beneficial interest in trusts	4,274,291	5,478,830
Other assets	957,480	2,489,899
Total assets	<u>\$ 258,438,647</u>	<u>\$ 211,667,273</u>
LIABILITIES AND NET ASSETS		
Current liabilities		
Accounts payable and accrued liabilities	\$ 43,401,743	\$ 36,996,755
Deferred revenues	12,901,051	11,832,483
Advance from government agency	564,276	749,426
Current portion of obligations under capital leases	532,198	597,696
Current portion of Paycheck Protection Program notes payable	-	7,121,362
Current portion of notes payable	1,181,142	1,313,631
Total current liabilities	58,580,410	58,611,353
Capital lease obligations	78,523,502	35,145,994
Notes payable	24,731,624	25,655,630
Revolving loans	25,893,587	28,173,061
Paycheck Protection Program notes payable	-	3,163,579
Other liabilities	22,425,532	17,373,076
Total liabilities	210,154,655	168,122,693
Net assets		
Without donor restrictions	36,895,261	33,166,395
Without donor restrictions - non-controlling interest	2,406,738	973,877
With donor restrictions	8,981,993	9,404,308
Total net assets	48,283,992	43,544,580
Total liabilities and net assets	<u>\$ 258,438,647</u>	<u>\$ 211,667,273</u>

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

The FEDCAP Group

CONSOLIDATED STATEMENTS OF ACTIVITIES

For the years ended September 30,

	2022			2021		
	Without Donor Restrictions	With Donor Restrictions	Total	Without Donor Restrictions	With Donor Restrictions	Total
Revenues						
Contract services and products	\$ 117,491,258	\$ -	\$ 117,491,258	\$ 117,740,604	\$ -	\$ 117,740,604
Rehabilitation and vocational programs	223,896,100	-	223,896,100	198,546,052	-	198,546,052
Contribution and grant revenues	11,070,378	200,000	11,270,378	4,485,739	603,890	5,089,629
Gain on Paycheck Protection Program loan forgiveness	10,718,192	-	10,718,192	5,379,479	-	5,379,479
Realized and unrealized (losses) gains on investments	(3,592,359)	47,221	(3,545,138)	2,006,171	327,535	2,333,706
Interest income	770,513	-	770,513	528,690	-	528,690
Miscellaneous revenue	1,037,731	-	1,037,731	972,885	-	972,885
Net assets released from restrictions	669,536	(669,536)	-	113,913	(113,913)	-
Total revenues	362,061,349	(422,315)	361,639,034	329,773,533	817,512	330,591,045
Expenses						
Program services:						
Contract services and products	102,095,694	-	102,095,694	99,587,090	-	99,587,090
Rehabilitation and vocational programs	189,772,003	-	189,772,003	162,442,512	-	162,442,512
	291,867,697	-	291,867,697	262,029,602	-	262,029,602
Supporting services:						
Management and general	60,400,583	-	60,400,583	60,770,707	-	60,770,707
Development	4,631,342	-	4,631,342	2,318,643	-	2,318,643
	65,031,925	-	65,031,925	63,089,350	-	63,089,350
Total expenses	356,899,622	-	356,899,622	325,118,952	-	325,118,952
Change in net assets	5,161,727	(422,315)	4,739,412	4,654,581	817,512	5,472,093
Net assets at beginning of year	34,140,272	9,404,308	43,544,580	29,485,691	8,586,796	38,072,487
Net assets at end of year	\$ 39,301,999	\$ 8,981,993	\$ 48,283,992	\$ 34,140,272	\$ 9,404,308	\$ 43,544,580

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

The FEDCAP Group

CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES

For the year ended September 30, 2022

	Program Services			Supporting Services			Total Expenses
	Contract Services and Products	Rehabilitation and Vocational Programs	Total	Management and General	Development	Total	
Salaries and related expenses	\$ 76,509,229	\$ 95,122,196	\$ 171,631,425	\$ 18,180,981	\$ 2,940,833	\$ 21,121,814	\$ 192,753,239
Professional fees	223,699	28,844,344	29,068,043	6,722,419	657,885	7,380,304	36,448,347
Professional development and evaluation	10,942	1,036,603	1,047,545	1,349,267	1,552	1,350,819	2,398,364
Materials and supplies	3,373,321	3,816,965	7,190,286	1,175,784	11,086	1,186,870	8,377,156
Commissions	2,791,910	11,328	2,803,238	48,149	-	48,149	2,851,387
Telephone	164,753	1,043,759	1,208,512	1,215,075	4,723	1,219,798	2,428,310
Postage and shipping	144,814	136,560	281,374	188,409	5,385	193,794	475,168
Insurance	1,621,293	1,483,263	3,104,556	5,573,972	44,463	5,618,435	8,722,991
Occupancy costs	1,481,728	14,884,468	16,366,196	5,451,989	137,566	5,589,555	21,955,751
Equipment rental and maintenance	959,072	474,310	1,433,382	272,156	37,441	309,597	1,742,979
Equipment purchases	302,142	116,338	418,480	201,200	23	201,223	619,703
Client transportation and travel	402,105	1,473,493	1,875,598	579,821	57,345	637,166	2,512,764
Subscription and printing	19,565	103,308	122,873	1,171,618	71,094	1,242,712	1,365,585
Technology	293,901	2,116,872	2,410,773	4,686,157	27,408	4,713,565	7,124,338
Interest expense	2,959	36,336	39,295	3,886,229	-	3,886,229	3,925,524
Bank charges and processing fees	92,732	164,669	257,401	987,729	55,616	1,043,345	1,300,746
Bad debt provision	-	2,598,778	2,598,778	-	-	-	2,598,778
Subcontractor expense	13,445,481	25,948,302	39,393,783	2,192,097	(977)	2,191,120	41,584,903
Stipends	147,646	6,580,876	6,728,522	476,327	994	477,321	7,205,843
Security guard expense	11,600	262,857	274,457	14,530	614	15,144	289,601
Other	-	2,911,346	2,911,346	-	569,780	569,780	3,481,126
Total expenses before depreciation and amortization	101,998,892	189,166,971	291,165,863	54,373,909	4,622,831	58,996,740	350,162,603
Depreciation and amortization	96,802	605,032	701,834	6,026,674	8,511	6,035,185	6,737,019
Total expenses	\$ 102,095,694	\$ 189,772,003	\$ 291,867,697	\$ 60,400,583	\$ 4,631,342	\$ 65,031,925	\$ 356,899,622

The accompanying notes are an integral part of this consolidated financial statement.

The FEDCAP Group

CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES

For the year ended September 30, 2021

	Program Services			Supporting Services			Total Expenses
	Contract Services and Products	Rehabilitation and Vocational Programs	Total	Management and General	Development	Total	
Salaries and related expenses	\$ 77,223,909	\$ 82,136,922	\$ 159,360,831	\$ 15,795,496	\$ 1,308,284	\$ 17,103,780	\$ 176,464,611
Professional fees	203,519	35,240,097	35,443,616	6,407,491	348,363	6,755,854	42,199,470
Professional development and evaluation	-	692,113	692,113	577,706	4,683	582,389	1,274,502
Materials and supplies	2,567,509	2,822,303	5,389,812	253,172	16,047	269,219	5,659,031
Commissions	2,770,045	2,710	2,772,755	4,164	-	4,164	2,776,919
Telephone	166,776	1,046,799	1,213,575	1,524,244	5,754	1,529,998	2,743,573
Postage and shipping	91,547	98,929	190,476	83,354	13,222	96,576	287,052
Insurance	1,282,116	1,121,271	2,403,387	473,518	21,286	494,804	2,898,191
Occupancy costs	2,037,079	12,115,673	14,152,752	9,800,230	181,507	9,981,737	24,134,489
Equipment rental and maintenance	852,519	389,716	1,242,235	306,305	36,972	343,277	1,585,512
Equipment purchases	244,569	63,309	307,878	134,246	-	134,246	442,124
Client transportation and travel	267,616	526,329	793,945	190,506	-	190,506	984,451
Subscription and printing	22,576	255,683	278,259	662,894	46,180	709,074	987,333
Technology	279,043	1,132,971	1,412,014	4,002,260	21,000	4,023,260	5,435,274
Interest expense	-	31,336	31,336	3,759,121	-	3,759,121	3,790,457
Bank charges and processing fees	-	52,667	52,667	1,485,620	15,968	1,501,588	1,554,255
Bad debt provision	-	2,902,675	2,902,675	5,815,450	-	5,815,450	8,718,125
Subcontractor expense	11,262,008	9,955,313	21,217,321	1,090,203	2,189	1,092,392	22,309,713
Stipends	47,729	3,898,979	3,946,708	112,074	1,590	113,664	4,060,372
Security guard expense	8,358	157,238	165,596	28,438	347	28,785	194,381
Other	-	6,916,864	6,916,864	3,089,723	286,284	3,376,007	10,292,871
Total expenses before depreciation and amortization	99,326,918	161,559,897	260,886,815	55,596,215	2,309,676	57,905,891	318,792,706
Depreciation and amortization	260,172	882,615	1,142,787	5,174,492	8,967	5,183,459	6,326,246
Total expenses	<u>\$ 99,587,090</u>	<u>\$ 162,442,512</u>	<u>\$ 262,029,602</u>	<u>\$ 60,770,707</u>	<u>\$ 2,318,643</u>	<u>\$ 63,089,350</u>	<u>\$ 325,118,952</u>

The accompanying notes are an integral part of this consolidated financial statement.

The FEDCAP Group

CONSOLIDATED STATEMENTS OF CASH FLOWS

For the years ended September 30,

	<u>2022</u>	<u>2021</u>
Cash flows from operating activities:		
Change in net assets	\$ 4,739,412	\$ 5,472,093
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation and amortization	6,230,114	6,241,960
Amortization of goodwill	506,905	84,286
Bad debt provision	2,598,778	8,718,125
Realized and unrealized losses (gains) on investments	3,545,138	(2,333,706)
Paycheck Protection Program loan forgiveness	(10,718,192)	(5,379,479)
Changes in assets and liabilities:		
Accounts receivable	6,409,739	(9,216,321)
Contribution receivable	788,896	163,291
Inventories	48,935	(57,260)
Prepaid expenses and other assets	(2,937,504)	(3,900,483)
Beneficial interest in remainder trust	85,026	(765,315)
Accounts payable and accrued liabilities	6,404,988	6,796,735
Deferred revenue	1,068,568	5,766,276
Other liabilities	5,052,456	14,171,700
Net cash provided by operating activities	<u>23,823,259</u>	<u>25,761,902</u>
Cash flows from investing activities:		
Proceeds from sale of investments	-	192,628
Purchase of investments	(510,102)	(254,774)
Cash received in acquisition	-	145,163
Capital expenditures	(6,653,430)	(3,975,471)
Net cash used in investing activities	<u>(7,163,532)</u>	<u>(3,892,454)</u>
Cash flows from financing activities:		
Decrease in advances from government agencies	(185,150)	(2,870,995)
Change in revolving loans	(2,279,474)	1,519,789
Proceeds from Paycheck Protection Program notes payable	537,005	3,183,453
Repayment of Paycheck Protection Program notes payable	(103,754)	-
Repayment of notes payable	(1,056,495)	(5,048,220)
Repayment of capital lease obligations	(597,695)	(597,606)
Net cash used in financing activities	<u>(3,685,563)</u>	<u>(3,813,579)</u>
Increase in cash and cash equivalents	12,974,164	18,055,869
Cash and cash equivalents:		
Beginning of year	42,982,639	24,926,770
End of year	<u>\$ 55,956,803</u>	<u>\$ 42,982,639</u>
Supplemental disclosure of cash flow information:		
Acquisition of property, plant and equipment through capital lease	<u>\$ 43,909,705</u>	<u>\$ -</u>
Cash interest paid during the year	<u>\$ 2,443,534</u>	<u>\$ 2,738,964</u>

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

The FEDCAP Group

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

September 30, 2022 and 2021

NOTE 1 - ORGANIZATION AND NATURE OF ACTIVITIES

The FEDCAP Group, Inc. (the "Parent"), established on October 1, 2018, is a private, nonprofit organization incorporated under the laws of the State of Delaware. The Parent is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code ("IRC"). The Parent or its subsidiaries are the sole member of the following affiliates: Fedcap, Inc. ("Fed Inc."), Fedcap Rehabilitation Services, Inc. ("FRS"), Wildcat Services Corporation ("Wildcat"), ReServe Elder Services, Inc. ("ReServe"), Community Workshops, Inc. ("CWS"), Easter Seals New York, Inc. ("ESNY"), Granite Pathways, Inc. ("GP"), Easter Seals Rhode Island, Inc. ("ESRI"), Seacoast Pathways, Inc. ("Seacoast"), Single Stop USA Inc. ("SGST"), Benevolent, MVLE, Easter Seals Central Texas ("ESCT"), Easter Seals North Texas ("ESNT"), Fedcap Apex Acquisition, LLC, Civic Hall Labs, Inc., New York Tech Alliance ("NYTA"), Fedcap Canada, These Our Treasures, Inc. ("TOTS"), Fedcap UK, Kennedy Scott, Limited, Fedcap Employment Limited, Fedcap Employment Scotland Limited, and Start Scotland. The Parent and its subsidiaries are collectively referred to as "FEDCAP."

FRS is a private, nonprofit organization incorporated under the laws of New York State. FRS is exempt from federal income taxes under Section 501(c)(3) of the IRC.

FRS was founded to provide a comprehensive range of vocational and related services to individuals with disabilities, and other work-related disadvantages, who face significant barriers to employment. FRS's goal is to help each person achieve independence, integration into the community and full participation in the economic mainstream.

FRS provides contract services and products within custodial, homecare, office services, and industrial divisions. The primary customers in these divisions are federal, and New York State and City agencies and certified home health agencies.

As part of FRS's rehabilitation and vocation programs, FRS provides vocational evaluations, training, and employment services and other government-funded employment and job search programs. Evaluations combine aptitude tests, computerized assessments, and vocational counseling. After evaluation, FRS offers training in mail clerk/messenger services, building/custodial services, culinary arts/food services, data entry, office skills, document imaging, hospitality operations, and security operations. FRS then seeks to employ individuals who have successfully completed FRS's rehabilitation and vocational programs. FRS also offers the Chelton Loft, a voluntary clubhouse program for people with a history of serious mental illness. FRS also has a vocational education program and a licensed mental health program.

Wildcat is a nonprofit entity that is located in New York City and provides employment training, jobs placement and "supportive employment" opportunities for individuals with barriers to employment.

ReServe is a nonprofit entity located in New York City that matches continuing professionals age 55+ with organizations that need their expertise. Reserve provides direct services, administrative support, and capacity-building expertise in schools, social service agencies, cultural institutions, and public agencies.

CWS is a nonprofit corporation located in Boston, Massachusetts, whose mission is to help people who have barriers to work obtain employment and achieve greater self-sufficiency through job training, placement, and support services.

ESNY is a nonprofit entity whose purpose is to provide programs and services for people with disabilities, assistance to people with disabilities and their families, assistance to communities in developing necessary and appropriate resources for residents, and a climate of acceptance for people with disabilities which will enable them to contribute to the well-being of the community.

The FEDCAP Group

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2022 and 2021

ESNY is the sole member of TOTS, a nonprofit entity whose purpose is to educate young children with developmental disabilities in an atmosphere that embraces and accommodates individual differences and helps children to achieve in the context of the larger classroom and school setting.

GP is a nonprofit entity whose mission is to provide services to empower and support adults with mental illness to pursue their personal goals through education, employment, stable housing, and meaningful relationships.

ESRI is a nonprofit entity whose purpose is to provide services to ensure that all people with disabilities or special needs and their families have equal opportunities to live, learn, work and play in their communities.

Seacoast is a nonprofit entity whose mission is to support adults living with mental illness on their paths to recovery through the work-ordered day.

SGST is a nonprofit entity that provides coordinated services to holistically connect people to the resources they need to attain higher education, obtain good jobs, and achieve financial self-sufficiency.

Benevolent is a nonprofit entity that provides economic wellbeing to individuals and families in need, through non-government sources.

MVLE is a nonprofit entity that provides employment, support and rehabilitation services to individuals with disabilities in the Northern Virginia and Washington, D.C. area.

Fed Inc. was established as a private, nonprofit organizations under the laws of the State of Delaware. Fed Inc. was formed to provide workforce development opportunities for people who face barriers to economic well-being.

ESCT provides services to individuals with disabilities throughout the life cycle through outpatient medical rehabilitation, workforce development and community housing and integration programs in the Central Texas region.

ESNT provides services to individuals with disabilities throughout the life cycle through outpatient medical rehabilitation, workforce development and community housing and integration programs in the North Texas region.

Fedcap UK was established and was registered as a UK Charity. Fedcap UK was founded to allow for the advancement of social inclusion, by enabling economic independence, employment and opportunity to participate in society for socially and economically disadvantaged and disabled individuals through various workforce and economic development, educational and occupational health initiatives.

Fedcap UK acquired Kennedy Scott, Limited ("KS"), a United Kingdom company through a stock purchase. KS provides high quality job support, placement, retention and related services to people in the United Kingdom.

Fedcap Employment Limited ("FED") was established under the laws of the United Kingdom. FED delivers employability solutions across the United Kingdom to build communities through a blend of local frontline professional teams and like-minded supply chain partners. Fedcap UK is the sole corporate member of FED.

Fedcap Employment Scotland Limited ("FES") was established under the laws of Scotland in the United Kingdom. FES delivers employability solutions across Scotland to build communities through a blend of local frontline professional teams and like-minded supply chain partners. Fedcap UK is the sole corporate member of FES.

The FEDCAP Group**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED****September 30, 2022 and 2021**

FES is the majority shareholder of Start Scotland Limited ("SS"). SS is a value-driven organization that strives to put its customers first, understanding their needs and closely engaging with them on a personal level to help them on their journey to employment and training.

Fedcap Apex Acquisition LLC is a nonprofit entity that runs Apex Technical School ("Apex"), which is an adult vocational technical school and offers seven certificate courses designed to focus on basic trade skills and labor skills for its students.

Fedcap Canada was established as a not-for-profit organization according to the Canada Not-for-Profit Corporations Act. Fedcap Canada was founded to advance the economic and social well-being of the impoverished and disadvantaged by providing educational services, vocational rehabilitation, job training and job placement services.

On May 1, 2021, The Fedcap Group acquired Civic Hall Labs, Inc., a learning and collaboration platform focused on advanced technology and problem-solving for the public good.

On September 23, 2021, Civic Hall Labs, Inc., acquired NYTA, an organization that supports the technology community and ecosystems in their hometown, with the goal of creating the most diverse, equitable and accessible tech ecosystems in the world.

NOTE 2 - SUMMARY OF ACCOUNTING POLICIES***Basis of Presentation***

The accompanying consolidated financial statements of FEDCAP have been prepared in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP") using the accrual basis of accounting. All intercompany accounts and transactions have been eliminated in the accompanying consolidated financial statements.

FEDCAP classifies its net assets in the following categories:

Net Assets without Donor Restrictions

Net assets that are not subject to donor-imposed stipulations and are, therefore, available for the general operations of FEDCAP. Net assets without donor restrictions may also be designated for specific purposes by FEDCAP's Board of Directors or may be limited by legal requirements or contractual agreements with outside parties.

Net assets without donor restrictions also includes the portion of net assets in a consolidated subsidiary owned by non-controlling investors and are reflected on the consolidated statements of financial position as net assets without donor restrictions - non-controlling interests.

Net Assets with Donor Restrictions

Represent net assets which are subject to donor-imposed restrictions whose use is restricted by time and/or purpose. Net assets with donor restrictions are subject to donor-imposed restrictions that require FEDCAP to use or expend the gifts as specified, based on purpose or passage of time. When donor restrictions expire, that is, when a purpose restriction is fulfilled or a time restriction ends, such net assets are reclassified to net assets without donor restrictions and reported on the consolidated statements of activities as net assets released from restrictions.

The FEDCAP Group

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2022 and 2021

Contributions with donor-imposed restrictions whose restrictions are met during the same fiscal year in which the contribution was recognized are presented as contribution revenues without donor restrictions on the consolidated statements of activities.

Net assets with donor restrictions also includes the corpus of gifts, which must be maintained in perpetuity, but allow for the expenditure of net investment income and gains earned on the corpus for either specified or unspecified purposes in accordance with donor stipulations.

Changes in net assets without donor restrictions and the non-controlling interest in Start Scotland Limited during the years ended September 30, 2022 and 2021 is summarized below:

	Total Without Donor Restrictions	Without Donor Restrictions	Non-controlling Interest
Balance, September 30, 2020	\$ 29,485,691	\$ 29,925,809	\$ (440,118)
Change in net assets from operations	4,654,581	3,240,586	1,413,995
Balance, September 30, 2021	34,140,272	33,166,395	973,877
Change in net assets from operations	5,161,727	3,728,866	1,432,861
Balance, September 30, 2022	<u>\$ 39,301,999</u>	<u>\$ 36,895,261</u>	<u>\$ 2,406,738</u>

Cash Equivalents

FEDCAP considers all highly liquid debt instruments with a maturity of three months or less at the date of purchase, including investments in short-term certificates of deposit and certain money market funds, to be cash equivalents.

Revenue Recognition

In accordance with FASB Accounting Standards Codification ("ASC") Topic 606, Revenue from Contracts with Customers ("ASC 606"), FEDCAP recognizes revenue when control of the promised goods or services are transferred to FEDCAP's clients or outside parties in an amount that reflects the consideration FEDCAP expects to be entitled to in exchange for those goods or services. The standard outlines a five-step model whereby revenue is recognized as performance obligations within a contract are satisfied.

FEDCAP has identified contract services and products and rehabilitation and vocational programs as revenue categories subject to ASC 606. FEDCAP recognizes revenues from contracts with customers, as goods or services are transferred or provided in accordance with ASC 606.

Payments received in advance of FEDCAP satisfying its performance obligations are recorded within deferred revenue in the accompanying consolidated statements of financial position (\$12,501,051 and \$10,506,683, as of September 30, 2022 and 2021, respectively). The changes in deferred revenue were caused by normal timing differences between the satisfaction of performance obligations and customer payments.

FEDCAP's contracts with customers generally contain terms that are less than one year. Accordingly, FEDCAP elected the practical expedients under ASC 606 to not assess whether a contract has a significant financing component or disclose the information regarding the remaining performance obligations for contracts with customers.

The FEDCAP Group**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED****September 30, 2022 and 2021**

FEDCAP's revenue primarily relates to contract services and products, and rehabilitation and vocational programs. Revenue recognition for these various revenue streams coincides with the completion of the corresponding performance obligations to customers.

Contract Services and Products

FEDCAP's contract services and products revenue includes facility services, and other cost recovery contracts. FEDCAP recognizes such revenue ratably over a contract's term for those with fixed rates as the performance obligations are fulfilled accordingly over the corresponding contract term. For performance-based contracts, revenues are recognized in the period when related expenditures have been incurred, milestones have been achieved, or services have been performed in compliance with the respective contracts, which are the performance obligations under the contracts. FEDCAP also generates revenue from the sale of related products, which is recognized at the time of shipment.

Rehabilitation and Vocational Programs

FEDCAP's rehabilitation and vocational program revenue includes medical services, tuition and job training. FEDCAP recognizes such revenue ratably over a contract's term for those with fixed rates as the performance obligations are fulfilled accordingly over the corresponding contract term. For performance-based contracts, revenues are recognized in the period when related expenditures have been incurred, milestones have been achieved, or services have been performed in compliance with the respective contracts, which are the performance obligations under the contracts. FEDCAP also generates revenue from the sale of related products, which is recognized at the time of shipment.

As of September 30, 2021, FEDCAP has provided for a contract loss liability in the amount of \$2,069,284 which represents the excess of costs to complete the remaining performance obligations of the contract over the consideration to be received for the remainder of the contract. The liability, which was fully utilized during fiscal 2022, is reflected within other liabilities on the accompanying 2021 consolidated statement of financial position and the corresponding expense is reflected within other expenses on the accompanying 2021 consolidated statement of functional expenses.

Contribution and Grant Revenue

FEDCAP records contributions of cash and other assets when an unconditional promise to give such assets is received from a donor. Contributions are recorded at the fair value of the assets received and contributions with donor stipulations that limit the use of donated assets are classified as net assets with donor restrictions. Contributions with donor restrictions that are received and met in the same fiscal year are recorded as contribution revenues without donor restrictions. Otherwise, once stipulated time restrictions end or purpose restrictions are accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions as "net assets released from restrictions" in the consolidated statements of activities. Conditional contributions are recognized as revenue when the conditions on which they depend are substantially met. Conditional contributions received in advance of meeting the associated contributions are recorded as deferred revenue on the accompanying consolidated statements of financial position (\$400,000 and \$1,325,800, as of September 30, 2022 and 2021, respectively). There were no outstanding conditional contributions yet to be received as of September 30, 2022 or 2021.

FEDCAP recognizes revenue from contributions, grants and contracts in accordance with Accounting Standards Update ("ASU") 2018-08, *Not-For-Profit Entities (Topic 958): Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. Accordingly, FEDCAP evaluates whether a transfer of assets is (1) an exchange transaction in which a resource provider is receiving commensurate value in return for the resources transferred or (2) a contribution. If the transfer of assets is determined to be an exchange transaction, FEDCAP applies guidance under ASC 606. If the transfer of assets is determined to be a contribution, FEDCAP evaluates whether the contribution is conditional based

The FEDCAP Group**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED****September 30, 2022 and 2021**

upon whether the agreement includes both (1) one or more barriers that must be overcome before FEDCAP is entitled to the assets transferred and promised and (2) a right of return of assets transferred or a right of release of a promisor's obligation to transfer assets.

Receivables and Allowance for Doubtful Accounts

Accounts receivable are derived from contract services and products, and rehabilitation and vocational programs. The carrying value of contributions and grants and accounts receivable are reduced by an appropriate allowance for uncollectible accounts, and therefore approximates net realizable value. FEDCAP determines its allowance by considering a number of factors, including the length of time receivables are past due, FEDCAP's previous loss history, the donor's current ability to pay its obligation, and the condition of the general economy and the industry as a whole. Receivables outstanding longer than the payment terms are considered past due. FEDCAP writes off accounts receivable when they become uncollectible, and payments subsequently received on such receivables are recorded as income in the period received. All receivables are expected to be collected within one year.

Inventories

Inventories, mainly consisting of distress marker light products and related components, are valued at the lower of cost or net realizable value. Cost is determined principally by the first-in, first-out method.

Fixed Assets

Fixed assets purchased for a value greater than \$5,000 and with depreciable lives greater than one year are carried at cost, net of accumulated depreciation. Depreciation is provided over the estimated useful life of the respective asset and ranges from three to 40 years. Significant additions or improvements extending asset lives are capitalized; normal maintenance and repair costs are expensed as incurred. Leasehold improvements are amortized based on the lesser of the estimated useful life or remaining lease term.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the accompanying consolidated statements of activities. The classification is based on the function and nature of expenses directly used in the program. Common expenses are allocated to the programs and supporting services based on the benefit derived. The methods used for the allocation include square footage and actual percentage of time dedicated to the program or supporting service.

Commissions

FEDCAP pays commissions to an unrelated not-for-profit entity and a New York State entity to provide information on government contracts that need competitive bids for services. The contracts provide for commissions to be paid to these organizations in the range of 0.87% to 3.9% of the contract amount. Commissions paid relating to these contracts amounted to \$2,850,048 and \$2,776,919 for the years ended September 30, 2022 and 2021, respectively, and are included within contract services and products expense in the accompanying consolidated statements of activities.

Use of Estimates

The preparation of consolidated financial statements in conformity with accounting principles generally accepted in the United States of America ("U.S. GAAP") requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities, and the reported amounts of revenues and expenses. These estimates and assumptions relate to estimates of collectability of accounts receivable, accruals, useful life of property, plant, and equipment, and impairment of long-lived assets. Actual results could differ from those estimates.

The FEDCAP Group**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED****September 30, 2022 and 2021*****Fair Value Measurements***

FEDCAP follows guidance for fair value measurements that defines fair value, establishes a framework for measuring fair value, establishes a fair value hierarchy based on the inputs used to measure fair value and enhances disclosure requirements for fair value measurements. It maximizes the use of observable inputs and minimizes the use of unobservable inputs by requiring that the observable inputs be used when available.

Observable inputs are inputs that market participants would use in pricing the asset or liability based on market data obtained from independent sources. Unobservable inputs reflect assumptions that market participants would use in pricing the asset or liability based on the best information available in the circumstances.

The hierarchy is broken down into three levels based on the transparency of inputs as follows:

- Level 1 - Quoted prices are available in active markets for identical assets or liabilities as of the measurement date. A quoted price for an identical asset or liability in an active market provides the most reliable fair value measurement because it is directly observable to the market.
- Level 2 - Pricing inputs other than quoted prices in active markets, which are either directly or indirectly observable as of the measurement date. The nature of these securities includes investments for which quoted prices are available but traded less frequently and investments that are fair valued using other securities, the parameters of which can be directly observed.
- Level 3 - Securities that have little to no pricing observability as of the measurement date. These securities are measured using management's best estimate of fair value, where the inputs into the determination of fair value are not observable and require significant management judgment or estimation.

Inputs are used in applying the various valuation techniques and broadly refer to the assumptions that market participants use to make valuation decisions, including assumptions about risk. Inputs may include price information, volatility statistics, specific and broad credit data, liquidity statistics, and other factors. A financial instrument's level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. However, the determination of what constitutes "observable" requires significant judgment by the entity. FEDCAP considers observable data to be that market data that is readily available, regularly distributed or updated, reliable and verifiable, not proprietary, and provided by independent sources that are actively involved in the relevant market. The categorization of a financial instrument within the hierarchy is based upon the pricing transparency of the instrument and does not necessarily correspond to FEDCAP's perceived risk of that instrument.

Beneficial Interest in Trusts

Donors have established and funded trusts held by third parties under which specified distributions are to be made to a designated beneficiary or beneficiaries over the trusts' term. FEDCAP's beneficial interest in trusts consists of interests in both charitable remainder trusts and perpetual trusts. Under charitable remainder trusts, FEDCAP will receive the assets remaining in the trust upon the termination of the trust. Under perpetual trusts, FEDCAP has the irrevocable right to receive all or a portion of the income earned on the trust assets either in perpetuity or for the life of the trust. FEDCAP recognizes its interest in trusts as increases to net assets at the fair value of trust assets, less the present value of the estimated future payments to be made under the specific terms of the trusts. Fluctuations in the fair value of these assets are recorded as changes in net assets with donor restrictions in the consolidated statements of activities.

The FEDCAP Group

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2022 and 2021

At September 30, 2022 and 2021, FEDCAP's beneficial interest in trusts are reflected at fair value in the accompanying consolidated statements of financial position and are classified as Level 3 within the fair value hierarchy.

	2022	2021
Balance, beginning of year	\$ 5,478,830	\$ 4,713,515
Distributions	(131,208)	(132,237)
Appreciation/(depreciation)	(1,073,331)	897,552
Balance, end of year	<u>\$ 4,274,291</u>	<u>\$ 5,478,830</u>

Impairment of Long-lived Assets

FEDCAP reviews the carrying values of its long-lived assets, including property and equipment and other assets, for impairment whenever events or changes in circumstances indicate that the carrying amount of such assets may not be fully recoverable. Recoverability of long-lived assets is assessed by a comparison of the carrying amount of the asset to the estimated future net cash flows expected to be generated by the asset.

If estimated future net cash flows are less than the carrying amount of the asset, the asset is considered impaired and an expense is recorded in an amount to reduce the carrying amount of the asset to its fair value.

Tax-Exempt Status

FEDCAP follows guidance that clarifies the accounting for uncertainty in tax positions taken or expected to be taken in a tax return, including issues relating to financial statement recognition and measurement. This guidance provides that the tax effects from an uncertain tax position can only be recognized in the financial statements if the position is "more-likely-than-not" to be sustained if the position were to be challenged by a taxing authority. The assessment of the tax position is based solely on the technical merits of the position, without regard to the likelihood that the tax position may be challenged.

FEDCAP is exempt from federal income tax under IRC Section 501(c)(3), though it is subject to tax on income unrelated to their respective exempt purpose, unless that income is otherwise excluded by the IRC. These organizations have processes presently in place to ensure the maintenance of their tax-exempt status, to identify and report unrelated income, to determine their filing and tax obligations in jurisdictions for which they have nexus, and to identify and evaluate other matters that may be considered tax positions. FEDCAP has determined that there are no material uncertain tax positions that require recognition or disclosure in the consolidated financial statements.

While FEDCAP does not pay income tax within the United States, it does accrue Value-Added-Tax ("VAT") for liabilities its United Kingdom subsidiaries incur on goods and services purchased overseas. The amount of VAT liability accrued within the accompanying consolidated financial statements for the years ending September 30, 2022 and 2021, is \$2,503,334 and \$2,566,552, respectively, and is reported in other liabilities on the accompanying consolidated statements of financial position.

The FEDCAP Group

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2022 and 2021

Goodwill

Goodwill was established through the acquisition of Apex in 2020 and KS in 2019. The value reported on the consolidated statements of financial position represents the residual difference between the consideration paid and the fair value of the net assets acquired. FEDCAP has elected under relevant guidance to amortize goodwill on a straight-line basis over 10 years and to perform a goodwill impairment analysis at the entity or reporting unit level when a triggering event occurs that indicates the fair value of the entity or reporting unit may be below its carrying amount. No impairment charges were recorded during fiscal 2022 or 2021.

Reclassifications

Certain reclassifications were made to the fiscal 2021 consolidated financial statements in order to conform to the fiscal 2022 presentation. Such reclassifications did not result in a change to total net assets, revenues, expenses or changes in net assets as previously reported in the fiscal 2021 consolidated financial statements.

NOTE 3 - CONTRIBUTIONS AND GRANTS RECEIVABLE

At September 30, 2022 and 2021, contributions and grants receivable consisted of receivables amounting to \$1,179,787 and \$1,968,683, respectively, net of an allowance for doubtful accounts of \$250,000 for each year. Contributions and grants receivable as of September 30, 2022 and 2021 are expected to be collected within one year.

Approximately 24% and 27% of the contributions and grants receivable (gross) is due from one donor at September 30, 2022 and 2021, respectively.

NOTE 4 - INVESTMENTS

Investments, at fair value, consisted of the following at September 30:

	2022	2021
Money market funds	\$ 643,829	\$ 600,570
Mutual funds	8,445,204	10,403,986
	<u>\$ 9,089,033</u>	<u>\$ 11,004,556</u>

FEDCAP's mutual fund investments are classified as Level 1 within the fair value hierarchy. FEDCAP's money market fund investments do not meet the definition of a security under U.S. GAAP, and as such, the disclosure requirements for fair value measurements are not applicable.

The FEDCAP Group

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2022 and 2021

NOTE 5 - INVENTORIES, NET

Inventories consisted of the following at September 30:

	2022	2021
Inventories		
Raw materials	\$ 207,225	\$ 390,158
Work-in-process and finished goods	298,102	164,104
Reserve	(90,000)	(90,000)
	<u>\$ 415,327</u>	<u>\$ 464,262</u>

NOTE 6 - PROPERTY, PLANT AND EQUIPMENT, NET

Fixed assets, net, consisted of the following at September 30:

	2022	2021
Land	\$ 1,617,809	\$ 1,617,809
Building improvements	6,476,577	4,496,457
Buildings	39,742,759	40,172,758
Capital leases - buildings	79,828,252	35,918,547
Furniture, fixtures and computer systems	26,960,289	23,142,700
Leasehold improvements	10,896,079	9,945,974
	<u>165,521,765</u>	<u>115,294,245</u>
Less: accumulated depreciation	<u>(39,391,740)</u>	<u>(33,497,241)</u>
	<u>\$ 126,130,025</u>	<u>\$ 81,797,004</u>

Depreciation and amortization expense for the years ended September 30, 2022 and 2021 was \$6,230,114 and \$6,241,960, respectively.

NOTE 7 - CAPITAL LEASES

In May of 2014, FRS entered into a condominium leasehold agreement in a building located at 205 East 42nd Street in New York City for 64,303 square feet of space consisting of the entire second and third floor and a portion of the ground floor. FRS began occupying the space in December 2014 and the agreement expires in fiscal 2043. The interest rate is fixed at 4.20%. FRS accounted for this agreement as a capital lease, and as such, the related cost of \$35,918,547 representing the present value of the total future minimum lease payments due at the inception of the agreement, is included within property, plant and equipment, net in the accompanying consolidated statements of financial position at September 30, 2022 and 2021. Depreciation expense of \$1,238,571 was recorded in fiscal years 2022 and 2021. The outstanding principal balance on the lease, inclusive of accrued interest expense, as of September 30, 2022 and 2021, is \$35,051,553 and \$35,480,647, respectively.

The FEDCAP Group

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2022 and 2021

During fiscal 2018, ESNY obtained financing pursuant to capital leases to finance vehicles in the amount of \$128,298, principal and interest are paid monthly. As of September 30, 2022, the assets were fully depreciated, and the principal balances were fully paid off. The outstanding principal balance on the leases as of September 30, 2021 was \$16,383. The maturity dates are through June 30, 2022 and the interest rates are fixed at 6.7% and 8.00%.

During fiscal 2018, FRS obtained financing pursuant to a capital lease to finance vehicles in the amount of \$370,074, principal and interest are paid monthly. As of September 30, 2022 and 2021, the accumulated depreciation balance was \$370,074 and \$313,258, respectively. The outstanding principal balance on the lease as of September 30, 2022 and 2021 was \$0 and \$23,893, respectively. The interest rate varies from 3.31% to 5.21%.

During fiscal 2018, FRS obtained financing pursuant to a capital lease to finance vehicles in the amount of \$82,264 principal and interest are paid monthly. As of September 30, 2022 and 2021, accumulated depreciation associated with these lease agreements was \$81,226 and \$66,274, respectively. The outstanding principal balance on the lease as of September 30, 2022 and 2021 was \$1,596 and \$16,547, respectively. The maturity dates are through November 30, 2022 and the interest rate varies from 7.10% to 7.45%.

On September 14, 2018, FRS obtained financing pursuant to a capital lease to finance office furniture in the amount of \$463,495; principal and interest are paid monthly. As of September 30, 2022, and 2021, the accumulated depreciation balance was \$264,854 and \$198,641, respectively. The outstanding principal balance on the lease as of September 30, 2022 and 2021 was \$77,623 and \$185,487, respectively. The maturity dates are through June 2023 and the interest rate is 6.58%.

During fiscal 2021, FRS obtained financing pursuant to a capital lease to finance vehicles in the amount of \$30,245, principal and interest are paid monthly. As of September 30, 2022 and 2021, the accumulated depreciation balance was \$12,098 and \$6,049, respectively. The outstanding principal balance on the lease as of September 30, 2022 and 2021 was \$15,223 and \$20,733, respectively. The maturity date goes through September 2024 and the interest rate is 3.80%.

In December of 2021, FRS entered into a condominium leasehold agreement for a building located at 11-05 44th Drive in Queens, New York for approximately 50,000 square feet of space for use by Apex. Apex will begin occupying the space in fiscal 2023 and the agreement expires in May 2054. FRS accounted for this agreement as a capital lease, and as such, the related cost of \$43,909,705 representing the present value of the total future minimum lease payments due at the inception of the agreement, determined using an incremental borrowing rate of 4.6%, is included within property, plant and equipment, net in the accompanying consolidated statement of financial position at September 30, 2022. Depreciation expense will begin in fiscal 2023 when occupancy begins. Payments on the lease will begin in March 2023 and the outstanding principal balance on the lease, inclusive of accrued interest expense, as of September 30, 2022 is \$43,909,705.

The FEDCAP Group

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2022 and 2021

The following is a schedule by years of future minimum lease payments under capital leases together with the present value of the net minimum lease payments as of September 30, 2022:

<u>Year Ending September 30,</u>	<u>Amount</u>
2023	\$ 3,707,389
2024	4,471,864
2025	4,465,407
2026	4,803,639
2027	4,803,639
Thereafter	<u>116,983,515</u>
Total minimum lease payments	139,235,453
Less: amount representing interest	<u>(60,179,753)</u>
Present value of net minimum lease payments	<u>\$ 79,055,700</u>

NOTE 8 - REVOLVING LOANS***Investors Bank***

On October 27, 2020, FEDCAP entered into an agreement with Investors Bank for (1) a revolving line of credit agreement with a borrowing limit of \$42,500,000, with a maturity date of October 27, 2022 and interest payable quarterly at a rate of prime plus 0.75% but no less than 4.00%. The maturity date was subsequently extended to January 27, 2023. The revolving line of credit agreement requires that FEDCAP maintain minimum unrestricted liquid assets of \$10,000,000. As of September 30, 2022, and 2021, FEDCAP had borrowings on this line of credit of \$25,893,587 and \$28,173,061 at an interest rate of 3.06% and 4.00%, respectively.

Provident Bank

On January 27, 2023, FEDCAP entered into an agreement with Provident Bank to refinance certain of its previous debt arrangements as well as to provide for additional liquidity for operations. In connection with the refinancing, FEDCAP entered into (1) a revolving line of credit agreement (Facility A) with a borrowing limit of \$42,500,000, with a maturity date of March 25, 2025 and interest payable quarterly at a rate of one month CME Term Secured Overnight Financing Rate ("SOFR") plus 2.90% but no less than 5.00%; and (2) an additional \$7,500,000 credit line (Facility B) interest payable quarterly at a rate of one month CME Term SOFR plus 2.90% but no less than 5.00%. The revolving line of credit agreement requires that FEDCAP maintain minimum unrestricted liquid assets of \$15,000,000. The proceeds from the revolving line of credit were used to repay the existing revolving credit line held by Investors Bank, mentioned above.

The FEDCAP Group

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2022 and 2021

NOTE 9 - LONG-TERM DEBT**Notes Payable**

On October 21, 2004, TOTS entered into a \$700,000 mortgage note payable to finance the acquisition of the building located in Bronx, New York. The note was secured by the property and all of the assets of TOTS. The interest rate is 5.0% and principal and interest of \$4,960 is payable monthly through the maturity date of November 1, 2024. At September 30, 2022 and 2021, the outstanding principal balance was \$121,884 and \$173,791, respectively.

FEDCAP entered into an agreement with Investors Bank for two term loans in the amounts of \$6,000,000 and \$6,600,000, with a maturity date of November 1, 2045 and November 1, 2030 respectively, along with monthly payments of principal and interest at a rate of 4.00%. At September 30, 2022 and 2021, the outstanding principal balance of the term loans was \$11,659,271 and \$12,174,762, respectively.

Bonds Payable

In December 2013, FRS entered into a Loan Agreement with Build NYC Resource Corporation ("Build NYC"), a local development corporation, for Build NYC to issue bonds to finance the purchase of the sixth floor of a building located at 633 Third Avenue in New York City and related expenses. Build NYC issued \$18,450,000 of tax-exempt revenue bonds ("Series 2013A"). Monthly payments of interest commenced in June 2014. The Series 2013A bonds have a coupon rate of 4.2% with a maturity date of December 1, 2033. The Series A bonds were placed with Israel Discount Bank ("IDB") and, as part of the bond purchase and continuing covenant agreement between FRS and IDB, FRS must maintain a minimum balance with IDB of \$4,000,000, which is included within investments in the accompanying consolidated statements of financial position at September 30, 2022 and 2021. At September 30, 2022 and 2021, the outstanding principal balance of the Series 2013A bonds was \$14,840,000 and \$15,420,000, respectively. The following is a summary of minimum principal payments due on the notes and bonds at September 30, 2022:

<u>Year Ending September 30,</u>	<u>Notes Payable</u>	<u>Bonds Payable</u>	<u>Total</u>
2023	\$ 576,142	\$ 605,000	\$ 1,181,142
2024	584,655	630,000	1,214,655
2025	544,230	655,000	1,199,230
2026	541,215	685,000	1,226,215
2027	548,331	715,000	1,263,331
Thereafter	8,986,582	11,550,000	20,536,582
Total	<u>\$ 11,781,155</u>	<u>\$ 14,840,000</u>	26,621,155
Less: current portion			(1,181,142)
Less: bond issuance cost			<u>(708,389)</u>
Long-term debt, net of current portion			<u>\$ 24,731,624</u>

NOTE 10 - ADVANCES FROM GOVERNMENT AGENCY

During fiscal 2022 and 2021, FEDCAP received contract advances from various New York City government agencies. The refundable balance related to these advances as of September 30, 2022 and 2021 is \$564,276 and \$749,426, respectively. These advances are non-interest bearing and will be offset by future receivables within these programs.

The FEDCAP Group

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2022 and 2021

NOTE 11 - FORGIVABLE CAPITAL ADVANCES

ESCT has received financial assistance for property acquisition costs from Housing and Urban Development ("HUD") and the Austin Housing Finance Corporation ("AHFC"). Under the terms of the agreements, funds were provided to ESCT in the form of forgivable capital advances to purchase 34 housing entities. The principle and any interest are not due and will be forgiven upon maturity, as long as ESCT continues to meet the requirements to maintain the housing units available for low income persons with disabilities. ESCT believes that the possibility that repayment will occur is remote and as such that the treatment of the advance as a contribution upon receipt is appropriate. Accordingly, the advances were recorded as contributions with donor restrictions that are released from restriction over the life of the agreement. The following table summarizes the forgivable capital advances as of September 30, 2022:

	<u>Amount of Original Advance</u>
Housing I	
U.S. Department of HUD, interest rate of 5.375%, due unless forgiven on October 11, 2045, secured by six rental housing units. At September 30, 2022 and 2021, \$238,335 and \$248,660, respectively, was included in net assets with donor restrictions related to the Note.	\$ 413,000
Housing II	
U.S. Department of HUD, interest rate of 5.250%, due unless forgiven on April 1, 2048, secured by 10 rental housing units. At September 30, 2022 and 2021, \$456,407 and \$474,247, respectively, was included in net assets with donor restrictions related to the Note.	713,600
City of Austin passed through AHFC, interest rate of 0%, due unless forgiven on May 1, 2049, secured by 10 rental housing units. At September 30, 2022 and 2021, \$332,292 and \$344,792, respectively, was included in net assets with donor restrictions related to the Note.	500,000
Housing III	
U.S. Department of HUD, interest rate of 4.125%, due unless forgiven on December 1, 2050, secured by eight rental housing units. At September 30, 2022 and 2021, \$521,013 and \$539,510, respectively, was included in net assets with donor restrictions related to the Note.	739,900
City of Austin passed through AHFC, interest rate of 0%, due unless forgiven on November 30, 2050, secured by eight rental housing units. At September 30, 2022 and 2021, \$348,379 and \$360,748, respectively, was included in net assets with donor restrictions related to the Note.	494,740
Housing IV	
U.S. Department of HUD, interest rate of 4.125%, due unless forgiven on February 15, 2053, secured by 10 rental housing units. At September 30, 2022 and 2021, \$813,950 and \$840,710, respectively, was included in net assets with donor restrictions related to the Note.	1,070,400
City of Austin passed through AHFC, interest rate of 0%, due unless forgiven on February 28, 2053, secured by 10 rental housing units. At September 30, 2022 and 2021, \$475,183 and \$490,805, respectively, was included in net assets with donor restrictions related to the Note.	<u>624,898</u>
Total	<u>\$ 4,556,538</u>

The FEDCAP Group

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2022 and 2021

NOTE 12 - COMMITMENTS AND CONTINGENCIES

FEDCAP has leases for offices, program related facilities, and equipment expiring at various dates through 2032. The approximate future minimum lease commitments under existing operating leases are as follows:

<u>Year Ending September 30,</u>	<u>Amount</u>
2023	\$ 14,593,814
2024	13,093,972
2025	12,245,259
2026	10,557,672
2027	8,763,622
Thereafter	<u>92,407,054</u>
Total commitments and contingencies	<u>\$ 151,661,393</u>

During September 2022, FEDCAP entered into a lease for approximately 85,000 square feet of office and program space in New York City for use by Civic Hall Labs with aggregate lease payments of approximately \$95,000,000 commencing in March 2023 and ending in September 2047, which is reflected within the commitments above. In connection with the lease, FEDCAP funded a security deposit of \$2,500,000, which is reflected within prepaid expense and other assets on the accompanying consolidated statement of financial position as of September 30, 2022 and obtained a letter of credit in the amount of \$2,500,000, which is collateralized by FEDCAP's cash and cash equivalents.

Certain office leases contain renewal and escalation clauses. For leases with escalation clauses, FEDCAP recognized rent expense on a straight-line basis and recognized a deferred rent liability of \$1,222,662 and \$1,136,082 at September 30, 2022 and 2021, respectively, which is included in other liabilities in the accompanying consolidated statements of financial position. In addition to the base rents, FEDCAP is obligated to pay additional amounts for increased operating costs.

Rent expense was \$15,289,496 and \$15,172,888 for the years ended September 30, 2022 and 2021, respectively.

During fiscal 2021, FEDCAP provided for a reserve for lease abandonment costs in the amount of \$2,116,214 for its leased property in Staten Island, NY. This liability, amounting to \$1,724,722 and \$2,116,214, as of September 30, 2022 and 2021, respectively, consists of the present value of the remaining lease payments, offset by estimated sub-tenant payments. This liability is reflected within other liabilities on the accompanying consolidated statements of financial position and the corresponding expense is included within occupancy expenses on the accompanying 2021 consolidated statement of functional expenses.

FEDCAP sublets a portion of its facilities to tenants under operating leases that expire at various dates through December 2025. For the years ended September 30, 2022 and 2021, rental income from these subleases was \$1,014,144 and \$1,036,837, respectively.

The FEDCAP Group

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2022 and 2021

The future minimum sublease rental payments to be received are as follows:

<u>Year Ending September 30,</u>	<u>Amount</u>
2023	\$ 1,308,339
2024	1,052,258
2025	729,248
2026	<u>236,751</u>
Total	<u>\$ 3,326,596</u>

FEDCAP is engaged in various lawsuits incidental to its operations. In the opinion of management, the ultimate outcome of pending litigation will not have a material adverse effect on the consolidated financial position and results of operations of FEDCAP.

FEDCAP participates in a number of federal and state programs. These programs require that FEDCAP comply with certain requirements of laws, regulations, contracts, and agreements applicable to the programs in which it participates. All funds expended in connection with government grants and contracts are subject to audit by government agencies. While the ultimate liability, if any, from such audits of government contracts by government agencies is presently not determinable, it should not, in the opinion of management, have a material effect on FEDCAP's financial position or change in net assets. Accordingly, no provision for any such liability that may result has been made in the accompanying consolidated financial statements.

NOTE 13 - TUITION REVENUE

FEDCAP receives funding for Fedcap Apex Acquisition (d/b/a Apex Technical School) and for the Career Design School from the New York State Education Department, administered by the Bureau of Proprietary School Supervision. Gross tuition income has been included within rehabilitation and vocational programs in the accompanying consolidated statements of activities for the years ended September 30, 2022 and 2021 as follows:

	<u>2022</u>	
	<u>Fedcap Apex Acquisition d/b/a Apex Technical School</u>	<u>Career Design School</u>
Tuition	\$ 19,824,972	\$ 287,248
Less: book and tool sales	(1,780,298)	-
Less: application and insurance fees	(137,865)	-
Subtotal	17,906,809	287,248
Add: student Refunds and Returns to Federal Family Education Loan Programs included above	<u>505,802</u>	<u>-</u>
Gross tuition for tuition assessment calculations	<u>\$ 18,412,611</u>	<u>\$ 287,248</u>

The FEDCAP Group

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2022 and 2021

	2021	
	Fedcap Apex Acquisition d/b/a Apex Technical School	Career Design School
Tuition	\$ 20,796,454	\$ 407,697
Less: book and tool sales	(1,642,966)	-
Less: application and insurance fees	(123,060)	-
Subtotal	<u>19,030,428</u>	<u>407,697</u>
Add: student refunds and returns to federal family education loan programs included above	859,820	-
Gross tuition for tuition assessment calculations	<u>\$ 19,890,248</u>	<u>\$ 407,697</u>

NOTE 14 - 90/10 REVENUE PROCEDURE

Apex derives a substantial portion of its revenues from financial aid received by its students under programs authorized by Title IV of the HEA, which are administered by the U.S. Department of Education. To continue to participate in the programs, Apex must comply with the regulations promulgated under the HEA. The regulations restrict the proportion of cash receipts for tuition, fees, and other institutional charges for eligible programs to not be more than 90 percent from Title IV programs. The failure of Apex to meet the 90 percent limitation for two consecutive years will result in the loss of Apex's ability to participate in Title IV programs. If a school receives more than 90 percent of its revenue from Title IV programs during its fiscal year, the school becomes provisionally certified for the next two fiscal years. This information is required by the U.S. Department of Education and is presented for purposes of additional analysis and is not a required part of the basic consolidated financial statements.

The FEDCAP Group

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2022 and 2021

For the fiscal year ended September 30, 2022 Apex Technical School's cash basis calculation is:

Adjusted student Title IV revenue	\$ 11,488,151	62.51%
Total revenue	\$ 18,378,208	
	<u>Amount</u> <u>Disbursed</u>	<u>Adjusted</u> <u>Amount</u>
Adjusted student Title IV revenue:		
Subsidized loans	\$ 2,574,893	\$ 2,574,893
Unsubsidized loans up to pre-ESCALA loan limits	3,335,323	3,335,323
Federal Pell grant	4,645,817	4,645,817
FSEOG (subject to matching reduction of 25%)	405,487	304,115
Plus loan	1,138,387	1,138,387
Federal work study applied to tuition and fees (subject to matching reduction)		
Student Title IV revenue		<u>11,998,535</u>
Revenue adjustment		
Reduction of student Title IV revenue for amount in excess of tuition and fees		(20,288)
Title IV funds returned for a student under 34 CFR 668.22 (withdrawal and other returns)		<u>(490,096)</u>
Adjusted student Title IV revenue		<u>\$ 11,488,151</u>
Student non-Title IV revenue		
Grant funds for the student from nonfederal public agencies or private sources independent of the school	\$ 285,546	
Funds provided for the student under a contractual arrangement with a federal, state or local government agency for the purpose of providing job training to low-income individuals		
Funds used by a student from savings plans for educational expenses established by or on behalf of the student that qualify for special tax treatment under the Internal Revenue Code		
Student payments	<u>6,604,511</u>	
Student non-Title IV revenue	<u>6,890,057</u>	

The FEDCAP Group

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2022 and 2021

	<u>Amount Disbursed</u>	<u>Adjusted Amount</u>
Revenue from other sources		
Activities conducted by the institution that are necessary for education and training	\$ -	\$ -
Funds paid by a student, or on behalf of a student by a party other than the school for an education or training program that is not eligible	-	-
Allowable student payments plus allowable amounts from accounts receivable - any required payments under a recourse agreement	-	-
	<u>-</u>	<u>-</u>
Revenue from other sources		<u>-</u>
Total non-title IV revenue		<u>\$ 6,890,057</u>
Total revenue		<u>\$ 18,378,208</u>

NOTE 15 - NET ASSETS

Net assets with donor restrictions were restricted for the following purposes as of September 30, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
For use in future periods for:		
Employment and job search programs	\$ 260,388	\$ 116,391
ESCT HUD capital advances	3,185,559	3,299,472
Time restricted - beneficial interest in remainder trust	2,395,264	3,132,036
Time restricted - general	1,137,708	456,065
	<u>6,978,919</u>	<u>7,003,964</u>
Beneficial interest in perpetual trusts and endowment funds subject to appropriation and satisfaction of donor restrictions	<u>2,003,074</u>	<u>2,400,344</u>
	<u>\$ 8,981,993</u>	<u>\$ 9,404,308</u>

Beneficial interest in perpetual trusts and endowment funds are comprised of the following as of September 30, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Easter Seals - beneficial interest in perpetual trusts	\$ 1,842,325	\$ 2,310,181
ReServe endowment	82,306	82,096
CWS endowment	78,443	8,067
	<u>\$ 2,003,074</u>	<u>\$ 2,400,344</u>

Net assets released from restrictions during the years ended September 30, 2022 and 2021 amounted to \$669,536 and \$113,913, respectively.

The FEDCAP Group

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2022 and 2021

Net assets released from restrictions are comprised of the following as of September 30, 2022 and 2021:

	2022	2021
ESCT HUD Capital Advances	\$ 113,913	\$ 113,913
Employment and job search programs	555,623	-
	<u>\$ 669,536</u>	<u>\$ 113,913</u>

NOTE 16 - RELATED-PARTY TRANSACTIONS

Members of the Board of Directors of FEDCAP were associated with a law firm that provided legal services to FEDCAP with fees totaling \$271,364 during the year ended September 30, 2021. These Members did not provide legal services during the year ended September 30, 2022.

A CWS Board member is a trustee of the Eaton Fund. CWS leases its facilities from the Eaton Fund. In-kind contributed rent and rent paid to Eaton Fund for each of the years ended September 30, 2022 and 2021 was \$97,500 and \$151,667, respectively.

NOTE 17 - EMPLOYEE BENEFIT PLANS

Effective January 1, 1991, FEDCAP established a Tax Deferred Annuity Retirement Plan under Section 403(b) of the IRC for employee voluntary salary reduction contributions. Employees are eligible to participate in the plan as of their employment date.

Effective October 1, 1991, FEDCAP established a Tax Deferred Annuity Retirement Plan under Section 403(b) of the IRC for employees working on government contracts with a defined contribution pension plan based on a contractual formula. Employees are eligible to participate in the plan upon satisfactory completion of a three-month probationary period.

Effective October 1, 1994, FEDCAP established a Defined Contribution Plan under Section 403(b) of the IRC for qualified participants, primarily employees who do not work on contracts. In November 1, 2010, the Defined Contribution Plan was amended to allow all employees to participate in the plan immediately upon hire. FEDCAP matches employee contributions up to 3% of their salaries. Employer matching contributions fully vest after three years of employment.

Plan contributions are invested in one or more of the funding vehicles available to participants under the plans. Each participant is fully and immediately vested in employee contributions. Employer contributions to the plans amounted to \$12,381,925 and \$11,830,831 for the years ended September 30, 2022 and 2021, respectively.

NOTE 18 - ACQUISITIONS

On May 1, 2021, The Fedcap Group acquired Civic Hall Labs, Inc, a learning, and collaboration platform focused on advanced technology and problem-solving for the public good. The acquisition was predicated on establishing training organizations and platform that will improve access to in-demand technology jobs for all New Yorkers. The acquisition was affected without the transfer of consideration, and as such, a charge of \$695,897 was recognized, which represented the excess of the acquisition date fair values of the liabilities assumed over the acquisition date fair value of the assets acquired.

The FEDCAP Group

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2022 and 2021

On September 23, 2021, Civic Hall Labs, Inc, acquired New York Tech Alliance ("NYTA"), an organization that supports the technology community and ecosystems in their hometown, with the goal of creating the most diverse, equitable and accessible tech ecosystems in the world. The acquisition was predicated on aiding and providing access to various technology resources and platforms. The acquisition was affected without the transfer of consideration, and as such, a charge of \$95,284 was recognized, which represented the excess of the acquisition date fair values of the liabilities assumed over the acquisition date fair value of the assets acquired.

The following table summarizes the estimated fair values of the liabilities assumed and assets acquired at the date of acquisition during the year ended September 30, 2021:

	Civic Hall Labs, Inc	New York Tech Alliance	Total
Cash and cash equivalents	\$ 142,062	\$ 3,101	\$ 145,163
Accounts receivable, net	-	33,862	33,862
Prepaid expenses	3,845	-	3,845
Property and equipment	30,000	-	30,000
Accounts payable and accrued liabilities	(580,509)	(29,500)	(610,009)
Payroll Protection Plan loan	(291,295)	(19,875)	(311,170)
Deferred revenue	-	(82,872)	(82,872)
	<u>\$ (695,897)</u>	<u>\$ (95,284)</u>	<u>\$ (791,181)</u>
Net (deficit)			

NOTE 19 - CONCENTRATIONS

FEDCAP provides building services for federal buildings, which comprised 18% and 20% of total revenues during the years ended September 30, 2022 and 2021 respectively. FEDCAP provides offsite data entry personnel, custodial and other services to various branches of the state and city government through one New York State organization, which comprised 5% of total revenues during the years ended September 30, 2022 and 2021.

Financial instruments that potentially subject FEDCAP to concentrations of credit and market risk consist principally of cash and cash equivalents on deposit with financial institutions, which from time to time may exceed the Federal Deposit Insurance Corporation limit. Management does not believe that a significant risk of loss exists due to the failure of a financial institution.

NOTE 20 - LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

FEDCAP regularly monitors liquidity required to meet its operating needs and other contractual commitments. FEDCAP has various sources of liquidity at its disposal, including cash and cash equivalents, marketable debt and equity securities, and lines of credit. See Note 8 for information about FEDCAP's lines of credit.

For purposes of assessing resources available to meet general expenditures over a 12-month period, FEDCAP considers all expenditures related to its ongoing activities.

In addition to financial assets available to meet general expenditures over the next 12 months, FEDCAP operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures.

The FEDCAP Group

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2022 and 2021

As of September 30, 2022 and 2021, the following tables show the total financial assets held by FEDCAP and the amounts of those financial assets that could readily be made available within one year of the balance sheet date to meet general expenditures.

Financial assets available to meet general expenditures over the next 12 months:

	2022	2021
Cash and cash equivalents	\$ 55,956,803	\$ 42,982,639
Accounts receivable, net	48,355,344	57,363,861
Contributions and grants receivable, net	1,179,787	1,968,683
Investments convertible to cash over the next 12 months	9,089,033	11,004,556
	<hr/>	<hr/>
Total financial assets available within the next 12 months	114,580,967	113,319,739
Less amounts unavailable for general expenditure due to:		
Donor-imposed restrictions	(4,583,655)	(3,871,928)
Minimum liquidity/collateral under borrowing and other arrangements	(17,500,000)	(10,000,000)
	<hr/>	<hr/>
Total financial assets available to meet general expenditures over the next 12 months	\$ 92,497,312	\$ 99,447,811

NOTE 21 - CARES ACT

During fiscal years 2020 through 2022, FEDCAP's affiliates were granted loans totaling \$16,201,425, pursuant to the Small Business Administration ("SBA") Paycheck Protection Program (the "PPP") under Division A, Title I of the CARES Act (the "PPP Loans").

The PPP Loans, which are in the form of notes payable, mature 24 months or 60 months from the date of issuance and bear interest at a rate of 1% per annum. The maturity dates of the PPP Loans range from April 2022 through April 2026. The PPP Loans may be prepaid by FEDCAP at any time prior to maturity with no prepayment penalties. Funds from the PPP Loans may only be used for certain costs, such as payroll costs and occupancy expenses. FEDCAP intends to use the entire loan amounts for qualifying expenses. Under the terms of the PPP, certain amounts of the PPP Loans may be forgiven if they are used for qualifying expenses as described in the CARES Act. When FEDCAP is legally released from the debt, or forgiveness is granted, the extinguishment will be recognized into income at that time. During the fiscal year ended September 30, 2021, forgiveness was granted by the SBA for certain of FEDCAP's PPP Loans, amounting to \$5,379,479. During the fiscal year ended September 30, 2022, forgiveness was granted by the SBA for certain of the PPP Loans, amounting to \$10,718,192, and one loan, amounting to \$103,754, was repaid. This forgiveness has been reflected as gain on Paycheck Protection Program loan forgiveness in the accompanying consolidated statements of activities.

The CARES Act also allowed for employers to defer the deposit and payment of the employer share of payroll taxes that would otherwise be due on or after March 27, 2020, and before January 1, 2021. FEDCAP elected to defer payment of payroll taxes under this arrangement. These deferred payroll taxes are payable in two equal installments on December 31, 2021 and December 31, 2022. As of September 30, 2022 and 2021, FEDCAP has recorded \$1,929,781 and \$3,628,007, respectively, of deferred payroll taxes, which is reflected within accounts payable and accrued liabilities and other liabilities on the accompanying consolidated statement of financial position.

The FEDCAP Group

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

September 30, 2022 and 2021

NOTE 22 - COVID-19

In March 2020, the World Health Organization officially declared COVID-19, a disease caused by the novel coronavirus, a pandemic. This caused many local and national governments, including New York State, to impose restrictions on business operations, travel and public gatherings. The outbreak has adversely impacted the level of economic activity around the world and disrupted normal business activity in every sector of the economy.

As a result of the pandemic, in mid-March 2020, FEDCAP moved certain programs to virtual program services for the remainder of the fiscal year. In order to mitigate the impact of the pandemic, for fiscal years 2022 and 2021, FEDCAP continues to offer some programs virtually while shifting to in-person programs for others. The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. External factors, including the duration and intensity of the pandemic, the shape of the economic recovery and its impact on potential government funding, as well as timing and widespread adoption of vaccines, could have a material impact on FEDCAP's future operating and programmatic results. The extent to which COVID-19 may impact FEDCAP's financial position, changes in net assets and cash flows is uncertain and the accompanying consolidated financial statements include no adjustments relating to the effects of this pandemic.

NOTE 23 - SUBSEQUENT EVENTS

FEDCAP evaluated its September 30, 2022 consolidated financial statements for subsequent events through February 3, 2023, the date the consolidated financial statements were available for issuance. FEDCAP is unaware of any events which would require recognition or disclosure in the accompanying consolidated financial statements, other than the event described in Note 8.

SUPPLEMENTAL INFORMATION

The "NASCAR" Series
 CONSOLIDATED INCOME STATEMENT OF ACTIVITIES
 For the year ended September 30, 2008

	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997	1996	1995	1994	1993	1992	1991	1990	1989	1988	1987	1986	1985	1984	1983	1982	1981	1980	1979	1978	1977	1976	1975	1974	1973	1972	1971	1970	1969	1968	1967	1966	1965	1964	1963	1962	1961	1960	1959	1958	1957	1956	1955	1954	1953	1952	1951	1950	1949	1948	1947	1946	1945	1944	1943	1942	1941	1940	1939	1938	1937	1936	1935	1934	1933	1932	1931	1930	1929	1928	1927	1926	1925	1924	1923	1922	1921	1920	1919	1918	1917	1916	1915	1914	1913	1912	1911	1910	1909	1908	1907	1906	1905	1904	1903	1902	1901	1900	1899	1898	1897	1896	1895	1894	1893	1892	1891	1890	1889	1888	1887	1886	1885	1884	1883	1882	1881	1880	1879	1878	1877	1876	1875	1874	1873	1872	1871	1870	1869	1868	1867	1866	1865	1864	1863	1862	1861	1860	1859	1858	1857	1856	1855	1854	1853	1852	1851	1850	1849	1848	1847	1846	1845	1844	1843	1842	1841	1840	1839	1838	1837	1836	1835	1834	1833	1832	1831	1830	1829	1828	1827	1826	1825	1824	1823	1822	1821	1820	1819	1818	1817	1816	1815	1814	1813	1812	1811	1810	1809	1808	1807	1806	1805	1804	1803	1802	1801	1800	1799	1798	1797	1796	1795	1794	1793	1792	1791	1790	1789	1788	1787	1786	1785	1784	1783	1782	1781	1780	1779	1778	1777	1776	1775	1774	1773	1772	1771	1770	1769	1768	1767	1766	1765	1764	1763	1762	1761	1760	1759	1758	1757	1756	1755	1754	1753	1752	1751	1750	1749	1748	1747	1746	1745	1744	1743	1742	1741	1740	1739	1738	1737	1736	1735	1734	1733	1732	1731	1730	1729	1728	1727	1726	1725	1724	1723	1722	1721	1720	1719	1718	1717	1716	1715	1714	1713	1712	1711	1710	1709	1708	1707	1706	1705	1704	1703	1702	1701	1700	1699	1698	1697	1696	1695	1694	1693	1692	1691	1690	1689	1688	1687	1686	1685	1684	1683	1682	1681	1680	1679	1678	1677	1676	1675	1674	1673	1672	1671	1670	1669	1668	1667	1666	1665	1664	1663	1662	1661	1660	1659	1658	1657	1656	1655	1654	1653	1652	1651	1650	1649	1648	1647	1646	1645	1644	1643	1642	1641	1640	1639	1638	1637	1636	1635	1634	1633	1632	1631	1630	1629	1628	1627	1626	1625	1624	1623	1622	1621	1620	1619	1618	1617	1616	1615	1614	1613	1612	1611	1610	1609	1608	1607	1606	1605	1604	1603	1602	1601	1600	1599	1598	1597	1596	1595	1594	1593	1592	1591	1590	1589	1588	1587	1586	1585	1584	1583	1582	1581	1580	1579	1578	1577	1576	1575	1574	1573	1572	1571	1570	1569	1568	1567	1566	1565	1564	1563	1562	1561	1560	1559	1558	1557	1556	1555	1554	1553	1552	1551	1550	1549	1548	1547	1546	1545	1544	1543	1542	1541	1540	1539	1538	1537	1536	1535	1534	1533	1532	1531	1530	1529	1528	1527	1526	1525	1524	1523	1522	1521	1520	1519	1518	1517	1516	1515	1514	1513	1512	1511	1510	1509	1508	1507	1506	1505	1504	1503	1502	1501	1500	1499	1498	1497	1496	1495	1494	1493	1492	1491	1490	1489	1488	1487	1486	1485	1484	1483	1482	1481	1480	1479	1478	1477	1476	1475	1474	1473	1472	1471	1470	1469	1468	1467	1466	1465	1464	1463	1462	1461	1460	1459	1458	1457	1456	1455	1454	1453	1452	1451	1450	1449	1448	1447	1446	1445	1444	1443	1442	1441	1440	1439	1438	1437	1436	1435	1434	1433	1432	1431	1430	1429	1428	1427	1426	1425	1424	1423	1422	1421	1420	1419	1418	1417	1416	1415	1414	1413	1412	1411	1410	1409	1408	1407	1406	1405	1404	1403	1402	1401	1400	1399	1398	1397	1396	1395	1394	1393	1392	1391	1390	1389	1388	1387	1386	1385	1384	1383	1382	1381	1380	1379	1378	1377	1376	1375	1374	1373	1372	1371	1370	1369	1368	1367	1366	1365	1364	1363	1362	1361	1360	1359	1358	1357	1356	1355	1354	1353	1352	1351	1350	1349	1348	1347	1346	1345	1344	1343	1342	1341	1340	1339	1338	1337	1336	1335	1334	1333	1332	1331	1330	1329	1328	1327	1326	1325	1324	1323	1322	1321	1320	1319	1318	1317	1316	1315	1314	1313	1312	1311	1310	1309	1308	1307	1306	1305	1304	1303	1302	1301	1300	1299	1298	1297	1296	1295	1294	1293	1292	1291	1290	1289	1288	1287	1286	1285	1284	1283	1282	1281	1280	1279	1278	1277	1276	1275	1274	1273	1272	1271	1270	1269	1268	1267	1266	1265	1264	1263	1262	1261	1260	1259	1258	1257	1256	1255	1254	1253	1252	1251	1250	1249	1248	1247	1246	1245	1244	1243	1242	1241	1240	1239	1238	1237	1236	1235	1234	1233	1232	1231	1230	1229	1228	1227	1226	1225	1224	1223	1222	1221	1220	1219	1218	1217	1216	1215	1214	1213	1212	1211	1210	1209	1208	1207	1206	1205	1204	1203	1202	1201	1200	1199	1198	1197	1196	1195	1194	1193	1192	1191	1190	1189	1188	1187	1186	1185	1184	1183	1182	1181	1180	1179	1178	1177	1176	1175	1174	1173	1172	1171	1170	1169	1168	1167	1166	1165	1164	1163	1162	1161	1160	1159	1158	1157	1156	1155	1154	1153	1152	1151	1150	1149	1148	1147	1146	1145	1144	1143	1142	1141	1140	1139	1138	1137	1136	1135	1134	1133	1132	1131	1130	1129	1128	1127	1126	1125	1124	1123	1122	1121	1120	1119	1118	1117	1116	1115	1114	1113	1112	1111	1110	1109	1108	1107	1106	1105	1104	1103	1102	1101	1100	1099	1098	1097	1096	1095	1094	1093	1092	1091	1090	1089	1088	1087	1086	1085	1084	1083	1082	1081	1080	1079	1078	1077	1076	1075	1074	1073	1072	1071	1070	1069	1068	1067	1066	1065	1064	1063	1062	1061	1060	1059	1058	1057	1056	1055	1054	1053	1052	1051	1050	1049	1048	1047	1046	1045	1044	1043	1042	1041	1040	1039	1038	1037	1036	1035	1034	1033	1032	1031	1030	1029	1028	1027	1026	1025	1024	1023	1022	1021	1020	1019	1018	1017	1016	1015	1014	1013	1012	1011	1010	1009	1008	1007	1006	1005	1004	1003	1002	1001	1000	999	998	997	996	995	994	993	992	991	990	989	988	987	986	985	984	983	982	981	980	979	978	977	976	975	974	973	972	971	970	969	968	967	966	965	964	963	962	961	960	959	958	957	956	955	954	953	952	951	950	949	948	947	946	945	944	943	942	941	940	939	938	937	936	935	934	933	932	931	930	929	928	927	926	925	924	923	922	921	920	919	918	917	916	915	914	913	912	911	910	909	908	907	906	905	904	903	902	901	900	899	898	897	896	895	894	893	892	891	890	889	888	887	886	885	884	883	882	881	880	879	878	877	876	875	874	873	872	871	870	869	868	867	866	865	864	863	862	861	860	859	858	857	856	855	854	853	852	851	850	849	848	847	846	845	844	843	842	841	840	839	838	837	836	835	834	833	832	831	830	829	828	827	826	825	824	823	822	821	820	819	818	817	816	815	814	813	812	811	810	809	808	807	806	805	804	803	802	801	800	799	798	797	796	795	794	793	792	791	790	789	788	787	786	785	784	783	782	781	780	779	778	777	776	775	774	773	772	771	770	769	768	767
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a member of THE FEDCAP GROUP

BOARD OF DIRECTORS

Nick Brattan, Chairman

Board Date 6/13/2018



Profession: President – NE Document Systems Inc. retired

William Rider

Board Date 2009



Profession: CEO/President-Greater Manchester Mental Health- retired

Lynne Westaway, Treasurer

Board Date 8/1/2007



Profession: CPA/Partner-WIPFLI

James Sweeney PhD

Board Date 10/1/2020



Profession: PhD, Counseling

Peter Burke

Board Date 4/1/21



Profession: Community Education Manager @ St. Joseph Hospital

Cassandra Durand

Board Date 3/16/23



Profession: Director of ProHealth Integrated Primary Care, Mental Health Center of Greater Manchester.

Erica Gesen Ungarelli

Human Services Leader in Child Welfare and Behavioral Health

Human Services Leadership and Management

Successful Human Services Leader with 20 years of leadership experience. Responsibilities include System and program development and sustainability, management of programs and budgets ranging between 3-64 million dollars. Broad knowledge of the Medicaid system. Leadership style embraces the System of Care values and principles in both program development and in organizational culture and climate. Experience in Child Welfare and Children's Behavioral Health. Additional notable experience in the following areas;

Management

- Provides Direction and vision for organizational development
 - Recruitment and retention strategies
 - Positive Culture and Climate
 - Program development, contract development and implementation
 - Oversight of contracts, programs, and provider networks

Strategic planning, Program Development

Developed programming to assist children and families involved in Child Welfare including:

- Strength To Succeed and other intensive in-home services.
- Led large systems reform for children's service, NH System of Care for Children's Behavioral Health inclusive of program development, finance and long-term sustainability and scaling up the programming to address continued growing needs.
- Developed NH's infant Mental Health plan, to include program development for integrated and comprehensive supports for at risk young children and families.
- Development of strategic plans— notable examples: 10-year mental health plan, Children's system of care annual reports with recommendations and child welfare practice model development.
 - Analyzing data to identify areas for improvement and expansion
 - Development of goals and activities for strategic plan
 - Development of finance strategies, budget, and rates
 - Assess progress towards goals through process measures and qualitative data
 - Management of organization and program budgets
 - Assessment of federal and state statutes
 - Analyzing, drafting, and editing legislation, policy, and fiscal impact statements.
 - Develop, draft; and implement finance strategies for sustainability through Medicaid reimbursement.

Facilitation and presenting

- Facilitation of both large and small work groups.
- Facilitation of large group stakeholder groups
- Presentations to small and large group, local and national.
- Testifies to legislative policy and budget committees.

CAREER PROGRESSION

Leadership and Management: 2006- Present

2021-Present: Granite Pathways, Executive Director

- Daily operations of organization, finance, Liaison to Board of directors,
- Set strategic priorities for the organization.

2016- 2021: Division for Behavioral Health, Director, Bureau for Children's Behavioral Health

- Set strategic priorities and plan for development for children's services.
- Provides cross departmental consultation for child programming.
- Develop and manage budgets for the Bureau
- Provided Leadership and Bureau vision and priorities for all Bureau staff.
- Directly manages bureau administrators
- Program development, implementation, financing, and oversight
- Contract development, writing and monitoring

2002-2016: Division for Children, Youth and Families Bureau for Child Wellbeing and DCYF Fiscal Unit

Managed multiple program areas for child welfare and juvenile Justice to include;

- Foster Care Health
- Federal Grant administration and oversight
- Community based services development
- Finance
- Parent Partner program
- Policy and rule development and writing
- Budget development and management
- Provider relations
- Medicaid liaison
- Lead for Cost containment Workgroup to ensure cost containment initiatives are met
- Authorization for Child specific specialized services
- Negotiate rates and funding for child specific services
- Conducts cost analysis for new child specific services
- Participated as team member during Federal audits and State case reviews
- DCYF Lead representative for the Medicaid Advisory Committee
- Development of the NH DCYF SafeRX program; Coauthor of the article, *Psychotropic medications in child*

welfare: from federal mandate to direct care.

<https://www.sciencedirect.com/science/article/abs/pii/S019074091630127X#:~:text=Psychotropic%20medications%20in%20child%20welfare%3A%20From%20federal%20mandate%20to%20direct%20care>

Supervisory and Field Experience

1992-1996: Field worker for Elderly and Adult Services

1996-2002 CPSW for DCYF Central Intake

2001-2002 Assistant Supervisor for DCYF Central Intake

Education: Wittenberg University, BA earned in 1992 in Sociology.

BRIAN LEMIRE

PERSONAL SUMMARY

Enthusiastic, accomplished, and motivated graduate passionate in supporting individuals with substance use disorder.

EDUCATION

Southern New Hampshire University – Manchester, NH

Bachelor of Science: Business Mgmt. /Admin

- Graduated Magna Cum Laude (3.5+ G.P.A.)

New Hampshire Technical Institute – Concord, NH

- **Associate of Science: Real Estate**

G.E.D. - Manchester, NH

Central High School – Manchester, NH

CCAR Recovery Coach Academy

Suicide Prevention Training

Ethics Training

HIV Training

SKILLS

- Complex problem solving
- Client service focused
- Professional phone etiquette
- Excellent planner and coordinator
- Attention to detail
- Proficient in Microsoft Word, Excel, and PowerPoint
- Works well under pressure
- Exceptional oral and written communication.

WORK HISTORY

Operations Manager, 10/1/21 to Present

Granite Pathways – Strength to Succeed- Manchester, NH

- Assist director and support staff in day-to-day operations
- Support in advanced special projects
- Prepare and take notes for quarterly BOD
- New hire orientation and onboarding
- Administrative support for RFP submissions
- Oversee IT applications and training
- Billing oversight for medical and contract billing

Program Coordinator, 8/5/2019 to 10/1/21

Granite Pathways – Strength to Succeed- Manchester, NH

- Assist manager and support staff in day-to-day operations
- Oversee IT applications and trainings
- Billing oversight

Kitchen Supervisor, 3/2016 to 11/2018

Salona Bar and Grill- Manchester, NH

- Managed kitchen staff and coordinated food preparations
- Helped resolve customer complaints
- Assisted in placing weekly food and beverage orders
- Maintained sanitation and safety standards

- Trained new employees

Assistant Property Manager, 6/1/2009 to 2/13/15

Carisbrooke at Manchester – Manchester, NH

- Managed a community of 100+ apartment units
- Carefully screened applicants for tenancy
- Communicated effectively with owners, residents, and on-site associates
- Followed up on delinquent tenants and helped coordinate collection procedures
- Monitored the timely receipt and reconciliation of rent collections in accordance with proprietor and resident statutes
- Scheduled and coordinated contractors for janitorial and maintenance issues

WHITNEY H. BROWN

QUALIFICATIONS/LICENSURE

Association of Community Rehabilitation Educators (March 2022)
 NH Licensed Acupuncture Detoxification Specialist
 Certified Sober Parenting Journey Facilitator (Nov 2018)
 Certified Recovery Support Worker Supervisor, (CRSW Supervisor)
 Mental Health First Aid National Instructor (certified April 2018)
 NH Licensed Nursing Assistant (2015-2020)

EDUCATION

<u>UNIVERSITY OF NEW HAMPSHIRE</u>		Manchester, NH
Master of Social Work	Jun 2022 – Jun 2025	
<u>UNH INSTITUTE ON DISABILITY</u>		Durham, NH
Building Futures Apprenticeship	Oct 2021 – Present	
<u>GRANITE STATE COLLEGE</u>		Concord, NH
Micro Credential in Addiction Studies	Jun 2020 – Jun 2021	
<u>UNH PROFESSIONAL EXTENSION SCHOOL</u>		Durham, NH
Introduction to Grant Writing	Sept 2019	
Introduction to Basic Project Mgt.	Oct 2019	
<u>CITY UNIVERSITY OF NEW YORK</u>		New York, NY
Marketing Principles	Fall 2010	
Business Law in the Digital Age	Spring 2011	
<u>BOSTON COLLEGE</u>		Chestnut Hill, MA
BA in International Studies	Sept 2004 – May 2008	
<u>INTERNATIONAL UNIV. OF BUSINESS & ECON.</u>		
Semester Abroad in Beijing, China	Jan 2007 – May 2007	

EXPERIENCE

<u>SAFE HARBOR RECOVERY CENTER</u>	Oct 2021 – Present	Portsmouth, NH
Center Manager		
Manage the Job Launch Program		
Manage the Parenting Journey in Recovery Program		
Manage the Homeless Outreach Program		
Manage Peer Recovery Support Services		
Supervise all staff and volunteers		
Advance and sustain all recovery community organizational activity		
Cultivate donor relations		
Establish and develop community partnerships		
Ensure HIPAA and 42 CFR compliance		
<u>JOB LAUNCH OF GRANITE PATHWAYS</u>	Sept 2020 – Oct 2021	Portsmouth, NH
Contract Manager & CRSW		
Manage contract deliverables		
Qualify and quantify key performance indicators		
Supervise staff and interns		
Assist in employee professional development and licensure		
Ensure HIPAA and 42 CFR compliance		
Educate employees and volunteers in confidentiality practices		
Support business development		
Draft and submit grant proposals		
Develop service integration with other Statewide workforce and recovery initiatives		
Assist participants in career exploration and development		

WHITNEY H. BROWN

Place participants in recovery-support work environments & Recovery Friendly Workplaces
Facilitate vocational classes in SUD treatment settings

<u>JOB LAUNCH OF GRANITE PATHWAYS</u>	Feb 2020 – Sept 2020	Portsmouth, NH
Employment Specialist & CRSW		
<ul style="list-style-type: none"> Offer direct peer recovery support services through motivational conversation Facilitate and coordinate Power of Possible work readiness curriculum Conduct psychosocial intakes Establish and maintain client relationships on peer recovery support basis Initiate and cultivate relationships with client referral sources Formulate initial comprehensive service plans Coordinate with and delegate to Job Developer in service of clients' needs Structure referral processes Navigate privacy and confidentiality laws of telehealth and recovery coaching practice Draft and submit to Contractors quarterly reports Formulate records retention procedures Contribute to creation of programmatic materials including marketing brochure Assist with work readiness activities including resume drafting and proper interviewing 		
<u>SAFE HARBOR RECOVERY CENTER</u>	Sept 2018 – Feb 2020	Portsmouth, NH
Facilitator/ Parenting Journey Coord. & CRSW		
<ul style="list-style-type: none"> Assist individuals in defining and articulating their desired pathway of recovery Monitor and support individuals in achieving desired pathway of recovery Motivationally interview participants to develop actionable goals Validate and advocate for recoverees seeking expanded parental rights Navigation of and proficiency with family court system and parental rights in NH Leverage existing community resources to level obstacles in the way of health stability 		
<u>PRIVATE DUTY HOME HEALTHCARE</u>	March 2017 – Sept 2018	Kittery, ME
Personal Care Assistant		
<u>MAXIM HEALTHCARE SERVICES</u>	March 2016 – March 2018	Manchester, NH
Licensed Nursing Assistant		
<u>NEW CASTLE FIRE DEPARTMENT</u>	Oct 2016 – May 2020	New Castle, NH
Member; Support Medical Team		
<u>RISE ABOVE SOBER LIVING</u>	Aug – Oct 2015	Nashua, NH
House Manager		
<u>GUNDERSON DETTMER, et al</u>	Nov 2010 – April 2012	New York, NY
Legal Secretary		
Receptionist		
<u>INTERNATIONAL VENUE GROUP</u>	March 2010 – Aug 2010	Shanghai, PRC
USA Pavilion Server		
<u>MANDARIN PRIVATE TUTORING</u>	Nov 2009 – Feb 2010	Shanghai, PRC
English Tutor		
<u>MANDARIN ORIENTAL HOTEL</u>	Sept 2008 – May 2009	Boston, MA
Asana Server		
<u>WENTWORTH BY THE SEA HOTEL</u>	Summers 2002 – 2008	New Castle, NH
Server		

TERRI VARNEY

SUMMARY

Practiced recovery coach, group facilitator and outreach provider in health and human services for individuals in underserved and marginalized populations with substance use disorders and mental health concerns.

SKILLS

Coaching	Scheduling and Organizing
Collaborating	Coordinating Volunteers
Group Facilitation	Motivational Interviewing

EXPERIENCE

1/23 to present

EMPLOYMENT SPECIALIST

Safe Harbor Recovery Center – Portsmouth, NH

Create and deliver work readiness sessions at treatment centers, complete intakes, maintain digital records, conduct job searches, refer clients to agencies as needed.

01/2021 to 1/23

CRSW, FAMILY EDUCATION FACILITATOR

Safe Harbor Recovery Center □ Portsmouth, NH

Provide recovery coaching, facilitate recovery meetings and Parenting Journey in Recovery classes, conduct outreach information sessions at the hospital's Behavioral Health Unit, complete the onboarding process and scheduling for volunteers, assist recoverees in finding employment.

01/2018 to 05/2020

RECOVERY CARE SPECIALIST

Se NH Services et al □ Dover, New Hampshire

Conducted recovery based groups and monitored clients' self administered medications.

2014 to 2017

PARAPROFESSIONAL at various schools in NH and ME.

03/2008 to 09/2014

DISABILITY SERVICES COORDINATOR

Great Bay Community College □ Portsmouth, NH

Accommodated students with learning and physical disabilities.

EDUCATION AND TRAINING

01/2017

CERTIFIED RECOVERY SUPPORT WORKER (CRSW): CCAR Connecticut

01/2010

PROFESSIONAL COACH CERTIFICATION: University of New Hampshire

01/2006

MASTER OF EDUCATION: University of MA Lowell

EDWARD J. MILLIKEN

PROFILE

Recently retired executive with proven experience in leading, developing, and implementing programs, products, and services in non-profit and for-profit organizations.

CORE COMPETENCIES

**Program and People Leadership/Management • Strategic, Budget and Operations Management
Partnership Development • Cross-Functional Team Management**

PROFESSIONAL EXPERIENCE

Granite Pathways/Safe Harbor Recovery Center (SHRC) 2022-Present

Job Placement Specialist

Safe Harbor Recovery Center (SHRC), established in 2016, is a peer-to-peer based recovery resource center for adults and youth affected by substance use disorder (SUD). Under the auspices of its parent organization, Granite Pathways, SHRC offers peer mentoring and coaching.

Joined SHRC as a Volunteer in July, 2022 and was asked, in May 2023, to assume the part time role of Job Placement Specialist in the organization's Job Launch program. Coach and mentor clients in various aspects of the job search process (resume development, career decision making, application process, interviewing, etc. as clients move back into the job market as the next step in their recovery process. Continue coaching and mentoring clients to assure success in their job and in their recovery.

Facing History and Ourselves (FHAO), Brookline, MA 2014-2021

Director of Program Operations and Regional Strategy

FHAO is a non-profit organization focused on professional development for educators with the mission of engaging students in an examination of racism, prejudice, and anti-semitism to promote the development of a more humane and informed citizenry.

Established and directed the program strategic planning process, oversaw the regional office planning for headquarters and 8 US-based and 2 international offices and execution of program goals, and worked to improve the program delivery, systems, and processes. Led a team of 10 responsible for diverse functions throughout the organization (project management, DEI, business development, educator support, regional program teams, etc.). I retired from Facing History and Ourselves in June, 2021.

National Association of Elementary School Principals (NAESP), Alexandria, VA 2013-2014

Associate Executive Director

Directed a cross functional team tasked with the revitalization of NAESP's professional learning programs designed to meet member and non-member development needs. Oversaw the organization's nationally recognized Principal Mentor program, Annual Conference, National Principals Resource Center, and National Leadership Conference.

ASCD, Alexandria, VA 2011-2013

Managing Director and Interim Chief Program Development Officer

Led the strategic and operational direction of all ASCD's professional development efforts, including conferences and institutes, long-term field-based work with state, district, and school level leaders, and oversight of ASCD's \$3,000,000 Gates Foundation Grant. Total annual budget responsibility exceeded \$15,000,000. In addition, I assumed the additional executive level responsibilities of Interim Chief Program Development Officer, accountable for a \$43,000,000 revenue target and staff responsibility for 90+ professionals in the Program Development Unit.

- Oversaw the design and development of the organization's entire portfolio of print and digital publishing products as well as its face-to-face and virtual domestic and international programs and services.
- Developed and executed ASCD's cross-functional program/product response to educational initiatives such as the Common Core State Standards to meet the needs of state, district, and local level educators.
- Planned and implemented a wide range of educational, strategic, and operational initiatives to support ASCD's mission, including virtual and blended professional learning options, marketing/professional development collaboration, a broader content acquisition strategy, and content-specific faculty recruitment/ development.
- Maintained and developed relationships with educational thought leaders, subject matter experts, existing and aspiring ASCD authors, and key business and educational partners throughout the United States.

Staff Development for Educators (SDE), Peterborough, NH

2002-2011

Director, New Program/Content Development

SDE was a nationally recognized provider of professional development services and resources for the K-12 market.

Directed the conceptualization, design, development, and delivery of multiple new SDE professional development projects valued at \$20,000,000 in annual sales and had direct responsibility for 25+ in house and virtual staff plus a cadre of independent content development contractors.

Advanced the development of the organization's public professional development program by managing teams to research, program, and review more than 1,000 public programs annually throughout the United States and Canada.

Established a content development team that created a wide range of proprietary product suites and professional development options including books, printed materials, in person training, and interactive digital offerings.

Maintained a national educational consulting corps through the continued recruitment, development, and management of more than 200 educational presenters, consultants, authors, subject matter experts, and thought leaders.

The Monadnock Training Council, Amherst, NH

1998-2002

The Training and Education Center of New England

1999-2002

Owner/President

Established strong partnerships with colleges and universities to develop and distribute graduate and undergraduate programs of study for off-campus employee enrollment in businesses, service organizations, and community entities.

The Efficacy Institute

1994 to 1998

Senior Consultant/ Trainer

The Efficacy Institute is a nationally recognized consulting and training firm focusing on closing the achievement gap for minority students, primarily in large urban school districts.

My work centered on the restructuring of leadership and instructional practices in client school districts with particular focus on the use of data in classrooms to improve student outcomes.

Adams and Thayer, Inc.

1986 to 1994

Vice President/Senior Consultant

My work encompassed: assessments (including the MBTI and others), facilitation and consultation; the design and delivery of outplacement consulting to middle and senior managers including interview preparation, career coaching, and resume preparation.

ADDITIONAL PROFESSIONAL EXPERIENCE

Previous positions include **Director at The Learning Center of New Hampshire**, and middle and high school **English and Language Arts Teacher** in New Hampshire public schools.

EDUCATION

Post-Master's Degree Work (ABD), Policy Studies and Program Administration Boston University Boston, MA

Master of Business Administration, Human Resource Management Rivier College Nashua, NH

Master of Education, Reading Boston University Boston, MA

Bachelor of Arts, English University of New Hampshire Durham, NH

Contractor Name
Key Personnel

Name	Job Title	Salary Amount Paid from this Contract
Whitney Brown	Program Director	\$17,490.64
Terri Varney	Workforce Specialist/PRSS	\$34,398.00
Ed Miliken	Workforce Specialist	\$18,720.00
Brian Lemire	Granite Pathways Operations manager	\$9,702
Erica Ungarelli	Executive Director	\$11,000.00



Lori A. Shibanette
Commissioner

Katja S. Fox
Director

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

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

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October 11, 2022

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Behavioral Health, to enter into **Retroactive, Sole Source** amendments to existing contracts with the Contractors listed below to continue providing Workforce Readiness and Vocational Training Programs for individuals with opioid and/or stimulant use disorder, by increasing the total price limitation by \$316,000 from \$848,936 to \$1,164,936 and by extending the completion dates from September 29, 2022 to September 29, 2023, effective retroactive to September 29, 2022 upon Governor and Council approval. 100% Federal Funds.

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

Contractor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval
Archways (FKA: Greater Tilton Area Family Resource Center)	297434-R001	Greater Tilton Area	\$351,063	\$130,000	\$481,063	O: 08/14/19 (Item #10) A1:02/17/21 (Item #20) A2:10/13/21 (Item #35)
Granite Pathways, Concord NH	228900-B001	Statewide	\$497,873	\$186,000	\$683,873	O: 09/18/19 (Item #19) A1:02/17/21 (Item #20) A2:10/13/21 (Item #35)
		Total:	\$848,936	\$316,000	\$1,164,936	

Funds are available in the following accounts for State Fiscal Year 2023, and are anticipated to be available in State Fiscal Year 2024, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

EXPLANATION

This request is **Retroactive** because the Department was notified by the Federal awarding agency on September 23, 2022 of the availability of funding beyond the current contract completion date of September 29, 2022. Due to the delayed notification from the Federal awarding agency, the Department was unable to present this request to the Governor and Council prior to the contract expiring.

This request is **Sole Source** because the Department is seeking to extend the contract beyond the completion dates and there are no renewal options available. Due to the limited timeframe between the funding notification from the Federal awarding agency and the contract expiration date, the Department was not able to re-procure for these services. Any delays or gaps in service provision may result in reduced or loss of access to services and supports for individuals in need of these critical services.

The purpose of this request is for the Contractors to continue providing vocational training supports and workforce readiness programs for individuals with opioid and/or stimulant use disorders who are in treatment and recovery settings and who are seeking to join and/or re-join the workforce. In coordination with the Recovery Friendly Workplace Initiative, which empowers workplaces to provide support for people recovering from substance use disorder, services provided through the contracts support individuals in attaining gainful employment, which is a critical aspect of continued recovery.

Approximately 400 individuals will be served from September 29, 2022 to September 29, 2023.

The Contractors will continue integrating workforce readiness programming into treatment and recovery settings, including creating vocational profiles in order to determine an individual's skill level, strengths, and readiness to gain employment. The Contractors will continue linking individuals to appropriate vocational trainings by providing training stipends and other resources that assist the individuals on the path to employment. Vocational training includes providing assistance with resume writing, completing job applications, and improving interviewing skills.

The Department will continue to monitor services through the review of data reports and periodic surveys.

Should the Governor and Executive Council not authorize this request, individuals in recovery seeking a better quality of life and employment opportunities would have limited options. Workforce participation and consistent employment are critical components of an individual's ability to remain in recovery and meaningfully participate in their communities.

Area served: Statewide.

Source of Federal Funds: Assistance Listing Number #93.788, FAIN #H79TI085759

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. Shabinette
Commissioner

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
FISCAL DETAILS SHEET**

05-92-92-920510-70400000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT,
HHS: BEHAVIORAL HEALTH DIV, BUREAU OF DRUG AND ALCOHOL SERVICES, SOR GRANT
100% Federal Funds

Vendor Name		Archways		Vendor # 297434		
State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2020	102-500731	Contracts for Program Services	92057040	\$70,081.00	\$0.00	\$70,081.00
2021	102-500731	Contracts for Program Services	92057040	\$27,748.00	\$0.00	\$27,748.00
2021	102-500731	Contracts for Program Services	92057046	\$29,234.00	\$0.00	\$29,234.00
2021	102-500731	Contracts for Program Services	92057048	\$66,667.00	\$0.00	\$66,667.00
2022	102-500731	Contracts for Program Services	92057048	\$33,333.00	\$0.00	\$33,333.00
2022	074-500585	Grants for Pub Asst and Rel	92057048	\$93,000.00	\$0.00	\$93,000.00
2023	074-500585	Grants for Pub Asst and Rel	92057048	\$31,000.00	\$0.00	\$31,000.00
2023	074-500589	Welfare Assistance	92057058	\$0.00	\$97,500.00	\$97,500.00
2024	074-500589	Welfare Assistance	92057058	\$0.00	\$32,500.00	\$32,500.00
Sub Total				\$351,063.00	\$130,000.00	\$481,063.00

Vendor Name		Granite Pathways		Vendor # 228900		
State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2020	102-500731	Contracts for Program Services	92057040	\$72,683.00	\$0.00	\$72,683.00
2021	102-500731	Contracts for Program Services	92057040	\$45,338.00	\$0.00	\$45,338.00
2021	102-500731	Contracts for Program Services	92057046	\$43,852.00	\$0.00	\$43,852.00
2021	102-500731	Contracts for Program Services	92057048	\$100,000.00	\$0.00	\$100,000.00
2022	102-500731	Contracts for Program Services	92057048	\$50,000.00	\$0.00	\$50,000.00
2022	074-500585	Grants for Pub Asst and Rel	92057048	\$139,500.00	\$0.00	\$139,500.00
2023	074-500585	Grants for Pub Asst and Rel	92057048	\$46,500.00	\$0.00	\$46,500.00
2023	074-500589	Welfare Assistance	92057058	\$0.00	\$139,500.00	\$139,500.00
2024	074-500589	Welfare Assistance	92057058	\$0.00	\$46,500.00	\$46,500.00
Sub Total				\$497,873.00	\$186,000.00	\$683,873.00

Overall Total	\$848,936.00	\$316,000.00	\$1,164,936.00
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State of New Hampshire
Department of Health and Human Services
Amendment #3

This Amendment to the Workforce Readiness and Vocational Training Programs for Individuals with Opioid Use Disorder contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and Granite Pathways ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on September 18, 2019, (Item #19), as amended on February 17, 2021, (Item #20) and as amended on October 13, 2021, (Item #35), the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

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

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

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

1. Form P-37 General Provisions, Block 1.7, Completion Date, to read:
September 29, 2023
2. Form P-37, General Provisions, Block 1.8, Price Limitation, to read:
\$683,873
3. Form P-37, General Provisions, Block 1.9, Contracting Officer for State Agency, to read:
Robert W. Moore, Director.
4. Modify Exhibit A, Scope of Services, Section 6, State Opioid Response (SOR) Grant Standards by adding subsection 6.14 to read:
6.14. The Contractor shall collaborate with the Department and other SOR funded Contractors, as requested and directed by the Department, to improve Government Performance and Results Act (GPRA) data collection.
5. Modify Exhibit B, Amendment #1, Methods and Conditions Precedent to Payment, Section 5, Subsection 5.1., Paragraph 5.1.3., Subparagraph 5.1.3.1., Part 5.1.3.1.4. to read:
5.1.3.1.4. Food or water.
6. Modify Exhibit B, Amendment #1, Methods and Conditions Precedent to Payment, Section 5, Subsection 5.1., Paragraph 5.1.3., Subparagraph 5.1.3.1., Part 5.1.3.1.7. to read:
5.1.3.1.7. RESERVED
7. Modify Exhibit B, Amendment #1, Methods and Conditions Precedent to Payment, Section 1, to read:
 1. This Agreement is funded by:
 - 1.1. 100% Federal funds from the State Opioid Response Grant, as awarded on 09/30/2018, by the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, CFDA #93.788, FAIN H79TI081685, and as awarded on 09/30/2020, by the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, CFDA #93.788, FAIN H79TI083326, as awarded on 08/09/2021, by the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, CFDA #93.788, FAIN

H79TI083326, and as awarded on September 23, 2022, by the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, Assistance Listing #93.788, FAIN H79TI085759.

8. Modify Exhibit B, Amendment #1, Methods and Conditions Precedent to Payment, Section 3, to read:
 3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line item, as specified in Exhibit B-1 Budget Form through Exhibit B-9 Amendment #3 SOR III Budget.
9. Add Exhibit B-8 Amendment #3, SOR III Budget, which is attached hereto and incorporated by reference herein.
10. Add Exhibit B-9 Amendment #3, SOR III Budget, which is attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective retroactive to September 29, 2022, upon Governor and Council approval.

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

State of New Hampshire
Department of Health and Human Services

10/14/2022
Date

DocuSigned by:
Katja S. Fox
ED90058D4C3442
Name: Katja S. Fox
Title: Director

10/12/2022
Date

Granite Pathways
DocuSigned by:
Kenneth Brezenoff
4960F2A944DD4CE
Name: Kenneth Brezenoff
Title: General Counsel

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

OFFICE OF THE ATTORNEY GENERAL

10/17/2022

Date

DocuSigned by:
Robyn Guarino

Name: Robyn Guarino

Title: Attorney

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

OFFICE OF THE SECRETARY OF STATE

Date

Name:

Title:

New Hampshire Department of Health and Human Services			
Complete one budget form for each budget period.			
Contractor Name:		Granite Pathways, Concord/NH	
Budget Request for:		Workforce Readiness & Vocational Training Programs for Individuals with OUD	
Budget Period		FY23 - (September 30, 2022 - June 30, 2023)	
Indirect Cost Rate (if applicable)		21.00%	
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match	TOTAL Program Cost
1. Salary & Wages	\$75,350	\$10,800	\$86,150
2. Fringe Benefits	\$25,619	\$0	\$25,619
3. Consultants	\$6,000	\$0	\$6,000
4. Equipment	\$900	\$0	\$900
5.(a) Supplies - Educational	\$800	\$0	\$800
5.(b) Supplies - Lab	\$0	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0	\$0
5.(d) Supplies - Medical	\$0	\$0	\$0
5.(e) Supplies Office	\$415	\$0	\$415
6. Travel	\$1,450	\$0	\$1,450
7. Software	\$0	\$0	\$0
8. (a) Other - Marketing/Communications	\$0	\$0	\$0
8. (b) Other - Education and Training	\$500	\$0	\$500
8. (c) Other - Other (please specify)			
Other (please specify)	\$0	\$0	\$0
Other (please specify)	\$0	\$0	\$0
Other (please specify)	\$0	\$0	\$0
Other (please specify)	\$0	\$0	\$0
9. Subcontracts	\$0	\$0	\$0
Total Direct Costs	\$111,034	\$10,800	\$121,834
Total Indirect Costs	\$28,466	\$0	\$28,466
TOTAL	\$139,500	\$10,800	\$150,300

DA
AB

Contractor Initials

Date 10/12/2022

New Hampshire Department of Health and Human Services			
Complete one budget form for each budget period.			
Contractor Name:		Granite Pathways, Concord/NH	
Budget Request for:		Workforce Readiness & Vocational Training Programs for Individuals with OUD	
Budget Period		FY24 - (July 1, 2023 - September 29, 2023)	
Indirect Cost Rate (if applicable)		21.00%	
Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match	TOTAL Program Cost
1. Salary & Wages	\$24,700	\$3,600	\$28,300
2. Fringe Benefits	\$8,398	\$0	\$8,398
3. Consultants	\$1,500	\$0	\$1,500
4. Equipment	\$247	\$0	\$247
5.(a) Supplies - Educational	\$0	\$0	\$0
5.(b) Supplies - Lab.	\$0	\$0	\$0
5.(c) Supplies - Pharmacy	\$0	\$0	\$0
5.(d) Supplies - Medical	\$0	\$0	\$0
5.(e) Supplies Office	\$200	\$0	\$200
6. Travel	\$1,000	\$0	\$1,000
7. Software	\$0	\$0	\$0
8. (a) Other - Marketing/Communications	\$0	\$0	\$0
8. (b) Other - Education and Training	\$520	\$0	\$520
8. (c) Other - Other (please specify)			
Other (please specify)	\$0	\$0	\$0
Other (please specify)	\$0	\$0	\$0
Other (please specify)	\$0	\$0	\$0
Other (please specify)	\$0	\$0	\$0
9. Subcontracts	\$0	\$0	\$0
Total Direct Costs	\$36,565	\$3,600	\$40,165
Total Indirect Costs	\$9,935	\$0	\$9,935
TOTAL	\$46,500	\$3,600	\$50,100

AS

Contractor Initials

Date 10/12/2022



Lori A. Shildenette
Commissioner

Katja S. Fox
Director

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

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

September 3, 2021

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Behavioral Health, to amend existing contracts with the vendors listed below to continue providing Workforce Readiness and Vocational Training Programs for Individuals with Opioid and/or Stimulant Use Disorder, by exercising renewal options by increasing the total price limitation by \$310,000 from \$538,936 to \$848,936 and by extending the completion dates from September 29, 2021 to September 29, 2022 effective upon Governor and Council approval. 100% Federal Funds.

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

Vendor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval
Greater Tilton Area Family Resource Center, Tilton/NH	297434-R001	Greater Tilton Area	\$227,063	\$124,000	\$351,063	O: 08/14/19 Item #10 A1: 02/17/21 Item #20
Granite Pathways, Concord/NH	228900-B001	Statewide	\$311,873	\$186,000	\$497,873	O: 09/18/19 Item #19 A1: 02/17/21 Item #20
		Total:	\$538,936	\$310,000	\$848,936	

Funds are available in the following accounts for State Fiscal Years 2022 and 2023, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

EXPLANATION

The purpose of this request is to have the Contractors continue to provide vocational training supports and workforce readiness programs for Individuals with Opioid and/or Stimulant Use Disorders who are in treatment and recovery settings and who are seeking to join and/or re-

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

Join the workforce. Services provided through the contracts support individuals in attaining gainful employment, which is a critical aspect of continued sobriety.

Approximately 200 individuals will be served from September 30, 2021 to September 29, 2022.

The Contractors will continue integrating workforce readiness programming into treatment and recovery settings, including creating vocational profiles in order to determine an individual's skill level, strengths, and readiness to gain employment. The Contractors will continue linking individuals to appropriate vocational trainings by providing training stipends and other resources that assist the individuals on the path to employment. Vocational training may include, but is not limited to, providing assistance with resume writing, completing job applications, and improving interviewing skills.

The Department will continue monitoring contracted services by reviewing monthly and quarterly reports submitted by the Contractors and monitor the following performance measures:

- Ensuring ninety percent (90%) of individuals complete provided training programs.
- Ensuring seventy-five percent (75%) of individuals gain employment.
- Ensuring contact and coordination with one hundred percent (100%) of Recovery Friendly Workforce Initiative employers.

As referenced in Exhibit C-1, Revisions to Standard Contract Language, Paragraph 2. Renewal of the original contracts, the parties have the option to extend the agreements for up to two (2) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and Governor and Council approval. The Department is exercising its option to renew services for one (1) year of the one (1) available year remaining.

Should the Governor and Council not authorize this request, individuals in recovery seeking a better quality of life and employment opportunities would have limited options. Workforce participation and consistent employment are critical components of an individual's ability to remain in recovery and meaningfully participate in their communities.

Area served: Statewide

Source of Funds: Assistance Listing #93.788, FAIN #H79TI083326.

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

Respectfully submitted,



Lori A. Shibinette
Commissioner

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
FISCAL DETAILS SHEET**

**05-92-92-920510-70400000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT, HHS:
BEHAVIORAL HEALTH DIV, BUREAU OF DRUG AND ALCOHOL SERVICES, SOR GRANT
100% Federal Funds**

Vendor Name			Vendor # 297434			
State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2020	102-500731	Contracts for Program Services	92057040	\$70,081.00	\$0.00	\$70,081.00
2021	102-500731	Contracts for Program Services	92057040	\$27,748.00	\$0.00	\$27,748.00
2021	102-500731	Contracts for Program Services	92057048	\$29,234.00	\$0.00	\$29,234.00
2021	102-500731	Contracts for Program Services	92057048	\$68,667.00	\$0.00	\$68,667.00
2022	102-500731	Contracts for Program Services	92057048	\$33,333.00	\$0.00	\$33,333.00
2022	074-500585	Grants for Pub Asst and Rel	92057048	\$0.00	\$93,000.00	\$93,000.00
2023	074-500585	Grants for Pub Asst and Rel	92057048	\$0.00	\$31,000.00	\$31,000.00
Sub Total				\$227,083.00	\$124,000.00	\$351,083.00

Vendor Name			Vendor # 228900			
State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2020	102-500731	Contracts for Program Services	92057040	\$72,683.00	\$0.00	\$72,683.00
2021	102-500731	Contracts for Program Services	92057040	\$45,338.00	\$0.00	\$45,338.00
2021	102-500731	Contracts for Program Services	92057048	\$43,852.00	\$0.00	\$43,852.00
2021	102-500731	Contracts for Program Services	92057048	\$100,000.00	\$0.00	\$100,000.00
2022	102-500731	Contracts for Program Services	92057048	\$50,000.00	\$0.00	\$50,000.00
2022	074-500585	Grants for Pub Asst and Rel	92057048	\$0.00	\$139,500.00	\$139,500.00
2023	074-500585	Grants for Pub Asst and Rel	92057048	\$0.00	\$48,500.00	\$48,500.00
Sub Total				\$311,873.00	\$188,000.00	\$497,873.00

Overall Total	\$538,936.00	\$310,000.00	\$848,936.00
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Lori A. Sibley
Commissioner

Katja S. Fox
Director

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

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

December 3, 2020

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Behavioral Health, to **Retroactively** amend existing contracts with the vendors listed below to continue providing Workforce Readiness and Vocational Training Programs for individuals with Opioid Use Disorder, by exercising renewal options by increasing the total price limitation by \$204,862 from \$333,974.48 to \$538,936.48 and by extending the completion dates from September 29, 2020 to September 29, 2021 effective retroactive to September 29, 2020 upon Governor and Council approval. 100% Federal Funds.

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

Vendor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval
Greater Tilton Area Family Resource Center, Tilton/NH	297434-R001	Greater Tilton Area	\$138,740	\$88,323	\$227,063	O: 08/14/19, Item #10
Granite Pathways, Concord/NH	228900-B001	Statewide	\$195,234.48	\$116,639	\$311,873.48	O: 09/18/19, Item #19
Total:			\$333,974.48	\$204,862	\$538,936.48	

Funds are available in the following accounts for State Fiscal Year 2021, and are anticipated to be available in State Fiscal Year 2022, upon the availability and continued appropriation of funds in the future operating budget, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

See attached fiscal details.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
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EXPLANATION

This request is Retroactive because sufficient funds in State Fiscal Year 2021 were not available in the operating budget considering the grant amount awarded, and due to delay by the Substance Abuse and Mental Health Services Administration (SAMHSA) in approving New Hampshire's requests for continued State Opioid Response Grant funding, the efforts to add the state appropriations were deferred.

The purpose of this request is to continue to provide vocational training supports and workforce readiness programs for individuals with Opioid Use Disorders who are in treatment and recovery settings and who are seeking to join and/or re-join the workforce. Employment has long been recognized as a critical element in the recovery process, providing people with hope and opportunity to move forward in the recovery process determined by principles of self-determination.

Approximately 100 individuals will be served from September 29, 2020 to September 29, 2021.

This vendors will continue integrating workforce readiness programming into treatment and recovery settings, including creating vocational profiles in order to determine an individual's skill level, strengths, and readiness to gain employment. The vendors will link the individual to appropriate vocational trainings with the provision of training stipends and other resources to aid the individual on the path to employment. Vocational training may include, but is not limited to, assistance with resume writing, completing job applications, and improving interviewing skills.

Unique to these services is a robust level of client-specific data that will be available, which will be collected in coordination with the Regional Doorways. The State Opioid Response grant requires that all individuals served receive a comprehensive assessment at several time intervals, specifically at intake, six (6) months after intake, and upon discharge. Through collaborative agreements with the vendors under these contracts, the Regional Doorways gather data on client-related outcomes including; recovery status, criminal justice involvement, employment, and housing needs at the time intervals listed above. The data collected enables the Department to measure short and long-term outcomes associated with State Opioid Response-funded initiatives and to determine which programs are generating the best results for the clients served.

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

- The Contractors will ensure ninety percent (90%) of individuals complete provided training programs.
- The Contractors will ensure seventy-five percent (75%) of individuals gain employment.

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

Should the Governor and Executive Council not authorize this request, individuals in recovery seeking a better quality of life and employment opportunities would have limited options. Workforce participation and consistent employment are critical components of an individual's ability to remain in recovery and meaningfully participate in their communities.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
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Area served: Statewide.

Source of Funds: CFDA #93.788, FAIN #T1081685 and FAIN #T1083326.

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. Shiblette
Commissioner

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
COMMUNITY MENTAL HEALTH CENTER CONTRACT AMENDMENTS
SFY 2016 FINANCIAL DETAIL**

05-05-02-020510-7040 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF HMS;
BEHAVIORAL HEALTH DIV OF BUREAU OF DRUG & ALCOHOL SERVICES; STATE OPIOID
RESPONSE GRANT
100% Federal Funds CFDA #93.788 FAIR H79T081685 and H79T083326

Greater Titon Area Family Resource Center, Tilton/NH

Vendor #

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2020	102/500731	Contracts for Program Services	92057040	\$110,992	(\$40,911)	\$70,081
2021	102/500731	Contracts for Program Services	92057040	\$27,748	\$0	\$27,748
2021	102/500731	Contracts for Program Services	92057046	\$0	\$29,234	\$29,234
2021	102/500731	Contracts for Program Services	92057048	\$0	\$66,667	\$66,667
2022	102/500731	Contracts for Program Services	92057048	\$0	\$33,333	\$33,333
		Sub Total		\$138,740	\$88,323	\$227,063

Granite Pathways, Concord/NH

Vendor #

State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2020	102/500731	Contracts for Program Services	92057040	\$149,896	(\$77,213)	\$72,683
2021	102/500731	Contracts for Program Services	92057040	\$45,338	\$0	\$45,338
2021	102/500731	Contracts for Program Services	92057046	\$0	\$43,852	\$43,852
2021	102/500731	Contracts for Program Services	92057048	\$0	\$100,000	\$100,000
2022	102/500731	Contracts for Program Services	92057048	\$0	\$50,000	\$50,000
		Sub Total		\$195,234	\$116,639	\$311,873

Overall Total	\$333,974	\$204,962	\$538,936
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Jeffrey A. Meyers
Commissioner

Katja S. Fox
Director

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

129 PLEASANT STREET, CONCORD, NH 03301
603-271-9544 1-800-852-3345 Ext. 9544
Fax: 603-271-4332 TDD Access: 1-800-735-1964 www.dhhs.nh.gov

August 28, 2019

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

REQUESTED ACTION

Authorize the Department of Health and Human Services Division for Behavioral Health, to enter into agreement with Granite Pathways (Vendor # 228900-8001), 10 Ferry Street, Suite 319, Concord, NH 03301, in an amount not to exceed \$195,234.48, to provide Workforce Readiness and Vocational Training Programs for Individuals with Opioid Use Disorder, effective upon date of Governor and Council approval, through September 29, 2020. 100% Federal Funds.

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

05-95-92-920510-7040 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: BEHAVIORAL HEALTH DIV, BUREAU OF DRUG & ALCOHOL SERVICES, STATE OPIOID
RESPONSE GRANT

State Fiscal Year	Class/Account	Class Title	Job Number	Total Amount
2020	102-500731	Contracts for Prog Svc	92057040	\$149,896.32
2021	102-500731	Contracts for Prog Svc	92057040	\$45,338.16
			Total:	\$195,234.48

EXPLANATION

The purpose of this request is for the design and implementation of vocational training supports and workforce readiness programs for individuals with Opioid Use Disorders in treatment and recovery settings who are seeking to join and/or re-join the workforce. This vendor was selected for this project through a competitive bid process. A Request for Proposals was posted on The Department of Health and Human Services' web site from November 15, 2018 through December 13, 2018. In addition, a notice was sent by email to a wide variety of stakeholders and potential vendors. The Department received four (4) proposals. The proposals were reviewed and scored by a team of individuals with program specific knowledge. The review included a thorough discussion of the strengths and weaknesses of the proposals/applications. The Score Summary is attached. Employment has long been

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
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recognized as a critical element in the recovery process, providing people with hope and opportunity to move forward in the recovery process that is determined by principles of self-determination.

This request represents the final one (1) of two (2) contracts to provide vocational training supports and workforce readiness programs. The Governor and Executive Council previously approved one (1) contract on August 14, 2019 (Item #10).

The State of New Hampshire received funding through the Substance Abuse and Mental Health Services Administration (SAMHSA) State Opioid Response (SOR) grant opportunity. New Hampshire will use evidence-based methods to expand treatment, recovery, and prevention services to individuals with OUD in NH. These critical funds will strengthen established programs that have had a positive impact on the opioid crisis as well as expand the capacity for programs that have shown promise in helping individuals battling an opioid misuse issue and stem the tide of the addiction epidemic in NH. In 2017, NH had 488 opioid-related deaths, 2,774 emergency naloxone (Narcan) administrations, and 6,684 emergency department opioid related visits. NH is ranked as having the third highest overdose rate in the country at 39 individuals per 100,000 population. The scope of work was developed, in part, through a public comment forum which identified gaps in the system aimed at workforce training opportunities for individuals with OUD. The services provided through these funds should leverage resources and facilitate connections with the multiple workforce initiatives for individuals with SUD/OUD that have emerged over the past two years, including the Governor's Recovery Friendly Workplace Program and the Department of Labor National Health Emergency Demonstration grant for individuals in recovery, provided under the Workforce Innovation and Opportunity Act of 2014.

This agreement will require the vendor to integrate workforce readiness programming into treatment and recovery settings, including creating vocational profiles in order to determine an individual's skill level, strengths, and readiness to gain employment. The vendor will link the individual to appropriate vocational trainings with the provision of training stipends and other resources to aid the individual on the path to employment. Vocational training may include, but is not limited to assistance with resume writing, job applications, and improving interviewing skills.

Unique to these services is a robust level of client-specific data that will be available, which will be collected in coordination with the Regional Hubs that were approved by Governor and Executive Council at the October 31, 2018 meeting. The SOR grant requires that all individuals served receive a comprehensive assessment at several time intervals, specifically at intake, six (6) months and upon discharge. Through collaborative agreements with the vendor under this contract, the Regional Hubs will be responsible for gathering data on client-related outcomes including; recovery status, criminal justice involvement, employment, and housing needs at the time intervals listed above. This data will enable the Department to measure short and long-term outcomes associated with SOR-funded initiatives and to determine which programs are generating the best results for the clients served.

Approximately one hundred (100) individuals will be served from Governor and Executive Council approval through September 29, 2020.

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

Should the Governor and Executive Council not authorize this request, individuals in recovery seeking a better quality of life and employment opportunities would have limited options. Workforce participation and consistent employment are critical components of an individual's ability to remain in

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
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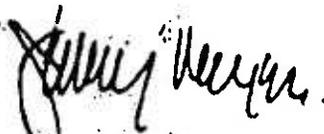
recovery and meaningfully participate in their communities.

Area served: Statewide.

Source of Funds: 100% Federal Funds from the Substance Abuse and Mental Health Services Administration, State Opioid Response Grant, (CFDA #93.788, FAIN T1081685)

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

Respectfully submitted,



Jeffrey A. Meyers
Commissioner



New Hampshire Department of Health and Human Services
Office of Business Operations
Contracts & Procurement Unit
Summary Scoring Sheet

Workforce Readiness and Vocational Training
Programs for Individuals with Opioid Use
Disorder

RFP-2019-BDAS-12-WORKF

RFP Name

RFP Number

Bidder Name

1. Greater Tilton Area Family Resource Center
2. Headrest, Inc.
3. Granite Pathways, Inc.
4. Family Resource Center at Gorham

Pass/Fail	Maximum Points	Actual Points
	750	659
	750	515
	750	583
	750	443

Reviewer Names

1. Jill Burks, Chief of Prevention & Educational Services, BDAS
2. Melissa Girard, Div Behavioral Hlth Business Administrator III
3. Gene Patnode, Div Family Assist. Business & Industry Mgr.
4. Barry Sandberg, Program Specialist IV, Div Behavioral Hlth
5. Uindy Keller, Resources & Development Admin BOAS
6. _____