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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

Lori A. Weaver
Commissioner

Katja S. Fox
Director

August 30, 2023

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Behavioral Health, to enter into a **Sole Source** amendment to an existing contract with the Contractor listed in **bold** below for Recovery Housing Services and Supports for Individuals with Opioid and/or Stimulant Use Disorder, by increasing the total price limitation by $170,000 from $1,428,045 to $1,598,045 and by extending the completion date 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
FIT/NHNH, Inc.	**157730-B001**	**Manchester**	**$700,119**	**$170,000**	**$870,119**	**O: 6/19/19 #29B A1: 1/22/21 #20 A2: 10/13/21 #36 A3: 11/2/22 #17**
Homestead Inn 1765 LLC	312235-8001	Boscawen	$362,002	$0	$362,002	O:10/23/19 #18 A1:1/22/21 #20 A2: 10/13/21 #36
Hope on Haven Hill, Inc.	275119-B001	Rochester	$265,904	$0	$265,904	O: 6/19/19 #29B A1:1/22/21 #20 A2: 10/13/21 #36
Dismas Home of New Hampshire	290061-8001	Manchester	$100,000	$0	$100,000	O: 6/19/19 #29B
		Total:	**$1,428,045**	**$170,000**	**$1,598,045**	

Funds are available in the following account 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 extending the contract beyond the completion date and there is no renewal option 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 to continue to provide Recovery Housing services and supports to women with Opioid and/or Stimulant Use Disorder who need safe, stable, substance-free housing to pursue recovery and transition to independent living. The Department supports the development of recovery housing options, which includes specialty populations who have complex needs and/or gender-specific housing.

Approximately 15 individuals will be served between September 30, 2023 and September 29, 2024. The average length of time residents utilize this specific housing is between 10 and 18 months.

The Department will continue monitoring services through the review of data reports, periodic surveys, and other data as requested by the Department.

Should the Governor and Executive Council not authorize this request, these critical services and supports would not be available to women with Opioid and/or Stimulant Use Disorder, which could negatively impact their recovery journey, increase the potential for future substance misuse, and add to the burden on the health care system.

Source of Federal Funds: Assistance Listing Number 93.788, FAIN 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

05-95-92-920510-70400000 HEALTH AND SOCIAL SERVICES, DEFT OF HEALTH AND HUMAN SVS, HHS: BEHAVIORAL HEALTH DIVISION, STATE OPIOID RESPONSE GRANT

FIT/NHNH Inc. Vendor# 157730

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2019	102-500731	Contracts for Prog Svc	92057040	$2,970.00	$0.00	$2,970.00
2020	102-500731	Contracts for Prog Svc	92057040	$127,555.00	$0.00	$127,555.00
2021	102-500731	Contracts for Prog Svc	92057040	$32,633.00	$0.00	$32,633.00
2021	102-500731	Contracts for Prog Svc	92057046	$36,799.00	$0.00	$36,799.00
2021	102-500731	Contracts for Prog Svc	92057048	$108,000.00	$0.00	$108,000.00
2022	102-500731	Contracts for Prog Svc	92057048	$54,000.00	$0.00	$54,000.00
2022	074-500585	Grants for Pub Asst and Rel	92057048	$126,121.00	$0.00	$126,121.00
2023	074-500585	Grants for Pub Asst and Rel	92057048	$42,041.00	$0.00	$42,041.00
2023	074-500589	Welfare Assistance	92057058	$127,500.00	$0.00	$127,500.00
2024	074-500589	Welfare Assistance	92057058	$42,500.00	$0.00	$42,500.00
2024	074-500589	Welfare Assistance	92057062	$0.00	$127,500.00	$127,500.00
2025	074-500589	Welfare Assistance	92057062	$0.00	$42,500.00	$42,500.00
			Subtotal	$700,119.00	$170,000.00	$870,119.00

Hope on Haven Hill Vendor # 275119

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2019	102-500731	Contracts for Prog Svc	92057040	$35,332.00	$0.00	$35,332.00
2020	102-500731	Contracts for Prog Svc	92057040	$60,442.00	$0.00	$60,442.00
2021	102-500731	Contracts for Prog Svc	92057040	$26,970.00	$0.00	$26,970.00
2021	102-500731	Contracts for Prog Svc	92057046	$14,356.00	$0.00	$14,356.00
2021	102-500731	Contracts for Prog Svc	92057048	$42,133.00	$0.00	$42,133.00
2022	102-500731	Contracts for Prog Svc	92057048	$21,067.00	$0.00	$21,067.00
2022	074-500585	Grants for Pub Asst and Rel	92057048	$49,203.00	$0.00	$49,203.00
2023	074-500585	Grants for Pub Asst and Rel	92057048	$16,401.00	$0.00	$16,401.00
			Subtotal	$265,904.00	$0.00	$265,904.00

Homestead In 1765 LLC Vendor # 312235

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2020	102-500731	Contracts for Prog Svc	92057040	$85,500.00	$0.00	$85,500.00
2021	102-500731	Contracts for Prog Svc	92057040	$22,878.00	$0.00	$22,878.00
2021	102-500731	Contracts for Prog Svc	92057046	$25,411.00	$0.00	$25,411.00
2021	102-500731	Contracts for Prog Svc	92057048	$74,666.00	$0.00	$74,666.00
2022	102-500731	Contracts for Prog Svc	92057048	$37,333.00	$0.00	$37,333.00
2022	074-500585	Grants for Pub Asst and Rel	92057048	$87,176.00	$0.00	$87,176.00
2023	074-500585	Grants for Pub Asst and Rel	92057048	$29,058.00	$0.00	$29,058.00
			Subtotal	$362,022.00	$0.00	$362,022.00

Dismas Home of New Hampshire Vendor# 290061

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2019	102-500731	Contracts for Prog Svc	92057040	$38,567.00	$0.00	$38,567.00
2020	102-500731	Contracts for Prog Svc	92057040	$49,146.00	$0.00	$49,146.00
2021	102-500731	Contracts for Prog Svc	92057040	$12,287.00	$0.00	$12,287.00
			Subtotal	$100,000.00	$0.00	$100,000.00

Grand Total	*$1,428,045.00*	*$170,000.00*	*$1,598,045.00*

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

This Amendment to the Recovery Housing Services and Supports 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 FIT/NHNH, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 19, 2019 (Item #29B), as amended on January 22, 2021 (Item #20), and amended on October 13, 2021 (Item #36), and most recently amended on November 2, 2022 (Item #17), 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 1.3, Contractor Name, to read:

   Families in Transition

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

   September 29, 2024

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

   $870,119

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 with 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. 9/23/2022, FAIN H79TI085759; and

      1.4. 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 2, to read:

   2. 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-12 Budget – Amendment #4, SOR III.

7. Modify Exhibit B – Amendment #1, Methods and Conditions Precedent to Payment, Section 4,Subsection 4.1, Paragraph 4.1.3, Subparagraph 4.1.3.1., to add Parts 4.1.3.1.9 through 4.1.3.1.11, 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-11 Budget – Amendment #4, SOR III, which is attached hereto and incorporated by reference herein.
9. Add Exhibit B-12 Budget – Amendment #4, SOR III, which is attached hereto and incorporated by reference herein.

DS
Contractor Initials MD
Date 9/5/2023

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
E90D06004C82442...
Name: Katja S. Fox
Title: Director

FIT/NHNH, Inc.

9/5/2023
Date

DocuSigned by:
Maria Devlin
A533172B74E140C...
Name: Maria Devlin
Title: President & CEO

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

OFFICE OF THE ATTORNEY GENERAL

9/7/2023
Date

DocuSigned by:
Robyn Guarino
74873484494148D...
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 individuals 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. The Contractor shall provide one (1) Recovery Residence to serve only females with Opioid Use Disorder and Stimulant Use Disorder (OUD/StimUD) who are in need of housing in a supported, safe, recovery housing environment in compliance with the appropriate National Alliance for Recovery Residences (NARR) standard.

2. Scope of Services

2.1. The Contractor shall provide a physical recovery housing facility to include, but is not limited to:

2.1.1. Assistance to individuals to transition to independent living.

2.1.2. Safe, stable and recovery-oriented environment.

2.1.3. Meeting state and/or local occupancy requirements.

2.2. The Contractor shall meet the needs of applicants/residents requiring Americans with Disabilities Act (ADA) accommodations. Additionally, the Contractor shall:

2.2.1. Provide documentation and maintain the property is in compliance with local health and safety codes.

2.2.2. Ensure the residence meets all Life and Safety codes, as required.

2.2.3. Ensure that all house managers and/or staff are trained to deliver Naloxone in the event of an overdose.

2.2.4. Meet all information security and privacy requirements as set by the Department.

2.3. The Contractor shall ensure Naloxone is available and accessible in the residence for individuals served and their families.

2.4. **Organizational/Administrative Standards**

2.4.1. The Contractor shall be a legal business entity.

2.4.2. The Contractor shall have a written mission and vision statement.

2.4.3. The Contractor shall have a written code of ethics for the Recovery Residence.

2.4.4. The Contractor shall carry general liability insurance.

2.4.5. The Contractor shall comply with state and federal requirements. If required, documents such as licenses and certificates of occupancy must be visible for public view.

2.4.6. The Contractor shall clearly identify the responsible individual(s) responsible for the Recovery Residence to all residents.

2.4.7. The Contractor shall provide a minimum qualifications, duties and responsibilities for the responsible individual(s) of the residence. This information must be present in a job description and/or contract.

2.4.8. The Contractor shall ensure the living environment is free from drugs and alcohol.

2.4.9. The Contractor shall establish procedures for continuous quality improvement to include, but is not limited to:

2.4.9.1. Collect, evaluate and report accurate process.

2.4.9.2. Collect, evaluate and report outcomes data.

2.4.10. The Contractor shall provide proof of written permission to operate a Recovery Residence on the property from the land owner/landlord, if applicable.

2.5. **Fiscal Management Standards**

2.5.1. The Contractor shall keep accurate records and must have the ability to provide residents with statements upon request. The records and/or statements shall include, but are not limited to:

2.5.1.1. Complete records of charges.

2.5.1.2. Payments.

2.5.1.3. Deposits.

2.6. **Operation Standards**

2.6.1. The Contractor shall ensure emergency procedures along with staff numbers are posted in a conspicuous location.

2.7. **Recovery Support Standards**

2.7.1. The Contractor shall maintain a staffing plan.

2.7.2. The Contractor shall ensure an applicant screening process that will maintain a safe and supportive environment for specific groups of individuals in recovery.

2.7.3. The Contractor shall ensure confidentiality laws are adhered to.

2.7.4. The Contractor shall keep resident's records secure from unauthorized access.

2.7.5. The Contractor shall establish and administer a grievance policy and procedure.

2.7.6. The Contractor shall provide a safe, structured and recovery supportive environment through established and written residents' rights and

requirements.

2.7.7. The Contractor shall establish an intake/assessment protocol for accepting new clients.

2.7.8. The Contractor shall establish an orientation process that will ensure all fees and charges residents incur are presented to applicants prior to residency. Contractor shall ensure policies are presented to potential applicants in writing and are verbally explained in a simple and easy manner conducive to the individual's understanding.

2.7.9. The Contractor shall provide a mutually supportive and recovery- oriented relationships between residents and/or staff through:

2.7.9.1. Peer-based interactions;

2.7.9.2. House meetings;

2.7.9.3. Community gatherings;

2.7.9.4. Recreational events; and/or

2.7.9.5. Other social activities.

2.7.10. The Contractor shall adopt recovery-supportive environments through written and enforced policies and procedures that must address the following:

2.7.10.1. Residents that have an episode of resumed use;

2.7.10.2. Hazardous item searches;

2.7.10.3. Drug-screening and or toxicology protocols; and

2.7.10.4. Prescription and non-prescription medication usage; and

2.7.10.5. Prescription and non-prescription storage.

2.7.11. The Contractor shall not discharge residents from services based solely on resumed substance use.

2.7.12. The Contractor shall work with residents to develop and participate in an individualized recovery plan.

2.7.13. The Contractor shall inform residents on the wide range of local treatment and recovery support services available to them.

2.7.14. The Contractor shall provide nonclinical, recovery support and related services.

2.7.15. The Contractor shall encourage residents to attend supportive, self- help groups and/or outside professional services.

2.7.16. The Contractor shall provide access to scheduled and structured peer-based services such as didactic presentations.

2.7.17. The Contractor shall provide third party clinical services.

2.7.18. The Contractor shall provide life skills development services.

2.7.19. The Contractor shall provide access to clinical services.

2.7.20. The Contractor shall ensure individuals seeking services receive a Doorway referral for substance use and ongoing care coordination if the individual:

2.7.20.1. Enters care directly through the Contractor; and

2.7.20.2. Consents to information sharing with the Doorway(s).

2.8. **Property Standards**

2.8.1. The Contractor shall ensure the residence meets all life, safety, health and building codes.

2.8.2. The Contractor shall provide residents with storage for food and personal items.

2.8.3. The Contractor shall provide fully-functioning fire extinguishers in plain sight and/or clearly marked locations.

2.8.4. The Contractor shall install operational smoke detectors.

2.8.5. The Contractor shall install operational carbon monoxide detectors if gas appliances are present.

2.8.6. The Contractor shall ensure a smoke/tobacco-free internal living environment.

2.8.7. The Contractor shall provide a large community room that will accommodate house meetings.

2.8.8. The Contractor shall provide sleeping quarters that adhere to local and state square footage requirements.

2.8.9. The Contractor shall provide lavatory facilities that adhere to local and state requirements if applicable. If there are no requirements, Contractor shall provide one (1) sink, one (1) toilet and one (1) shower per six (6) residents.

2.8.10. The Contractor shall provide on-site laundry services.

2.8.11. The Contractor shall maintain the interior and exterior of the residence in a functional, safe, and clean manner.

2.8.12. The Contractor shall provide spaces to hold meetings accessible to all residents.

2.8.13. The Contractor shall provide appliances in a good and working condition.

2.8.14. The Contractor shall provide furniture in good condition.

2.8.15. The Contractor shall provide routine and emergency repairs to all aspects of the residence.

2.9. **Good Neighbor Standards**

2.9.1. The Contractor shall provide the residence's responsible party's information to neighbors upon request. The Contractor shall ensure the responsible party responds to neighbors' complaints.

2.9.2. The Contractor shall establish and enforce rules regarding the following:

2.9.2.1. Noise;

2.9.2.2. Smoking;

2.9.2.3. Loitering; and

2.9.2.4. Parking.

2.9.3. The Contractor shall establish and enforce parking rules when warranted.

3. Complete Criminal Background Check

3.1. The Contractor shall provide to the Department documentation that ensures each Contractor employee, who may have direct contact with clients under this agreement, has undergone a Criminal Background Check which demonstrates no convictions for the following crimes:

3.1.1. A felony of any individual or neglect, spousal abuse, any crime against children, child pornography, rape, sexual assault, or homicide, but not including other physical assault or battery;

3.1.2. A violent or sexually-related crime against a child or an adult which shows that the person might be reasonably expected to pose a threat to any individual;

3.1.3. A felony for physical assault, battery, or a drug-related offense, and that felony conviction was committed within the past five (5) years in accordance with 42 USC 671 (a)(20)(A)(ii).

3.2. The Contractor shall provide the required documentation to the Department prior to any such Contractor employee commencing work, subject to Department approval.

4. Reporting Requirements

4.1. The Contractor shall, on a monthly basis, submit a Data Report to the Department in a format provided by the Department, containing de-identifiable data only, by the fifteenth (15th) working day of each month, which must include, but is not limited to:

4.1.1. Demographics and measures for all program participants, as identified by the Department.

4.1.2. Number of individuals referred to or from local and regional Doorways, broken out by Doorway and service.

4.1.3. Federally required data points specific to this funding opportunity as identified by Substance Abuse and Mental Health Services Administration (SAMHSA).

4.1.4. The number of additional supports and services provided, by type of service and support.

4.2. The Contractor, in collaboration with the Department, shall analyze the data submitted in the monthly Data Reports to promote quality improvement efforts.

4.3. The Contractor shall prepare and submit ad hoc Data Reports, respond to periodic surveys, and other data collection requests as deemed necessary by SAMHSA.

5. Performance Measures

5.1. 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

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 test 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.

Exhibit B-11 - Amendment #4, SOR III Budget

New Hampshire Department of Health and Human Services		
Contractor Name:	FIT/NHNH, Inc	
Budget Request for:	Recovery Housing Srvcs. & Supports for Indivic	
Budget Period	SFY24 September 30, 2023 - July 1, 2024	
Indirect Cost Rate (if applicable)	6%	
Line Item	**Program Cost - Funded by DHHS**	**Program Cost - Contractor Share/ Match**
1. Salary & Wages	$50,250	$0
2. Fringe Benefits	$10,050	$0
3. Consultants	$0	$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	$0	$0
5.(a) Supplies - Educational	$450	$0
5.(b) Supplies - Lab	$450	$0
5.(c) Supplies - Pharmacy	$0	$0
5.(d) Supplies - Medical	$0	$0
5.(e) Supplies Office	$450	$0
6. Travel	$383	$0
7. Software	$0	$0
8. (a) Other - Marketing/ Communications	$0	$0
8. (b) Other - Education and Training	$450	$0
8. (c) Other - Occupancy	$63,749	$0
Other (please specify)	$0	$0
Other (please specify)	$0	$0
Other (please specify)	$0	$0
Rent	($6,000)	$6,000
9. Subrecipient Contracts	$0	$0
Total Direct Costs	$120,232	$6,000
Total Indirect Costs	$7,268	$0
TOTAL	$127,500	$6,000

Contractor: DS MD

9/8/2023

Project ID #RFA-2019-BDAS-02-RECOV-02-A04

Date: 9/8/2023

Exhibit B-12 Amendment #4, SORIII Budget

New Hampshire Department of Health and Human Services		
Contractor Name:	FIT/NHNH, Inc	
Budget Request for:	Recovery Housing Srvcs. & Supports for Indivic	
Budget Period	SFY25 July 1, 2024 - September 29, 2024	
Indirect Cost Rate (if applicable)	6%	
Line Item	**Program Cost - Funded by DHHS**	**Program Cost - Contractor Share/ Match**
1. Salary & Wages	$16,750	$0
2. Fringe Benefits	$3,350	$0
3. Consultants	$0	$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	$0	$0
5.(a) Supplies - Educational	$150	$0
5.(b) Supplies - Lab	$150	$0
5.(c) Supplies - Pharmacy	$0	$0
5.(d) Supplies - Medical	$0	$0
5.(e) Supplies Office	$150	$0
6. Travel	$127	$0
7. Software	$0	$0
8. (a) Other - Marketing/ Communications	$0	$0
8. (b) Other - Education and Training	$150	$0
8. (c) Other - Occupancy	$21,251	$0
Other (please specify)	$0	$0
Other (please specify)	$0	$0
Other (please specify)	$0	$0
Rent	($2,000)	$2,000
9. Subrecipient Contracts	$0	$0
Total Direct Costs	$40,078	$2,000
Total Indirect Costs	$2,422	$0
TOTAL	$42,500	$2,000

Contractor: MD (DS) _____

Project ID #RFA-2019-BDAS-02-RECOV-02-A04

Date: 9/8/2023

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 FAMILIES IN TRANSITION is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on May 13, 1994. 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: 207982

Certificate Number: 0005779491

IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 18th day of May A.D. 2022.

David M. Scanlan

Secretary of State

CERTIFICATE OF AUTHORITY

I, Roy Tilsley, 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 Families in Transition.
(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 of March 9, 2023, at which a quorum of the Directors/shareholders were present and voting.
(Date)

VOTED: That Maria Devlin, President & CEO (may list more than one person)
(Name and Title of Contract Signatory)

is duly authorized on behalf of Families in Transition 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 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: 8/23/23

Signature of Elected Officer
Name: Roy Tilsley
Title: Board Chair

DocuSign Envelope ID: 522A68C8-890C-4BB7-A365-00CD96153CCC

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/09/2023

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

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

PRODUCER MTM Insurance Associates 1320 Osgood Street North Andover MA 01845	CONTACT NAME: Jeffrey Morrissette PHONE (A/C, No, Ext): (978) 681-5700 FAX (A/C, No): (978) 681-5777 E-MAIL ADDRESS: certificates@mtminsure.com
INSURED Families in Transition, Inc and FIT/NHNH 122 Market Street Manchester NH 03101	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A: Philadelphia Insurance Company INSURER B: Granite State Healthcare INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** 23-24 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR [X] Professional Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			PHPK2504013	01/01/2023	01/01/2024	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Professional Liability	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 3,000,000 $ 3,000,000 $ 1M/3M
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [X] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			PHPK2503947	01/01/2023	01/01/2024	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	[X] UMBRELLA LIAB [X] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000			PHUB846526	01/01/2023	01/01/2024	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000 $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		HCHS20220000555	01/01/2023	01/01/2024	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
A	CRIME/Employee Dishonesty			PHPK2504013	01/01/2023	01/01/2024	Limit Deductible	$500,000 $5,000

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

This certificate of insurance represents coverage currently in effect and may or may not be in compliance with any written contract.

CERTIFICATE HOLDER

State of NH Department of Health
and Human Services
129 Pleasant Street
Concord NH 03301-3857

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Additional Named Insureds

Other Named Insureds	
2nd Street Family Mill Inc	Additional Named Insured
Bicentennial Families Concord LP	Additional Named Insured
Big Shady Tree Inc	Additional Named Insured
Family Bridge Limited Partnership	Additional Named Insured
Family Bridge Owner I LLC	Additional Named Insured
Family Bridge Owner II LLC	Additional Named Insured
Family Outfitters LLC	Additional Named Insured
Family Willow Limited Partnership	Additional Named Insured
Family Willows Condo Association	Additional Named Insured
Housing Benefits Inc	Additional Named Insured
Manchester Emergency Housing Inc	Additional Named Insured
New Horizons For New Hampshire Inc	Additional Named Insured

Families in Transition

Our Mission

The mission of Families in Transition is to prevent and break the cycle of homelessness.

BerryDunn

Families in Transition

CONSOLIDATED FINANCIAL STATEMENTS

and

SUPPLEMENTARY INFORMATION

December 31, 2021
(With Comparative Totals for 2020)

With Independent Auditor's Report

BerryDunn

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Families in Transition, Inc. and Subsidiaries

Opinion

We have audited the accompanying consolidated financial statements of Families in Transition, Inc. and Subsidiaries (the Organization), which comprise the consolidated statement of financial position as of December 31, 2021 and the related consolidated statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the consolidated financial statements.

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the consolidated financial position of the Organization as of December 31, 2021, and the changes in their consolidated net assets and their consolidated cash flows for the year then ended in accordance with U.S. generally accepted accounting principles.

Basis for Opinion

We conducted our audit in accordance with U.S. generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are required to be independent of the Organization and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with U.S. generally accepted accounting principles, 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 the Organization's ability to continue as a going concern within one year after the date that the consolidated financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Consolidated 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 U.S. generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements 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 U.S. generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the 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 the Organization'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 the Organization's ability to continue as a going concern for a reasonable period of time.

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

Report on Summarized Comparative Information

We have previously audited the Organization's 2020 consolidated financial statements and, in our report dated March 29, 2021, expressed an unmodified opinion on those audited consolidated financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2020 is consistent, in all material respects, with the audited consolidated financial statements from which it has been derived.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying supplementary information, which consists of the consolidating statement of financial position as of December 31, 2021, and the related consolidating statements of activities and functional expenses for the year then ended, is presented for purposes of additional analysis, rather than to present the financial position and changes in net assets of the individual entities, and is not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with U.S. generally accepted auditing standards. In our opinion, the information is fairly stated in all material respects in relation to the consolidated financial statements as a whole.

Berry Dunn McNeil & Parker, LLC

Manchester, New Hampshire
March 23, 2022

FAMILIES IN TRANSITION, INC. AND SUBSIDIARIES

Consolidated Statement of Financial Position

December 31, 2021
(With Comparative Totals for December 31, 2020)

	2021	2020
ASSETS		
Current assets		
Cash and cash equivalents	$ 2,533,606	$ 3,536,208
Accounts receivable	54,462	67,946
Grants and contributions receivable	779,471	1,691,498
Prepaid expenses	148,305	87,753
Other current assets	52,054	60,946
Total current assets	3,567,898	5,444,351
Replacement reserves	543,800	512,271
Reserve cash designated for properties	787,044	847,300
Investments	2,704,576	1,235,007
Investment in related entity	1,000	1,000
Property and equipment, net	33,326,635	34,425,916
Development in process	416,959	218,835
Other assets	-	30,638
Total assets	$ 41,347,912	$ 42,715,318
LIABILITIES AND NET ASSETS		
Current liabilities		
Current portion of long-term debt	$ 300,631	$ 345,909
Accounts payable	299,996	889,234
Accrued expenses	281,146	264,583
Other current liabilities	80,526	134,693
Total current liabilities	962,299	1,634,419
Long-term debt, net of current portion and unamortized deferred costs	15,046,178	15,173,778
Total liabilities	16,008,477	16,808,197
Net assets		
Without donor restrictions - controlling interest	22,097,454	22,831,326
Without donor restrictions - noncontrolling interest	2,015,189	2,344,795
Total without donor restrictions	24,112,643	25,176,121
With donor restrictions	1,226,792	731,000
Total net assets	25,339,435	25,907,121
Total liabilities and net assets	$ 41,347,912	$ 42,715,318

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

FAMILIES IN TRANSITION, INC. AND SUBSIDIARIES

Consolidated Statement of Activities

Year Ended December 31, 2021
(With Comparative Totals for the Year Ended December 31, 2020)

	Without Donor Restrictions - Controlling Interest	Without Donor Restrictions - Noncontrolling Interest	Total Without Donor Restrictions	With Donor Restrictions	Total 2021	Total 2020
Revenue and support						
Federal, state and other grant support	$ 2,874,142	$ -	$ 2,874,142	$ 1,082,148	$ 3,956,290	$ 4,932,560
Coronavirus Aid, Relief and Economic Security (CARES) Act grants	1,670,287	-	1,670,287	-	1,670,287	4,183,652
Rental income, net of vacancies	2,383,369	-	2,383,369	-	2,383,369	2,492,880
Thrift store sales	592,005	-	592,005	-	592,005	410,942
Public support	2,500,288	-	2,500,288	-	2,500,288	2,952,466
Special events	342,619	-	342,619	-	342,619	420,547
Developer fees	-	-	-	-	-	121,670
Unrealized gain on investments	234,310	-	234,310	-	234,310	103,827
Loss on disposal of property and equipment	(267,413)	-	(267,413)	-	(267,413)	(1,362)
Interest income	2,334	-	2,334	-	2,334	23,045
In-kind donations	42,933	-	42,933	-	42,933	9,244
Forgiveness of debt	131,267	-	131,267	-	131,267	131,267
Medicaid reimbursements	415,708	-	415,708	-	415,708	488,990
Other income	147,748	-	147,748	-	147,748	201,865
Net assets released from restrictions	586,356	-	586,356	(586,356)	-	-
Total revenue and support	11,655,953	-	11,655,953	495,792	12,151,745	16,471,593
Expenses						
Program activities						
Housing	10,274,521	-	10,274,521	-	10,274,521	10,277,005
Thrift store	412,054	-	412,054	-	412,054	415,817
Total program activities	10,686,575	-	10,686,575	-	10,686,575	10,692,822
Fundraising	809,441	-	809,441	-	809,441	1,074,295
Management and general	1,226,858	-	1,226,858	-	1,226,858	1,186,537
Total expenses	12,722,874	-	12,722,874	-	12,722,874	12,953,654
(Deficiency) excess of revenue and support over expenses	(1,066,921)	-	(1,066,921)	495,792	(571,129)	3,517,939
Capital contributions	3,751	-	3,751	-	3,751	24,438
Partnership distributions	-	(308)	(308)	-	(308)	(1,410)
Change in net assets before reclassification of portion attributable to noncontrolling interest in subsidiaries	(1,063,170)	(308)	(1,063,478)	495,792	(567,686)	3,540,967
Change in net assets attributable to noncontrolling interest in subsidiaries	329,298	(329,298)	-	-	-	-
Change in net assets	(733,872)	(329,606)	(1,063,478)	495,792	(567,686)	3,540,967
Net assets, beginning of year	22,831,326	2,344,795	25,176,121	731,000	25,907,121	22,366,154
Net assets, end of year	$ 22,097,454	$ 2,015,189	$ 24,112,643	$ 1,226,792	$ 25,339,435	$ 25,907,121

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

FAMILIES IN TRANSITION, INC. AND SUBSIDIARIES

Consolidated Statement of Functional Expenses

Year Ended December 31, 2021
(With Comparative Totals for the Year Ended December 31, 2020)

	Program Activities					
	Housing	Thrift Store	Fundraising	Management and General	2021 Total	2020 Total
Salaries and benefits						
Salaries and wages	$ 4,428,713	$ 283,233	$ 442,872	$ 664,307	**$ 5,819,125**	$ 6,156,201
Employee benefits	498,412	21,465	49,841	74,761	**644,479**	650,333
Payroll taxes	343,091	23,293	34,309	51,464	**452,157**	433,083
Total salaries and benefits	5,270,216	327,991	527,022	790,532	**6,915,761**	7,239,617
Other expenses						
Advertising	3,998	13,668	350	525	**18,541**	36,363
Bad debts	25,698	-	-	-	**25,698**	63,594
Bank charges	12,545	8,246	1,207	1,811	**23,809**	22,092
Condominium association fees	14,575	-	-	-	**14,575**	15,515
Consultants	78,629	3,988	7,842	11,763	**102,222**	144,209
COVID expenses	22,161	-	2,216	3,324	**27,701**	428,144
Depreciation	1,221,584	3,404	93,661	140,492	**1,459,141**	1,382,232
Events	29,137	-	-	-	**29,137**	74,371
Food	238,472	-	-	-	**238,472**	156,813
General insurance	168,528	2,318	11,537	17,306	**199,689**	180,501
Interest expense	164,597	-	17,786	26,679	**209,062**	238,399
Management fees	(1,604)	-	-	-	**(1,604)**	-
Meals and entertainment	4,317	-	432	648	**5,397**	2,278
Membership dues	9,270	-	873	1,309	**11,452**	13,671
Office supplies	112,840	9,451	10,553	15,829	**148,673**	90,214
Operational expenses - other	362,333	-	-	-	**362,333**	156,304
Participant expenses	93,431	-	-	-	**93,431**	72,037
Postage	6,880	17	688	1,033	**8,618**	9,491
Printing	16,302	818	1,442	2,164	**20,726**	26,715
Professional fees	175,249	4,000	14,010	21,014	**214,273**	183,043
Rental subsidies	265,605	-	-	-	**265,605**	301,110
Repairs and maintenance	662,589	18,416	49,263	73,895	**804,163**	528,545
Staff development	26,318	187	2,622	3,933	**33,060**	31,816
Taxes	332,887	183	-	-	**333,070**	340,333
Technology support	162,210	117	15,968	23,953	**202,248**	191,943
Telephone	104,863	1,535	10,189	15,284	**131,871**	148,667
Travel	28,865	84	2,871	4,306	**36,126**	28,318
Utilities	568,936	17,631	38,909	58,363	**683,839**	617,912
VISTA program	-	-	-	-	**-**	79,431
Workers' compensation	93,090	-	-	12,695	**105,785**	149,976
Total expenses	$10,274,521	$ 412,054	$ 809,441	$ 1,226,858	**$12,722,874**	$12,953,654

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

FAMILIES IN TRANSITION, INC. AND SUBSIDIARIES

Consolidated Statement of Cash Flows

Year Ended December 31, 2021
(With Comparative Totals for the Year Ended December 31, 2020)

	2021	2020
Cash flows from operating activities		
Change in net assets	$ (567,686)	$ 3,540,967
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Depreciation and amortization	1,472,485	1,395,576
Forgiveness of debt	(131,267)	(131,267)
Unrealized gain on investments	(234,310)	(103,827)
Loss on disposal of property and equipment	267,413	1,362
Decrease (increase) in:		
Accounts receivable	13,484	(445)
Grants and contributions receivable	912,027	(1,102,280)
Prepaid expenses	(60,552)	(22,241)
Other current assets	39,530	(1,579)
(Decrease) increase in:		
Accounts payable	80,826	(46,887)
Accrued expenses	16,563	(107,455)
Other current liabilities	(54,167)	75,022
Net cash provided by operating activities	1,754,346	3,496,946
Cash flows from investing activities		
Purchases of investments	(1,235,259)	(7,767)
Investment in development in process	(450,004)	(63,149)
Acquisition of property and equipment	(1,045,458)	(2,227,481)
Net cash used by investing activities	(2,730,721)	(2,298,397)
Cash flows from financing activities		
Proceeds from long-term debt	265,091	2,452
Payments on long-term debt	(320,045)	(268,663)
Net cash used by financing activities	(54,954)	(266,211)
Net (decrease) increase in cash and restricted cash	(1,031,329)	932,338
Cash and restricted cash, beginning of year	4,895,779	3,963,441
Cash and restricted cash, end of year	$ 3,864,450	$ 4,895,779
Composition of cash, cash equivalents and restricted cash, end of year:		
Cash and cash equivalents	$ 2,533,606	$ 3,536,208
Replacement reserves	543,800	512,271
Reserve cash designated for properties	787,044	847,300
	$ 3,864,450	$ 4,895,779
Supplemental disclosures:		
Acquisition of property and equipment and development in process through accounts payable	$ 98,500	$ 768,564
Acquisition of property and equipment through long-term borrowings from seller	$ -	$ 25,412
Property and equipment transferred from development in process	$ 350,380	$ -
Interest paid	$ 209,062	$ 238,399

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

Organization

Families in Transition, Inc. (FIT), an incorporated New Hampshire nonprofit, provides hunger relief, emergency shelter, safe affordable housing and support services to individuals and families who are homeless or in need in the State of New Hampshire. The programs and services offered provide positive outcomes through the incorporation of evidence based models and practices to meet identified needs and goals of those they serve and provide an integrated system of care to prevent homelessness when possible and rapidly rehouse those who become homeless, including both the chronically homeless and families with children.

FIT directly owns and operates housing programs in facilities located on Amherst Street, Spruce Street, Lake Avenue and Douglas Street in Manchester, New Hampshire. Additional housing facilities are owned and operated by two limited partnerships of which FIT, or one of its subsidiaries, is the sole general partner. These limited partnerships include Family Bridge Limited Partnership (Family Bridge), located on Second Street in Manchester, New Hampshire; and Family Willows Limited Partnership (Family Willows), located on South Beech Street in Manchester, New Hampshire (collectively referred to as the Limited Partnerships).

During 2021, Family Bridge reached the reached the end of its initial 15-year low-income housing tax credit compliance period. As a result, effective August 31, 2021, BCCC, Inc. and Boston Financial Corporate Tax Credit Fund XXII, withdrew from the Partnership and transferred their ownership interest to Housing Benefits, Inc. (Housing Benefits), a non-profit Community Development Housing Organization, located in Manchester, New Hampshire. In January 2022, Second Street Family Mill, Inc., the general partner, transferred its ownership interest in the Partnership to Housing Benefits. As a result, all assets and liabilities of the Partnership will have been assumed by Housing Benefits, dissolving Family Bridge as a limited partnership.

FIT also owns and operates emergency shelters for homeless individuals in facilities located on Manchester Street and Lake Ave in Manchester, New Hampshire. In 2020, FIT purchased an additional property on Lake Ave in Manchester, New Hampshire where it will operate its food pantry formerly located at the Manchester Street, Manchester, New Hampshire facility.

Housing Benefits, a Community Development Housing Organization was created to identify and develop new housing units and refurbish existing units to meet the persistent need of combating homelessness. Completed housing units are located on Concord Street, School & Third Street, Lowell Street, Belmont Street, Market Street, Spruce Street and Hayward Street, in Manchester, New Hampshire as well as additional housing facilities located on Central Avenue in Dover, New Hampshire (Dover), and at Bicentennial Square in Concord, New Hampshire and an emergency shelter location in Wolfeboro, New Hampshire.

HB-AH, LLC (HB-AH) was legally formed as a limited liability company organized under the laws of the State of New Hampshire, which is treated as a disregarded entity for federal income tax purposes. HB-AH's purpose is to acquire, own, rent, operate and manage 23 residential apartments located in Manchester, New Hampshire. HB-AH is to operate exclusively to further the charitable purpose of Housing Benefits, HB-AH's sole member.

FIT was the sole member of Manchester Emergency Housing, Inc. (MEH), a New Hampshire nonprofit corporation providing immediate shelter to homeless families in the Manchester, New Hampshire area. During 2021, MEH legally dissolved and the program was absorbed by FIT's operations.

FIT also owns 100% of Family Outfitters, LLC (Outfitters), a limited liability corporation. Outfitters operates an independent thrift store in Manchester, New Hampshire with the sole purpose of generating an alternate funding stream for FIT..

FIT is the sole member of The New Hampshire Coalition to End Homelessness (NHCEH), a statewide entity, whose mission is to "eliminate the causes for homelessness through research, education and advocacy."

Wilson Street Condominium Association (the Association) was established for the purpose of maintaining and preserving a five unit property located on Wilson Street in Manchester, New Hampshire. FIT is the majority owner of the Association.

FIT has several wholly-owned corporations which include Second Street Family Mill, Inc. (Family Mill), and Big Shady Tree, Inc. (Big Shady Tree) (collectively referred to as the General Partners), all of which are New Hampshire corporations. These wholly-owned corporations represent the .01% sole general partners in the Limited Partnerships, whereby Family Mill is a general partner of Family Bridge and Big Shady Tree is a general partner of Family Willows.

FIT has begun the redevelopment of its property located on 434 Union Street in Manchester, New Hampshire. The project will create 11 units of permanent, supportive housing for those experiencing homelessness.

1. Summary of Significant Accounting Policies

Principles of Consolidation

Since the General Partners have control of the Limited Partnerships, in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) Topic 810-20-25, *Consolidation*, the financial statements of the Limited Partnerships are required to be consolidated with these consolidated financial statements. The limited partners' ownership interest is reported in the consolidated statement of financial position as noncontrolling interest.

The consolidated financial statements include the net assets of FIT, the Limited Partnerships, Housing Benefits, HB-AH, Outfitters, NHCEH, the Association, and the General Partners (collectively referred to as the Organization). All significant inter-entity balances and transactions are eliminated in the accompanying consolidated financial statements.

Comparative Information

The consolidated financial statements include certain prior year summarized comparative information in total, but not by net asset classifications. Such information does not include sufficient detail to constitute a presentation in conformity with U.S. generally accepted accounting principles (U.S. GAAP). Accordingly, such information should be read in conjunction with the Organization's December 31, 2020 consolidated financial statements, from which the summarized information was derived.

Use of Estimates

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

Basis of Presentation

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

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

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity. Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the consolidated statement of activities.

All contributions are considered to be available for general use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as support with donor restrictions that increases net assets with donor restrictions. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the consolidated statement of activities as net assets released from restrictions. The Organization records donor-restricted contributions whose restrictions are met in the same reporting period as support without donor restrictions in the year of the gift.

The Organization reports contributions of property or equipment as support without donor restrictions, unless a donor places explicit restriction on its use. Contributions of cash or other assets that must be used to acquire long-lived assets are reported as support with donor restrictions and reclassified to net assets without donor restrictions when the assets are acquired and placed in service.

Cash and Cash Equivalents

The Organization considers all highly liquid investments with an initial maturity of three months or less to be cash equivalents. The Organization maintains its cash in bank deposit accounts which, at times, may exceed the federally insured limits. Management regularly monitors the financial institutions, together with their respective cash balances, and attempts to maintain the potential risk at a minimum. The Organization has not experienced any losses in such accounts and management believes it is not exposed to any significant risk on these accounts.

Reserves are those deposits of cash and cash equivalents not generally available for operating costs, but restricted to particular uses including operating and replacement reserves for rental properties as well as certain other social services and programs.

Property and Equipment

Property and equipment are recorded at cost or, if donated, at estimated fair market value at the date of donation, less accumulated depreciation. The Organization's capitalization policy requires the capitalization of capital expenditures greater than $1,000, while ordinary maintenance and repairs are charged to expense. Depreciation is provided using the straight-line method over the estimated useful lives of the related assets. Assets not in service are not depreciated. Following is a summary of estimated useful lives by asset category:

Land improvements	20 years
Buildings and improvements	3 - 40 years
Furniture and fixtures	3 - 10 years
Equipment	3 - 10 years
Vehicles	5 years

Rental Income

Rental revenue is recognized pro rata over each tenant's period of occupancy. A contract is entered into with a tenant and covers a period of twelve months. All rents are collected at the beginning of each month and are nonrefundable. A tenant has an option to cancel a lease at any time with a minimum of 30 days' notice, at which time the Organization will prorate the final rent payment through a tenant's expected move-out date.

When a contract is entered into with a tenant, the Organization collects a security deposit. The security deposits are maintained in separate cash accounts and a corresponding liability is recognized. Upon termination of a tenant's contract, the Organization assesses the condition of the unit being vacated. If it is determined a unit is vacated in a condition equivalent to when the tenant occupied the unit, the security deposit is refunded to the tenant. If a unit is determined to be vacated in a condition less than equivalent to when the tenant occupied the unit, the security deposit is retained and recognized as revenue.

Volunteer Services

A number of volunteers have donated their time to the Organization's various programs and administrative services. The value of these services has not been included in the accompanying consolidated financial statements since the volunteers' time does not meet criteria for recognition. The estimated value of donated time for the years ended December 31, 2021 and 2020 was approximately $540,000 and $410,000, respectively.

Functional Expense Allocation

The consolidated financial statements report certain categories of expenses that are attributable to more than one program or supporting function. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. The expenses allocated include salaries and benefits, depreciation and amortization, office and other expenses, which are allocated based on direct payroll hours by functional cost centers.

Change in Net Assets from Operations

The consolidated statements of activities include a measure of change in net assets from operations. Changes in net assets which are excluded from change in net assets from operations, include capital contributions and partner distributions which are considered non-operating.

Income Taxes

The Organization is a tax-exempt Section 170(b)(1)(A)(vi) public charity as described in Section 501(c)(3) of the Internal Revenue Code (the Code) and is exempt from federal income taxes on related income pursuant to Section 501(a) of the Code. Accordingly, no provision for income taxes has been reflected in these consolidated financial statements.

The standards for accounting for uncertainty in income taxes require the Organization to report any uncertain tax positions and to adjust its consolidated financial statements for the impact thereof. As of December 31, 2021 and 2020, the Organization determined that it had no tax positions that did not meet the more-likely-than-not threshold of being sustained by the applicable tax authority. The Organization files an informational return in the United States. This return is generally subject to examination by the federal government for up to three years.

No provision for taxes on income is made in the Limited Partnerships' financial statements since, as partnerships, all taxable income and losses are allocated to the partners for inclusion in their respective tax returns.

The Association is not exempt from income taxes; however, the Code categorizes any profits realized by the Association from its member activities as reductions of members' contributions towards the operation of the condominium property and not as taxable income of the Association or its members. Accordingly, no provision for income taxes has been made in these consolidated financial statements.

Subsequent Events

For purposes of the preparation of these consolidated financial statements in conformity with U.S. GAAP, the Organization has considered transactions or events occurring through March 23, 2022, which was the date the consolidated financial statements were available to be issued. Management has not evaluated subsequent events after that date for inclusion in the consolidated financial statements.

2. Availability and Liquidity of Financial Assets

As of December 31, 2021, the Organization has working capital, excluding current assets with donor restrictions, of $1,402,203 and average days (based on normal expenditures) cash and cash equivalents on hand of 43.

Financial assets and liquidity resources available within one year for general expenditure, such as operating expenses, scheduled principal payments on long-term debt, and capital acquisitions not funded through replacement reserves or financed with debt, were as follows:

	2021	2020
Financial assets:		
Cash and cash equivalents	$ 2,533,606	$ 3,536,208
Accounts receivable	54,462	67,946
Grants and contributions receivable	779,471	1,691,498
Investments	2,704,576	1,235,007
Total financial assets	6,072,115	6,530,659
Donor-imposed restrictions:		
Restricted funds	(1,226,792)	(731,000)
Financial assets available at year end for current use	$ 4,845,323	$ 5,799,659

The Organization also has a line of credit available to meet short-term needs, as described in Note 6.

The Organization has replacement reserves and cash reserves designated for properties as part of its debt financing with New Hampshire Housing Finance Authority (NHHFA) which are only available when approved by NHHFA. As a result, these replacement reserves and cash reserves designated for properties are not considered available for general expenditure within the next year and are not reflected in the amount above. The goal for the Organization is to maintain a balanced budget while meeting the requirements of the various financing authorities.

3. Investments and Fair Value Measurement

The Organization reports investments in the consolidated statement of financial position at fair value with any realized or unrealized gains and losses reported in the consolidated statement of activities. Investments are exposed to various risks, including interest rate, market volatility and credit risks.

U.S. GAAP establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. Fair value is defined as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants on the measurement date. Fair value hierarchy requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. The three levels of inputs used to measure fair value are:

Level 1: Quoted prices (unadjusted) for identical assets or liabilities in active markets that the entity has the ability to access as of the measurement date.

Level 2: Significant other observable inputs other than Level 1 prices, such as quoted prices for similar assets or liabilities, quoted prices in markets that are not active, and other inputs that are observable or can be corroborated by observable market data.

Level 3: Significant unobservable inputs that reflect an entity's own assumptions about the assumptions that market participants would use in pricing an asset or liability.

Investments measured at fair value on a recurring basis are summarized below:

	Level 1	
	2021	2020
Cash and cash equivalents	$ 24,481	$ -
Equity mutual funds	123,584	776,600
Equity securities	1,791,812	53,820
Fixed income mutual funds	764,699	404,587
	$ 2,704,576	$ 1,235,007

The Organization had no assets measured using Level 2 or Level 3 inputs at December 31, 2021 and 2020.

4. Property and Equipment

Property and equipment consisted of the following:

	2021	2020
Land	$ 3,764,378	$ 3,764,378
Land improvements	812,301	666,247
Buildings and improvements	41,388,854	41,923,542
Furniture and fixtures	1,187,879	1,057,806
Equipment	691,474	639,373
Vehicles	307,197	386,565
	48,152,083	48,437,911
Less: accumulated depreciation	14,825,448	14,011,995
Property and equipment, net	$ 33,326,635	$ 34,425,916

At December 31, 2021 and 2020, the Organization held $37,215,560 and $37,334,275, respectively, of land, land improvements, and buildings and improvements for the purpose of leasing to individuals. Accumulated depreciation on the land improvements, buildings and improvements at December 31, 2021 and 2020 was $11,094,410 and $10,319,415, respectively.

5. Development in Process

At December 31, 2021 and 2020, development in process consisted of various projects in process related to all of the properties owned by the Organization.

6. Line of Credit

The Organization has an unsecured line of credit agreement, renewed annually, with a financial institution in the amount of $550,000. During the term of the agreement, the interest rate on any outstanding principal balance shall be equal to the base rate, as defined by the financial institution, with a floor of 4%. There was no outstanding balance as of December 31, 2021 and 2020.

7. Long-Term Debt

Long-term debt consisted of the following:

	2021	2020
A mortgage loan payable to NHHFA in monthly payments of $680, including interest at 1% and an escrow of $289. The loan is collateralized by real estate located on Amherst Street, Manchester, New Hampshire. The loan is due and payable in full in January 2033.	$ 42,847	$ 46,492
A note payable to NHHFA. The note is noninterest bearing and is collateralized by real estate located on Amherst Street, Manchester, New Hampshire. The note is due and payable upon sale or refinancing of the property or in June 2042.	163,283	163,283
A mortgage loan payable to St. Mary's Bank in monthly payments of $883, including interest at 5% for five years. After five years, the interest rate adjusts to match the then current Federal Home Loan Bank of Boston 5-year, 20-year amortizing rate plus 2.50%. The loan is collateralized by real estate on Spruce Street, Manchester, New Hampshire and is due and payable in full in May 2034.	97,682	103,048
A mortgage loan payable to TD Bank, N.A. in monthly payments of $1,123, including interest at 4.1%. The loan is collateralized by real estate at Beech Street, Manchester, New Hampshire. The loan is due and payable in full in November 2023.	23,994	36,401
A mortgage loan payable to RBS Citizens Bank in monthly payments of $2,126, including interest at 7.18%. The loan is collateralized by real estate on Douglas Street, Manchester, New Hampshire. The loan is due and payable in full in April 2024.	189,792	196,746
A mortgage note payable by Housing Benefits to NHHFA, collateralized by Bicentennial property. Monthly payments of $1,095 include interest at 4.75% per annum until the principal and interest are fully paid with the final installment due and payable on May 1, 2034.	120,869	128,086

A noninterest bearing note payable by Housing Benefits to NHHFA, collateralized by Bicentennial property and various financing instruments. Annual payments of 50% of surplus cash are due. The note is due and payable on May 28, 2034. This note is nonrecourse.	**84,456**	84,456
A noninterest bearing note payable by Housing Benefits to NHHFA, collateralized by Bicentennial property and various financing instruments. Annual payments of 25% of surplus cash are due. The note is due and payable on May 28, 2033. This note is nonrecourse and is subordinate to the $84,456 note payable.	**336,674**	336,674
A noninterest bearing note payable by Housing Benefits to Merrimack County, collateralized by Bicentennial property and various financing instruments. The note is due and payable in full in May 2033.	**260,000**	260,000
A noninterest bearing note payable by Housing Benefits to NHHFA, collateralized by Millyard II property and various financing instruments. Annual payments of 25% of surplus cash are due. The note is due and payable upon sale or refinancing of the property or in May 2031. This note is nonrecourse.	**436,958**	445,068
A mortgage note payable by Housing Benefits to NHHFA, collateralized by Millyard II property. Monthly payments of $1,729 include principal and interest at 3.5% per annum. The final installment is due and payable on September 1, 2032.	**178,960**	193,172
A note payable by Housing Benefits to the City of Manchester, New Hampshire, collateralized by Millyard II property and various financing instruments. A payment of interest shall be made annually no later than August 1 each year based on 42.5% of the net cash flow, as defined. In any year where the Debt Coverage Ratio, as defined, exceeds 1.15 to 1, principal payments shall be made no later than August 1 in an amount that will result in a 1.15 to 1 Debt Coverage Ratio. All unpaid amounts are due and payable in full on August 1, 2031. This note is nonrecourse.	**212,938**	226,725
A noninterest bearing note payable by Housing Benefits to the New Hampshire Community Loan Fund, Inc. (NHCLF), collateralized by Millyard II property. Payment of principal is due and payable on December 31, 2031. This note is nonrecourse.	**250,000**	250,000

FAMILIES IN TRANSITION, INC. AND SUBSIDIARIES

Notes to Consolidated Financial Statements

December 31, 2021
(With Comparative Totals for December 31, 2020)

A mortgage note payable by Housing Benefits to the City of Manchester Community Improvement Program, collateralized by Millyard Families I real estate. The note is noninterest bearing and is due and payable in January 2027.	**230,000**	230,000
A second mortgage note payable by Housing Benefits to Community Development Finance Authority (CDFA), collateralized by Millyard Families I real estate. Monthly payments of $1,121 include principal and interest at 2% per annum. The final installment is due and payable on June 15, 2022.	**6,686**	19,860
A mortgage note payable by Family Bridge to NHHFA, collateralized by real estate and personal property. The note bears no interest and is to be repaid from 50% of available surplus cash annually with all remaining principal due on August 30, 2034.	**850,000**	850,000
A promissory note payable by Family Bridge to TD Bank, N.A., collateralized by real estate. Monthly payments of $3,019 include principal and interest at 4.33%. The note is payable in full in November 27, 2023 and is guaranteed by FIT and Family Mill.	**375,832**	396,436
A promissory note payable by Family Bridge to the City of Manchester, New Hampshire. The note is noninterest bearing with annual payments of 50% of net cash flow payable by October 1. The outstanding principal is due by October 1, 2034. The note is collateralized by real estate and is nonrecourse.	**600,000**	600,000
A mortgage note payable by Family Willows to NHHFA, collateralized by real estate and personal property. The note bears no interest and is to be repaid from 50% of available surplus cash annually with all remaining principal due on July 9, 2037.	**493,132**	505,816
A note payable by Family Willows to the City of Manchester, New Hampshire. The note is noninterest bearing and has an annual payment of $9,091 payable on October 1. All outstanding principal is due by October 2029. The note is collateralized by real estate and is nonrecourse.	**63,635**	72,726

A note payable by Family Willows to RBS Citizens Bank, collateralized by real estate. Monthly payments of $1,922 include principal and interest at 3.25%, based on the prime rate capped at 6%. The note is payable in full on June 27, 2033 and is guaranteed by FIT and Big Shady Tree.	**221,623**	235,835
A mortgage note payable by Housing Benefits to NHHFA, collateralized by School & Third Street real estate and personal property. Monthly payments of $2,683 include principal and interest at 8% per annum. The note was paid off in 2021.	**-**	9,544
A second mortgage note payable by Housing Benefits to NHCLF, collateralized by School & Third Street real estate and personal property. The note bears no interest and monthly payments of $2,775 will commence on April 15, 2021 and continue until maturity in October 2039.	**592,650**	617,613
A mortgage note payable by Housing Benefits to NHHFA, collateralized by Belmont Street real estate and personal property. The noninterest bearing note requires annual payments in amounts equal to 50% of surplus cash. The note is payable in full by December 2040.	**395,940**	413,575
A mortgage note payable from Housing Benefits to NHHFA, collateralized by Lowell Street real estate and personal property. The noninterest bearing note requires annual payments in amounts equal to 50% of surplus cash. The note is payable in full in August 2040.	**34,628**	34,628
A second, noninterest bearing, mortgage note payable from Housing Benefits to the City of Manchester, New Hampshire, collateralized by Lowell Street real estate. Annual payments equal to the greater of 25% of net cash flow, as defined, or $4,000 commenced in October 2012 and continue until the maturity date in June 2041.	**152,121**	156,022
A noninterest bearing promissory note payable from Housing Benefits to NHHFA collateralized by a mortgage and security agreement on Lowell Street real estate. The note is to be forgiven 1/15th annually over the low-income housing tax credit compliance period which ends in 2026, subject to compliance with certain requirements. During 2021 and 2020, $131,267 was recognized as revenue and support in the consolidated statement of activities.	**590,696**	721,963

A mortgage note payable from Housing Benefits to NHHFA, collateralized by Dover real estate and personal property. The noninterest bearing note requires annual payments in amounts equal to 50% of surplus cash. The note is payable in full by June 2028.	**216,148**	216,148
A noninterest bearing mortgage note payable to the City of Manchester Community Improvement Program, collateralized by real estate located at 393-395 Spruce Street. Annual payments of the greater of 25% of net cash flow, as defined, or $5,000 are due annually by October 1. The note is due in full by October 1, 2045.	**562,808**	567,808
A mortgage note payable to TD Bank, N.A., collateralized by real estate located at 167 Lake Avenue and personal property located at 161 South Beech Street, Unit 2. Monthly payments of $2,137 include principal and interest at 4.35%. The note is due in full by April 2024.	**363,729**	372,849
A vehicle loan payable in monthly payments of $472, including interest at 4.25%. The loan is due in March 2025 and is collateralized by the related vehicle.	**18,569**	20,560
A vehicle loan payable in monthly payments of $308, including interest at 4.75%. The loan is due in October 2023 and is collateralized by the related vehicle.	**6,507**	9,791
A mortgage note payable to NHHFA, collateralized by the real estate at Lake Avenue, Manchester, New Hampshire. The noninterest bearing note requires annual payments in amounts equal to 50% of surplus cash. The note is payable in full by June 2045.	**750,000**	750,000
A mortgage note payable to TD Bank, N.A., collateralized by real estate located at 641 Hayward Street, Manchester, New Hampshire. Monthly payments of $991 include principal and interest at 3.015%. The note is due in full by October 2025.	**167,585**	174,276
A mortgage note payable to Peoples United Bank, collateralized by Hope House. Monthly payments of $2,283 include principal and interest at 4.94%. The note is due in full by January 2027.	**355,288**	364,674

A construction loan payable to Franklin Savings Bank, collateralized by real estate located at 267 Wilson Street, Manchester, New Hampshire. Housing Benefits has the ability to draw up to $825,000 on the promissory note. Monthly payments including principal, interest and escrow of $6,854 are due over a 30 year period starting September 2018 at 4.90% interest.	**687,042**	707,538
A noninterest bearing construction loan payable to NHHFA, collateralized by real estate located at 267 Wilson Street, Manchester, New Hampshire. The note has a borrowing limit of $720,000. Annual payments are due in amounts equal to 25% of surplus cash. The loan is due in full by November 1, 2047.	**711,845**	720,000
Three vehicle loans collateralized by an activity bus payable to Ford Credit in monthly payments of $392 at 5.9% annual interest rate. The loans are due and payable in March 2022.	**841**	15,937
A noninterest bearing mortgage note payable to the City of Manchester Community Improvement Program, collateralized by real estate located at 267 Wilson Street, 2nd Floor. The note has a borrowing limit of $1,655,323. As costs are incurred, Housing Benefits is to be reimbursed by the City of Manchester. Annual payments of the greater of 25% of net cash flow, as defined, or $5,000 are due by October 1 commencing October 1, 2019. The note is due in full by October 1, 2047.	**1,448,182**	1,453,182
A noninterest bearing mortgage note payable to the City of Manchester, collateralized by real estate located at 267 Wilson Street, 3rd Floor. The note is funded by the City of Manchester's Community Improvement Program and the City of Manchester's Affordable Housing Trust Funds. The note has a borrowing limit of $531,252. As costs are incurred, Housing Benefits is to be reimbursed by the City of Manchester. Annual payments in the amount of 25% of net cash flow, as defined, are due by October 1 commencing October 1, 2019. The note is due in full by December 1, 2047.	**523,097**	531,252
A noninterest bearing construction loan payable to NHHFA, collateralized by real estate located in Wolfeboro, New Hampshire. The note has a borrowing limit of $780,000. Annual payments in amounts equal to 25% of surplus cash. The loan is due in full by December 1, 2047.	**780,000**	780,000

A mortgage note payable to NHHFA and is collateralized by the real estate and personal property of HB-AH, LLC on Concord Street in Manchester, New Hampshire. The mortgage is insured by the U.S Department of Housing and Urban Development through the Housing Finance Agency Risk Sharing Program authorized by Section 542(c) of the Housing and Community Development Act of 1992. Monthly payments of $6,745 are due for principal and interest at 4.20%. All remaining principal is due on May 1, 2059.	**1,525,843**	1,542,342
A technical assistance note payable to NHHFA to provide support to the Organization for renovations at the Union Street Shelter in Manchester, New Hampshire. If the renovation project is approved, NHHFA is expected to be the lead lender on renovations. If the renovation project is not approved NHHFA will forgive the borrowings. The noninterest bearing note payable is due at the time of closing on the construction loan.	**45,000**	44,079
A note payable to CDFA, collateralized by real estate located at 199 Manchester Street, Manchester, New Hampshire. Principal only payments are due for the first 18 months, at which time monthly payments include principal and interest at 2% will be required until December 2021.	**69**	9,268
A noninterest bearing construction loan payable to NHHFA, collateralized by real estate located in Manchester, New Hampshire. The note has a borrowing limit of $1,134,188. The loan is due in full 40 years from the closing date.	**157,854**	-
A noninterest bearing construction loan payable to City of Manchester, New Hampshire, collateralized by real estate located in Manchester, New Hampshire. The note has a borrowing limit of $275,000.	**106,284**	-
	15,432,087	15,613,873
Less current portion	**300,631**	345,909
Less unamortized deferred costs	**85,278**	94,186
	$ 15,046,178	$15,173,778

Surplus cash for the purposes of these disclosures is as defined in the respective loan agreements.

Principal maturities of long-term debt over the next five years and thereafter are as follows:

2022	$ 300,631
2023	551,965
2024	661,132
2025	305,829
2026	161,341
Thereafter	13,451,189
	$ 15,432,087

Interest expense charged to operations, including amortization of deferred costs of $13,344, was $209,062 and $238,399 in 2021 and 2020, respectively.

8. Net Assets

At December 31, 2021 and 2020, net assets without donor restrictions are fully available to support operations of the Organization.

Net assets with donor restrictions were as follows:

	2021	2020
Investments to be maintained in perpetuity, income is to support general operations	$ 25,000	$ 25,000
Funds maintained with donor restrictions temporary in nature:		
The Family Place	53,258	134,190
Scholarships	26,664	19,264
Housing programs	164,098	35,000
Direct care for clients	407,049	147,904
Hope House	550,723	369,642
Total funds maintained with donor restrictions temporary in nature	1,201,792	706,000
Total net assets with donor restrictions	$ 1,226,792	$ 731,000

Net assets released from net assets with donor restrictions were as follows:

	2021	2020
Satisfaction of purpose restrictions:		
Operating releases		
The Family Place	$ 80,932	$ 9,280
Housing programs	35,000	55,000
Direct care for clients	132,225	103,321
Hope House	338,199	21,566
New Horizons for New Hampshire merger	-	76,944
Substance use disorder services	-	97,717
	$ 586,356	$ 363,828

9. Commitments

Under the terms of the Limited Partnerships' Regulatory Agreements with NHHFA, each Limited Partnership is required to make deposits to various escrow accounts to fund expected future costs.

Each Limited Partnership has entered into a Land Use Restriction Agreement with NHHFA, as a condition of the allocation of low-income housing tax credits by NHHFA. Pursuant to the covenant, the Limited Partnerships are required to remain in compliance with Code Section 42 for the compliance period and an extended use period, unless terminated sooner.

10. Retirement Plan

The Organization has a tax deferred retirement plan which is available to all employees working greater than 25 hours a week. All employees are eligible to participate and are fully vested with the first contribution. The Organization matches contributions at 100% up to 3% of compensation. The Organization contributed $107,457 and $99,580 during the years ended December 31, 2021 and 2020, respectively.

11. Noncontrolling Interest

Noncontrolling interest, as shown in the consolidated statement of financial position, represents investments by limited partners in the Limited Partnerships as follows:

Limited Partner	Property	2021	2020
BCCC, Inc.	Family Bridge	$ -	$ 10
Boston Financial Corporate	Family Bridge	-	607,520
Housing Benefits, Inc.	Family Bridge	377,898	-
BCCC, Inc.	Family Willows	10	10
Boston Financial Midway	Family Willows	1,637,281	1,737,255
		$ 2,015,189	$ 2,344,795

12. Uncertainty

On March 11, 2020, the World Health Organization declared the coronavirus disease (COVID-19) a global pandemic. Local, U.S., and world governments encouraged self-isolation to curtail the spread of the global pandemic, COVID-19, by mandating the temporary shut-down of business in many sectors and imposing limitations on travel and the size and duration of group meetings. Many sectors are experiencing disruption to business operations. There is unprecedented uncertainty surrounding the duration of the pandemic, its potential economic ramifications, and the scale of government actions to mitigate them. To date, the U.S. government has passed legislation which allows for increased funding to states to assist in paying for costs associated with COVID-19. Therefore, while management expects this matter to impact operating results, the related financial impact and duration cannot be reasonably estimated.

During 2020, the Organization received $1,188,400 under the CARES Act Paycheck Protection Program (PPP). The PPP funding has specific criteria for eligibility and provides for forgiveness of the funds under the program if the Organization meets certain requirements. Any portion of the funds that are not forgiven were to be repaid within 5 years at 1%. In November 2020, the Organization received notification of full forgiveness and was included in CARES Act grants in the consolidated statement of activities for the year ended December 31, 2020.

During 2021 and 2020, the Organization was awarded $347,447 and $2,832,815, respectively, from the State of New Hampshire's Governor's Office for Emergency Relief and Recovery (GOFERR). The GOFERR grants are pass-through grants provided to the State of New Hampshire through the CARES Act. The GOFERR grants are to be used by the Organization to cover eligible costs outlined in the grant agreements. At December 31, 2021 and 2020, the Organization satisfied the terms and conditions of the grant agreements and recognized the revenue which is included in CARES Act grants in the consolidated statement activities for the years ended December 31, 2021 and 2020.

During 2021 and 2020, the Organization was awarded $1,322,840 and $162,437, respectively, under the McKinney Emergency Shelter Grant Program. The funds were provided to decompress the shelters as a result of the COVID-19. The grant was paid on a reimbursement basis as qualifying expenses were incurred. At December 31, 2021 and 2020, the Organization satisfied the terms and conditions of the awards and recognized the revenue which is included in CARES Act grants in the consolidated statement activities for the years ended December 31, 2021 and 2020.

SUPPLEMENTARY INFORMATION

FAMILIES IN TRANSITION, INC. AND SUBSIDIARIES

Consolidating Statement of Financial Position

December 31, 2021

ASSETS

	Families In Transition - Operating	Limited Partnerships	Housing Benefits	Family Outfitters	The New Hampshire Coalition to End Homelessness	Wilson Street Condominium Association	With Donor Restrictions	Eliminations	Total
Current assets									
Cash and cash equivalents	$ 722,833	$ 45,847	$ 217,763	$ 110,410	$ 228,822	$ 6,139	$ 1,201,792	$ -	$ 2,533,606
Accounts receivable	84,544	10,636	24,300	879	-	-	-	(65,897)	54,462
Grants and contributions receivable	779,471	-	-	-	-	-	-	-	779,471
Prepaid expenses	97,886	15,177	33,690	-	-	1,552	-	-	148,305
Due from related parties	1,970,270	1,814	26,632	86,403	-	-	-	(2,085,119)	-
Other current assets	3,445	15,931	32,678	-	-	-	-	-	52,054
Total current assets	3,658,449	89,405	335,063	197,692	228,822	7,691	1,201,792	(2,151,016)	3,567,898
Replacement reserves	90,178	125,386	294,821	-	-	33,415	-	-	543,800
Reserve cash designated for properties	88,427	260,024	438,593	-	-	-	-	-	787,044
Related party notes receivable	1,725,799	-	-	-	-	-	-	(1,725,799)	-
Accrued interest receivable on related party notes	1,344,742	-	-	-	-	-	-	(1,344,742)	-
Investments	2,679,576	-	-	-	-	-	25,000	-	2,704,576
Investment in related entities	1,247,739	-	25,051	-	-	-	-	(1,271,790)	1,000
Property and equipment, net	7,420,192	7,114,322	18,755,158	18,467	-	18,496	-	-	33,326,635
Development in process	416,959	-	-	-	-	-	-	-	416,959
Total assets	$ 18,672,061	$ 7,589,137	$ 19,848,686	$ 216,159	$ 228,822	$ 59,602	$ 1,226,792	$ (6,493,347)	$ 41,347,912

LIABILITIES AND NET ASSETS

Current liabilities									
Current portion of long-term debt	$ 101,515	$ 67,852	$ 131,264	$ -	$ -	$ -	$ -	$ -	$ 300,631
Accounts payable	211,220	89,383	52,479	1,352	27,320	921	-	(82,679)	299,996
Accrued expenses	207,768	837,425	569,216	11,479	-	-	-	(1,344,742)	281,146
Due to related parties	125,946	217,812	1,724,031	-	548	-	-	(2,068,337)	-
Other current liabilities	6,442	27,506	46,578	-	-	-	-	-	80,526
Total current liabilities	652,891	1,239,978	2,523,568	12,831	27,868	921	-	(3,495,758)	962,299
Long-term debt, net of current portion and unamortized deferred costs	1,860,532	3,573,193	11,338,252	-	-	-	-	(1,725,799)	15,046,178
Total liabilities	2,513,423	4,813,171	13,861,820	12,831	27,868	921	-	(5,221,557)	16,008,477
Net assets									
Net assets without donor restrictions - controlling interest	16,158,638	760,777	5,986,866	203,328	200,954	58,681	-	(1,271,790)	22,097,454
Net assets without donor restrictions - noncontrolling interest	-	2,015,189	-	-	-	-	-	-	2,015,189
Total net assets without donor restriction	16,158,638	2,775,966	5,986,866	203,328	200,954	58,681	-	(1,271,790)	24,112,643
Net assets with donor restrictions	-	-	-	-	-	-	1,226,792	-	1,226,792
Total net assets	16,158,638	2,775,966	5,986,866	203,328	200,954	58,681	1,226,792	(1,271,790)	25,339,435
Total liabilities and net assets	$ 18,672,061	$ 7,589,137	$ 19,848,686	$ 216,159	$ 228,822	$ 59,602	$ 1,226,792	$ (6,493,347)	$ 41,347,912

FAMILIES IN TRANSITION, INC. AND SUBSIDIARIES

Consolidating Statement of Activities

Year Ended December 31, 2021

	Families In Transition - Operating	Limited Partnerships	Housing Benefits	Family Outfitters	New Horizons for New Hampshire	Manchester Emergency Housing	The New Hampshire Coalition to End Homelessness	Wilson Street Condominium Association	Eliminations	Without Donor Restrictions Total	With Donor Restrictions	Total
Revenue and support												
Federal, state and other grant support	$ 2,824,911	$ -	$ 463,909	$ -	$ -	$ -	$ -	$ -	$ (414,678)	$ 2,874,142	$ 1,082,148	$ 3,956,290
CARES Act grants	1,670,287	-	-	-	-	-	-	-	-	1,670,287	-	1,670,287
Rental income, net of vacancies	289,331	687,127	1,456,682	-	-	-	-	98,190	(147,961)	2,383,369	-	2,383,369
Thrift store sales	-	-	-	592,005	-	-	-	-	-	592,005	-	592,005
Public support	2,462,321	-	200,135	65	-	-	80,134	-	(242,367)	2,500,288	-	2,500,288
Special events	342,619	-	-	-	-	-	-	-	-	342,619	-	342,619
Property management fees	1,144,686	-	-	-	-	-	-	-	(1,144,686)	-	-	-
Unrealized gain on investments	234,310	-	-	-	-	-	-	-	-	234,310	-	234,310
Loss on disposal of property and equipment	(260,590)	(2,045)	(3,463)	-	-	-	(1,315)	-	-	(267,413)	-	(267,413)
Interest income	96,244	286	1,965	-	-	-	-	29	(96,190)	2,334	-	2,334
In-kind donations	42,933	-	-	-	-	-	-	-	-	42,933	-	42,933
Forgiveness of debt	-	-	131,267	-	-	-	-	-	-	131,267	-	131,267
Medicaid reimbursements	415,708	-	-	-	-	-	-	-	-	415,708	-	415,708
Other income	151,398	41,048	119,788	6,191	-	-	600	-	(171,277)	147,748	-	147,748
Net assets released from restrictions	586,356	-	-	-	-	-	-	-	-	586,356	(586,356)	-
Total revenue and support	10,000,514	726,416	2,370,283	598,261	-	-	79,419	98,219	(2,217,159)	11,655,953	495,792	12,151,745
Expenses												
Program activities	8,425,812	1,055,747	2,697,457	496,854	-	-	54,626	100,813	(2,144,734)	10,686,575	-	10,686,575
Fundraising	588,381	-	221,060	-	-	-	-	-	-	809,441	-	809,441
Management and general	893,140	-	333,718	-	-	-	-	-	-	1,226,858	-	1,226,858
Total expenses	9,907,333	1,055,747	3,252,235	496,854	-	-	54,626	100,813	(2,144,734)	12,722,874	-	12,722,874
Excess (deficiency) of revenue and support over expenses	93,181	(329,331)	(881,952)	101,407	-	-	24,793	(2,594)	(72,425)	(1,066,921)	495,792	(571,129)
Capital contributions	-	-	-	-	-	-	-	3,751	-	3,751	-	3,751
Member distributions	-	-	(18,257)	-	-	-	-	-	18,257	-	-	-
Partnership distributions	-	(3,084)	-	-	-	-	-	-	2,776	(308)	-	(308)
Equity transferred resulting from dissolution	5,468,159	-	-	-	(5,639,571)	171,412	-	-	-	-	-	-
Change in net assets	$ 5,561,340	$ (332,415)	$ (900,209)	$ 101,407	$ (5,639,571)	$ 171,412	$ 24,793	$ 1,157	$ (51,392)	$ (1,063,478)	$ 495,792	$ (567,686)

FAMILIES IN TRANSITION, INC. AND SUBSIDIARIES

Consolidating Statement of Activities

Year Ended December 31, 2021

	Program Activities										
	Families In Transition - Operating	Limited Partnerships	Housing Benefits	Family Outfitters	The New Hampshire Coalition to End Homelessness	Wilson Street Condominium Association	Program Activities Total	Fundraising	Management and General	Eliminations	Total
Salaries and benefits											
Salaries and wages	$ 3,849,367	$ -	$ 579,346	$ 283,233	$ -	$ -	$ 4,711,946	$ 442,872	$ 664,307	$ -	$ 5,819,125
Employee benefits	405,748	-	92,664	21,465	-	-	519,877	49,841	74,761	-	644,479
Payroll taxes	304,824	-	38,267	23,293	-	-	366,384	34,309	51,464	-	452,157
Total salaries and benefits	4,559,939	-	710,277	327,991	-	-	5,598,207	527,022	790,532	-	6,915,761
Advertising	3,498	-	-	13,668	500	-	17,666	350	525	-	18,541
Bad debts	7,740	-	17,958	-	-	-	25,698	-	-	-	25,698
Bank charges	11,661	404	415	8,246	60	5	20,791	1,207	1,811	-	23,809
Condominium association fees	-	-	73,104	-	-	-	73,104	-	-	(58,529)	14,575
Consultants	72,570	-	5,850	3,988	209	-	82,617	7,842	11,763	-	102,222
COVID expenses	22,161	-	-	-	-	-	22,161	2,216	3,324	-	27,701
Depreciation	321,890	280,321	614,718	3,404	170	4,485	1,224,988	93,661	140,492	-	1,459,141
Events	16,295	-	6,250	-	6,592	-	29,137	-	-	-	29,137
Food	196,374	-	42,098	-	-	-	238,472	-	-	-	238,472
General insurance	44,994	38,016	70,379	2,318	742	14,397	170,846	11,537	17,306	-	199,689
Interest expense	32,606	82,927	145,254	-	-	-	260,787	17,786	26,679	(96,190)	209,062
Management fees	90,948	243,505	727,203	-	34,420	25,973	1,122,049	-	-	(1,123,653)	(1,604)
Meals and entertainment	3,921	-	396	-	-	-	4,317	432	648	-	5,397
Membership dues	8,730	-	-	-	540	-	9,270	873	1,309	-	11,452
Office supplies	82,547	3,671	22,983	9,451	3,569	70	122,291	10,553	15,829	-	148,673
Operational expenses - other	362,333	-	-	-	-	-	362,333	-	-	-	362,333
Participant expenses	79,545	2,271	6,615	-	5,000	-	93,431	-	-	-	93,431
Postage	6,770	-	110	17	-	-	6,897	688	1,033	-	8,618
Printing	14,350	-	72	818	1,880	-	17,120	1,442	2,164	-	20,726
Professional fees	90,368	31,952	49,729	4,000	-	3,200	179,249	14,010	21,014	-	214,273
Related entity expenses	1,328,050	(100)	(611,020)	60,000	-	-	776,930	-	-	(776,930)	-
Rent	64,632	-	-	24,800	-	-	89,432	-	-	(89,432)	-
Rental subsidies	265,605	-	-	-	-	-	265,605	-	-	-	265,605
Repairs and maintenance	223,916	133,698	268,711	18,416	-	36,264	681,005	49,263	73,895	-	804,163
Staff development	22,598	-	3,620	187	100	-	26,505	2,622	3,933	-	33,060
Taxes	52,991	70,848	209,048	183	-	-	333,070	-	-	-	333,070
Technology support	157,444	1,837	2,243	117	686	-	162,327	15,968	23,953	-	202,248
Telephone	77,568	719	24,324	1,535	-	2,252	106,398	10,189	15,284	-	131,871
Travel	23,078	-	5,629	84	158	-	28,949	2,871	4,306	-	36,126
Utilities	103,195	165,678	285,896	17,631	-	14,167	586,567	38,909	58,363	-	683,839
Workers' compensation	77,495	-	15,595	-	-	-	93,090	-	12,695	-	105,785
Total expenses	$ 8,425,812	$ 1,055,747	$ 2,697,457	$ 496,854	$ 54,626	$ 100,813	$ 12,831,309	$ 809,441	$ 1,226,858	$ (2,144,734)	$ 12,722,874

Families in Transition

Board of Directors

Roy Tilsley, Chair
Bernstein Shur, Shareholder
Board member since 2018

Heather Whitfield, Vice Chair
People's United Bank, Sr. Vice President
Board member since 2018

Frank Saglio, Treasurer
Karr & Boucher, PLLC
Board member since 2018

Kristi Scarpone, Secretary
FIRST, Director of Corporate Relations & Field Development Strategy
Board member since 2018

Dick Anagnost, At Large
Anagnost Companies, President
Board member since 2018

Scott W. Ellison, Esquire Prior Chair
COOK, LITTLE, ROSENBLATT & MANSON, PLLC, Partner
Board member since 2018

Robert Bartley
Bartley Financial Advisors, President, CPA, CFP
Board member since 2018

Colleen Cone,
Comcast, Vice President, Human Resources
Board member since 2018

Alison Hutcheson
Merchants Fleet, Associate Director, Legal
Board member since 2018

AnnMarie French
NH Fiscal Policy Institute, Executive Director
Board member since 2018

Rev.1/1/2022 RS

Families in Transition

Brian Hansen
Worker Bee Fund, Founder
Board member since 2018

Brian Mikol
Spectrum Marketing, Co-Owner
Board member since 2018

Kitten Stearns
Realtor, Coldwell Banker Residential Brokerage
Board member since 2018

Mary Ann Aldrich
Dartmouth Hitchcock, Sr. Advisor Community & Relations, External Affairs
Board member since 2018

Roy Ballentine
Ballentine Partners, LLC, Executive Chairman,
Board member since 2019

Sarah Jacobs
AmeriCorps/Portfolio Manager
Board member since 2018

Sean Leighton
City of Manchester Police Department, Captain
Board member since 2019

Rev. Gayle Murphy
Minister At Large-United Church of Christ
Board member since 2020

Michael McCormick
Business Development Executive, Capgemini Financial Services
Board member since 2020

Michael Simoneau
Members First Credit Union, SVP, Community Outreach Officer
Board member since 2021

Chad Campbell
SilverTech Inc., Vice President of Sales
Board member since 2021

Rev.1/1/2022 RS

Families in Transition

Danielle Pliska
FIRST, Vice President, Finance
Board member since 2021

Robert Bonfiglio
Rise Private Wealth Management, Co-Founder
Board member since 2021

Melissa Szymanowski
Coca-Cola, Beverages Northeast, Human Resources Director
Board member since 2021

Stephen Norton
Solution Health, Chief Strategy Officer
Board member since 2021

Susan Harrington
Brewster Academy, Chief Financial Officer
Board member since 2022

MEGHAN SHEA
RESUME

Meghan Shea, LICSW, MLADC

[redacted]

Operations focused leader with more than 17 years of experience in nonprofit social service field. Success in building a strong infrastructure to support fast growth and operations across Emergency Sheltering, Supportive Housing Programming, Substance Use Treatment and Food Insecurity Services.

EDUCATION / LICENSURE

Master – Licensed Alcohol and Drug Counselor (MLADC)	**September 2010- Present**
Licensed Independent Clinical Social Worker	**October 22, 2012-Present**
Master of Social Work, University of New Hampshire	**May 2010**
Bachelor of Art, Social Work, University of New Hampshire	**May 2006**

EMPLOYMENT

Chief Program Officer
Families in Transition **September 1, 2020**

- **Program Direction**: Advise employee based talent in effective leadership of programs based on the agency's mission and priorities as defined in the strategic plan.
- **Program Assessment and Improvement**: In conjunction with Executive Leadership, assess community needs and program effectiveness. Look for opportunities to increase program impact and pursue those opportunities with the leadership management of the supportive services and clinical departments. Provide oversight of program outcomes and best efficiency to garner the data for sustaining dashboard outcomes.
- **Program Sustainability**: Complete Program Viability Review annually and as needed based on funding opportunities or transitions.
- **Funding**: Work with program managers and directors to maintain positive working relationship with funders. Work with other internal and external stakeholders to assess and pursue funding opportunities. Provide oversight of compliance with funding source requirements and adherence to reporting requirements.
- **Project Management and Administrative Coordination**: Work with leadership and relevant stakeholders to provide structure and support for project management related to new program initiatives or developments.
- **Budget Supervision**: Responsible for the oversight and monitoring of the annual program budgets. Assist with development of budgets each year with Executive Team and program management. Provide oversight to program management related to monitoring the appropriate allocation and expenditures of time-sensitive funded expenses.
- **Compliance** – Ensure compliance with all regulatory and licensing requirements. This includes having continuing dialogue and effective reporting with external agencies.
- **Leadership**: provide mentoring, guidance, supervision, and professional development to all leadership staff; and enhance the structure of the organization by staying abreast of developments in clinical & supportive services workforce and education.
- **Systems Improvements:** Focusing on systems/process improvement. Promote regular and ongoing opportunities for all staff to give feedback on program operations. Coordinate with program management regular system reviews and implementation of identified opportunities for improved efficiency, quality and enhanced program outcomes.
- **Program Quality**: Provide, prioritizes, and implements evidence-based, state of the art,

innovative solutions to the myriad of issues facing individuals experiencing homelessness, food insecurity, substance use and mental health disorders.

Vice President, Clinical & Supportive Services
Families in Transition-New Horizons **December, 2017-Sept 2020**

- Oversees all clinical and supportive services at Families in Transition-New Horizons including emergency shelter, transitional and permanent supportive housing, Substance Use Treatment and Recovery Services, Recovery Housing and programming.
- Quality of control of healthcare facilities licensure.
- Oversight of fidelity of evidence based practices and models.
- Oversight of staff competencies and required trainings for best practices across the agency.
- Supervision of agency six program managers and two directors
- Provide clinical supervisor for licensure and certifications.
- Quality control of all billing policies and procedures.

Receivership- Interim Executive Director **December, 2017- April 2018**
Serenity Place

- Provided program and staff management during the receivership
- Facilitated with program distribution to other entities in the community
- Provided oversight to clinical programming to ensure continued services during agency closure.
- Participated in community collaboration with key stakeholders to rebuild the Safe Station model.

Therapist **January 2014- November 2019**
Bedford Family Therapy

- Treat a caseload of 15 clients in a private outpatient group practice
- Utilize various evidence based practices CBT,DBT, and Seeking Safety skills to help clients meet their own individual goals
- Conduct Drug and Alcohol assessments
- Active participant in DWI Offender Program providing mandated outpatient session for individuals coming from the Impaired Drivers Program
- Participate in weekly supervision with other licensed clinicians part of the private group practice.

Clinical Director
Families in Transition **Sept 1st, 2016- December, 2017**

- Oversee and manage Sr. Housing Program Manager who supervises the supportive services department with up to 25 staff providing housing (emergency, transitional and permanent) and supportive services with capacity to serve 200 homeless individual and families. Supportive services encompass individual case management, therapy, psycho-educational workshops, pro-social family activities and crisis intervention.
- Oversee the Family Willows Program Manager who supervises 11 clinical staff who conduct co-occurring treatment to women only
- Develop and staff Recovery Housing program and implementation of newest housing and supportive service programming
- Develop and oversight Open Doors outpatient programming for all transitional housing programs of FIT
- Ensure quality programming across Families in Transitions clinical department
- Provide training within the organization and community on substance misuse in NH.
- Administer all program policies and procedure for Families In Transition's various Supportive Service
- Oversight of billing components of all levels of Co-occurring treatment.

Program Manager, Willow Substance Use Treatment Program **September 2014-2016**
Families In Transition

- Manage the day to day operations for the Willows Substance Use Program including six staff members
- Transitioned the program from grant funded to billing all commercial insurances
- Increased accessibility of treatment from 86 clients in 2013 to 250 in 2016.
- Provided clinical and administrative oversight
- Carried a caseload of 12-15 individual clients providing co-occurring evidence base therapeutic interventions.
- Facilitated Intensive Outpatient treatment in a group setting on a weekly basis to group of 12 women.
- Provided training and education to staff on clinical intervention and best practices in the group setting.

Therapist May 2010- September 2014
Families In Transition

- Facilitated Intensive Outpatient Programing in a group setting daily for up to 12 clients
- Carried a caseload of up to 15 people for individual therapy.
- Provided crisis services for the hotline of Families In Transition
- Conducted Substance Use Disorder Assessments for incoming clients
- Produced treatment plans, progress notes and supporting documentation in a timely manner
- Helped implement new curriculum changes in the treatment programming

MSW Intern May 2009 to May 2010
Bedford Counseling – Mental Health Center of Greater Manchester

- Conducted intake interviews for new, adult clients and develop comprehensive psycho-social assessments to include diagnosis and substance use assessments
- Provided psychotherapeutic intervention services to twenty-two individuals using brief treatment and cognitive behavioral interventions
- Attended therapeutic workshops pertaining to dual-diagnosis, behavioral health and client driven treatment planning

Case Manager June 2006- May 2010
Families In Transition

- Provided in home case management services to 30 individuals and families to enhance housing stability among the homeless population.
- Provided crisis hotline coverage for all clinical programming of Families In Transition
- Conducted program interviews for the community support program
- Maintained all files with updated documentation, clear and concise progress notes and treatment plans
- Facilitated workshops to help enhance overall wellness to participants of the program
- Collaborated with community partners to increase referral resources

PROFESSIONAL MEMBERSHIPS

Providers Association Board of Directors-Vice President of Treatment July 2014 to June 2020

NH Correctional Facility for Women's Citizen's Advisory Board December 2019- Present

NH Alcohol & Drug Abuse Counselors Association January 2012 to Present

Member of the Manchester Substance Use Collaborative March 2012 to Present

SARAH BERNIER
RESUME

Sarah Bernier, LICSW, MLADC

Skills

Crisis intervention, individual therapy, community outreach, treatment planning, cognitive behavioral therapy, acceptance commitment therapy and motivational interviewing interventions.

Education

Masters in Social Work, May 2012
University of New Hampshire, Manchester NH

Bachelor's Degree in Social Work and Counseling, Completed May 2009
Franklin Pierce University, Rindge NH, GPA 3.78

- Alpha Chi, (2009)
- High Honors in Social Work (Franklin Pierce 2009)
- Outstanding Senior in Social Work Award (Franklin Pierce 2009)

Experience

Counselor / Behavioral Health Consultant, Manchester Community Health Center, Manchester
February 2015-Present

- Facilitates and organizes the medication assisted treatment program
- Serves as a behavioral health consultant in the clinic working directly with providers to assess and create plans of care for patients with substance use and mental health needs.
- Connecting patients to resources and services
- Individual clinical caseload of adolescents and adult patients
- Supervising clinical notes for the medication assisted treatment program

PREP Coordinator, Child Health Services, Manchester, NH
May 2012-Present

- Facilitates, coordinates, recruits and retains adolescent teen girls in an evidence-based, sexual health group.
- Mental health counseling with teens; including wrap around case management with clients on caseload.
- Community outreach to promote medical homes

Advanced Clinical Intern, Cynthia Day Family Center, Nashua, August 2011-May 2012

- Providing direct support to women and children in recovery
- Delivered clinical social work skills with clients on caseload
- Completed evidenced-based groups: *Nurturing Parenting* and *Thinking*

for a Change, Seeking Safety

- Completed bio-psychosocial assessments, mental health assessments, and Alcohol Severity Index (ASI) with clients

Intern, Teen Health Clinic, Manchester, NH
August 2010-May 2011

- Met with patients and assess social service needs
- Made referrals for patients to community resources
- Group work, outreach, and program development

Per Diem Residential Counselor, Brigids Crossing,
Lowell, MA 2010-Jan 2012

- Supervising adolescent girls with their children in a residential setting
- Completing daily tasks set up by the program
- Encouraging independent living skills

Intern, Court Appointed Special Advocates, Keene, NH
2008-2009, 2010

- Organized Paperwork and Mail & Resource Cabinet
- Represented Child in Court including Monthly Visits with Child

JEFFREY FERGUSON
RESUME

JEFFREY

FERGUSON

Human Services Paraprofessional

CPhT

People/Ops Manager

PROFILE

I am a dutiful, industrious, and creative social services paraprofessional in search of new learning and growth opportunities. With over 15 years of experience in the human services field, my approach has been person-centered and strength-based. I am a direct yet compassionate communicator, which has enabled me to excel at supporting both clients and staff members. Providing aid and advocacy for persons experiencing substance use disorders, severe and persistent mental illness, acquired traumatic brain injury, and developmental disabilities is at the heart of my personal and work life.

CONTACT

EXPERIENCE

Support Staff, Adult Emergency Shelter

2022-present, FAmilies in transition

Intake, milieu management, and operations support of 138-bed emergency shelter for adults experiencing current or imminent homelessness. Provide safe, structured environment. Monitoring and documentation of mental health and substance use disorder concerns.

Sr. CPhT, Adherence Outreach

Skills & STRENGTHS

Exceptional milieu management

Strength-based facilitation of individual and systems change

Recruiting, hiring, firing, scheduling

Gifted communicator—written and oral

Outstanding presenter, public speaker

Case management, intake, waitlist

2019-2022, PILLPACK BY AMAZON PHARMACY

Within CPhT scope of practice, use motivational interviewing techniques to move patients through stages of change to support medication/therapeutic adherence via telephonic and electronic outreach.

Program Mgr., Women's & Men's TLP

2017-2019, FAMILIES IN TRANSITION

Management of 14-bed male and 25-bed female Transitional Living/Recovery Housing Programs. Shepherded programs through licensure process with state of New Hampshire/BDAS. Hiring, supervision, training of all program staff. Writer of program manuals and informed consents. Oversight of treatment and service planning. Led programs' transition from one controlling agency to Families in Transition

Document

EDUCATION

Certified Pharmacy Technician

through August 2023

NHA License K8N6P5Z4

N. Middlesex Regional HS

GRADUATED 1993

NHS, Principal's Award upon graduation

Families in Transition

KEY PERSONNEL – BDAS SOR

Below is the Percentage of Salary Paid to key personnel under the RFA-2019-BDAS-02-RECOV-02-A04 contract.

NAME	TITLE	SALARY	% PAID FROM CONTRACT
Meghan Shea	Chief Programs Officer	$142,500	10%
Sarah Bernier	Program Director	$90,000	10%
Jeffrey Ferguson	Program Manager	$50,000	25%

ARC

17

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

September 26, 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 a **Retroactive, Sole Source** amendment to an existing contract with the Contractor listed below in **bold** for Recovery Housing Services and Supports for individuals with Opioid and/or Stimulant Use Disorder, by increasing the total price limitation by $170,000 from $1,258,045 to $1,428,045 and by extending the completion date 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
FIT/NHNH Inc.	**157730-B001**	**Manchester**	**$530,119**	**$170,000**	**$700,119**	**O: 6/19/19 #29B A1: 1/22/21 #20 A2: 10/13/21 #36**
Hope on Haven Hill, Inc.	275119-B001	Rochester	$265,904	$0	$265,904	O: 6/19/19 #29B A1:1/22/21 #20 A2: 10/13/21 #36
Homestead Inn 1765, LLC	312235-B001	Boscawen	$362,022	$0	$362,022	O: 10/23/19 #18 A1:1/22/21 #20 A2: 10/13/21 #36
Dismas Home of New Hampshire	290061-B001	Manchester	$100,000	$0	$100,000	O: 6/19/19 #29B
		Totals:	**$1,258,045**	**$170,000**	**$1,428,045**	

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 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 expiration date. This request is **Sole Source** because the Department is seeking to extend the contract, beyond the completion date, with no renewal option available. The Department was unable to re-procure for these services due to the limited timeframe between the funding notification from the Federal awarding agency and the contract expiration date. 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 to continue to provide Recovery Housing services and supports to women with Opioid and/or Stimulant Use Disorder who need safe, stable, substance-free housing to pursue recovery and transition to independent living. This request also adds language clarifying coordination with other SOR vendors to improve the Government Performance and Results Act (GPRA) data collection efforts. The Department supports the development of recovery housing options, which include specialty populations who have complex needs and/or gender-specific housing.

Approximately 15 individuals will be served from September 30, 2022 to September 29, 2023. The current range of time when residents utilize this specific housing is 10 to 18 months.

The Department will continue to monitor services through the review of data reports, periodic surveys, and other data as requested by the Department. The Department will work with community partners and other state agencies to collect data on the effectiveness of the services for longer-term recovery, employment, and housing stability.

Should the Governor and Executive Council not authorize this request, these critical services and supports would not be available to women with Opioid and/or Stimulant Use Disorder. This could impede their recovery journey, increase the potential for future substance misuse, and add to the burden on the health care system.

Source of Federal Funds: Assistance Listing Number #93.788, FAIN #H79TI081685, #H79TI083326, and 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

05-95-92-920510-70400000 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	FIT/NHNH, Inc.			Vendor # 157730		
State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Program Services	92057040	$2,970.00	$0.00	$2,970.00
2020	102-500731	Contracts for Program Services	92057040	$127,555.00	$0.00	$127,555.00
2021	102-500731	Contracts for Program Services	92057040	$32,633.00	$0.00	$32,633.00
2021	102-500731	Contracts for Program Services	92057046	$36,799.00	$0.00	$36,799.00
2021	102-500731	Contracts for Program Services	92057048	$108,000.00	$0.00	$108,000.00
2022	102-500731	Contracts for Program Services	92057048	$54,000.00	$0.00	$54,000.00
2022	074-500585	Grants for Pub Asst and Rel	92057048	$126,121.00	$0.00	$126,121.00
2023	074-500585	Grants for Pub Asst and Rel	92057048	$42,041.00	$0.00	$42,041.00
2023	074-500585	Grants for Pub Asst and Rel	92057058	$0.00	$127,500.00	$127,500.00
2024	074-500585	Grants for Pub Asst and Rel	92057048	$0.00	$42,500.00	$42,500.00
		Sub Total		$530,119.00	$170,000.00	$700,119.00

Vendor Name	Hope on Haven Hill			Vendor # 275119		
State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase	Revised Amount
2019	102-500731	Contracts for Program Services	92057040	$35,332.00	$0.00	$35,332.00
2020	102-500731	Contracts for Program Services	92057040	$60,442.00	$0.00	$60,442.00
2021	102-500731	Contracts for Program Services	92057040	$26,970.00	$0.00	$26,970.00
2021	102-500731	Contracts for Program Services	92057046	$14,356.00	$0.00	$14,356.00
2021	102-500731	Contracts for Program Services	92057048	$42,133.00	$0.00	$42,133.00
2022	102-500731	Contracts for Program Services	92057048	$21,067.00	$0.00	$21,067.00
2022	074-500585	Grants for Pub Asst and Rel	92057048	$49,203.00	$0.00	$49,203.00
2023	074-500585	Grants for Pub Asst and Rel	92057048	$16,401.00	$0.00	$16,401.00
		Sub Total		$265,904.00	$0.00	$265,904.00

Vendor Name	Homestead Inn 1765, LLC			Vendor # 312235		
State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2020	102-500731	Contracts for Program Services	92057040	$85,500.00	$0.00	$85,500.00
2021	102-500731	Contracts for Program Services	92057040	$22,878.00	$0.00	$22,878.00
2021	102-500731	Contracts for Program Services	92057046	$25,411.00	$0.00	$25,411.00
2021	102-500731	Contracts for Program Services	92057048	$74,666.00	$0.00	$74,666.00
2022	102-500731	Contracts for Program Services	92057048	$37,333.00	$0.00	$37,333.00
2022	074-500585	Grants for Pub Asst and Rel	92057048	$87,176.00	$0.00	$87,176.00
2023	074-500585	Grants for Pub Asst and Rel	92057048	$29,058.00	$0.00	$29,058.00
		Sub Total		$362,022.00	$0.00	$362,022.00

Vendor Name	Dismas Home of New Hampshire			Vendor # 290061		
State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Program Services	92057040	$38,567.00	$0.00	$38,567.00
2020	102-500731	Contracts for Program Services	92057040	$49,146.00	$0.00	$49,146.00
2021	102-500731	Contracts for Program Services	92057040	$12,287.00	$0.00	$12,287.00
		Sub Total		$100,000.00	$0.00	$100,000.00

Overall Total	$1,258,045.00	$170,000.00	$1,428,045.00

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

This Amendment to the Recovery Housing Services and Supports 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 FIT/NHNH, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on June 19, 2019 (Item #29B), as amended on January 22, 2021 (Item #20), and most recently amended on October 13, 2021 (Item #36), 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, 2023

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

   $700,119

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 the Government Performance and Results Act (GPRA) data collection.

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, 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, and 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, CFDA#93.788, FAIN TBD.

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

   2. 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 items, as specified in Exhibit B-1 Budget through Exhibit B-10 Budget – Amendment #3, SOR III.

7. Modify Exhibit B, Amendment #1, Methods and Conditions Precedent to Payment, Section 4, Subsection 4.1, Paragraph 4.1.3 Invoices supporting expenses reported, Subparagraph 4.1.3.1

Unallowable expenses include, but are not limited to:, Part 4.1.3.1.4, to read:

4.1.3.1.4. Food or water.

8. Modify Exhibit B, Amendment #1, Methods and Conditions Precedent to Payment, Section 4, Subsection 4.1, Paragraph 4.1.3. Invoices supporting expenses reported, Subparagraph 4.1.3.1. Unallowable expenses include, but are not limited to:, Part 4.1.3.1.7, to read:

   4.1.3.1.7. RESERVED

9. Add Exhibit B-9 Budget – Amendment #3, SOR III, which is attached hereto and incorporated by reference herein.

10. Add Exhibit B-10 Budget – Amendment #3, SOR III, 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

10/4/2022
Date

DocuSigned by:
Katja S. Fox
ED6D05804C83442...
Name: Katja S. Fox
Title: Director

FIT/NHNH, Inc.

10/4/2022
Date

DocuSigned by:
Maria Devlin
A833473D745149C...
Name: Maria Devlin
Title: President & CEO

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

OFFICE OF THE ATTORNEY GENERAL

10/4/2022
Date

DocuSigned by:
Robyn Guarino
74873484941480
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: *FIT/NHNH, Inc.*

Budget Request for: *Recovery Housing Srvcs. & Supports for Individuals with OUD*

Budget Period *SFY23 - (September 29, 2022 - June 30, 2023)*

Indirect Cost Rate (if applicable) 9.10%

Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match	TOTAL Program Cost
1. Salary & Wages	$21,150	$0	$21,150
2. Fringe Benefits	$3,100	$0	$3,100
3. Consultants	$0	$0	$0
4. Equipment	$0	$0	$0
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	$0	$0	$0
6. Travel	$0	$0	$0
7. Software	$0	$0	$0
8. (a) Other - Marketing/Communications	$0	$0	$0
8. (b) Other - Education and Training	$0	$0	$0
8. (c) Other - Other (please specify)			
Other (please specify) Occupancy	$91,660	$750	$92,410
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	$115,910	$750	$116,660
Total Indirect Costs	$11,590	$0	$11,590
TOTAL	$127,500	$750	$128,250

Contractor Initials MD

Date 10/4/2022

BT-1.0 Exhibit B-10 Budget - Amendment #3, SOR III RFA-2019-BDAS-02-RECOV-02-A03

New Hampshire Department of Health and Human Services

Complete one budget form for each budget period.

Contractor Name: *FIT/NHNH, Inc.*

Budget Request for: *Recovery Housing Srvcs. & Supports for Individuals with OUD*

Budget Period: *SFY24 - (July 1, 2023 - September 29, 2023)*

Indirect Cost Rate (if applicable): 9.90%

Line Item	Program Cost - Funded by DHHS	Program Cost - Contractor Share/ Match	TOTAL Program Cost
1. Salary & Wages	$7,050	$0	$7,050
2. Fringe Benefits	$1,060	$0	$1,060
3. Consultants	$0	$0	$0
4. Equipment	$0	$0	$0
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	$0	$0	$0
6. Travel	$0	$0	$0
7. Software	$0	$0	$0
8.(a) Other - Marketing/Communications	$0	$0	$0
8.(b) Other - Education and Training	$0	$0	$0
8.(c) Other - Other (please specify)			
Other (please specify) Occupancy	$30,553	$250	$30,803
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	$38,663	$250	$38,913
Total Indirect Costs	$3,837	$0	$3,837
TOTAL	$42,500	$250	$42,750

Contractor Initials MD

Date 10/4/2022

36 mac

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

Lori A. Shibinette
Commissioner

Katja S. Fox
Director

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

September 8, 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 in bold for Recovery Housing services and supports to individuals with Opioid and/or Stimulant Use Disorder by exercising contract renewal options by increasing the total price limitation by $350,000 from $908,045 to $1,258,045 and 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
FIT/NHNH, Inc. Manchester, NH	**#157730-B001**	**Manchester**	**$361,957**	**$168,162**	**$530,119**	**O: 6/19/19 #29B A1: 1/22/21 #20**
Hope on Haven Hill, Inc. Rochester, NH	**#275119-B001**	**Rochester**	**$200,300**	**$65,604**	**$266,904**	**O: 6/19/19 #29B A1: 1/22/21 #20**
Homestead Inn 1765, LLC Boscawen, NH	**#312235-B001**	**Boscawen**	**$245,788**	**$116,234**	**$362,022**	**O: 10/23/19 #18 A1: 1/22/21 #20**
Dismas Home of New Hampshire Manchester, NH	#290061-B001	Manchester	$100,000	$0	$100,000	O: 6/19/19 #29B
		Total:	$908,045	$350,000	$1,258,045	

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 continue to provide Recovery Housing services and supports to individuals with Opioid and/or Stimulant Use Disorder who need housing in a safe environment. New Hampshire is supporting the development of Recovery Housing, but still has minimal capacity to serve individuals in need of recovery housing options and even fewer options for specialty populations who have complex needs and/or gender-specific housing. This request will allow the contractors to continue providing recovery housing services, statewide, to serve specific populations with Opioid and/or Stimulant Use Disorder, which include:

- A Recovery Residence for females only;
- A Recovery Residence for individuals who have complex criminal backgrounds that limit access to other housing options; and
- Recovery Residences to serve the general population.

The Contractors provided services to 50 individuals from January 1, 2021 through June 30, 2021. The Department anticipates the Contractors will provide services to approximately 100 individuals from September 30, 2021 to September 29, 2022.

The Contractors will continue to provide recovery housing and services to individuals so that they may be housed in a safe environment, which gives them a more stable foundation on which to pursue recovery.

The Department will continue to monitor services through ad hoc data reports, periodic surveys, and other data as requested by the Department. The Department will work with community partners and other state agencies to collect data regarding positioning individuals for longer-term recovery, employment, and housing stability.

As referenced in Exhibit C-1, Revisions to General Provisions, Section 3 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 Executive Council not authorize this request, Recovery Housing services and supports may not be available for some individuals with Opioid and/or Stimulant Use Disorders. This could impede their recovery journey, increase the potential for future substance misuse, and add to the burden on the health care system.

Area served: Statewide

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

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, _% General Funds, _% Other Funds (Name of Source)

Vendor Name		FIT/NHNH, Inc.		Vendor # 157730		
State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Program Services	92057040	$2,970.00	$0.00	$2,970.00
2020	102-500731	Contracts for Program Services	92057040	$127,555.00	$0.00	$127,555.00
2021	102-500731	Contracts for Program Services	92057040	$32,633.00	$0.00	$32,633.00
2021	102-500731	Contracts for Program Services	92057046	$38,799.00	$0.00	$38,799.00
2021	102-500731	Contracts for Program Services	92057048	$108,000.00	$0.00	$108,000.00
2022	102-500731	Contracts for Program Services	92057048	$54,000.00	$0.00	$54,000.00
2022	074-500585	Grants for Pub Asst and Rel	92057046	$0.00	$126,121.00	$126,121.00
2023	074-500585	Grants for Pub Asst and Rel	92057048	$0.00	$42,041.00	$42,041.00
		Sub Total		*$361,957.00*	*$168,162.00*	*$530,119.00*

Vendor Name		Hope on Haven Hill, Inc.		Vendor # 275199		
State Fiscal	Class / Account	Class Title	Job Number	Current Amount	Increase	Revised Amount
2019	102-500731	Contracts for Program Services	92057040	$35,332.00	$0.00	$35,332.00
2020	102-500731	Contracts for Program Services	92057040	$60,442.00	$0.00	$60,442.00
2021	102-500731	Contracts for Program Services	92057040	$26,970.00	$0.00	$26,970.00
2021	102-500731	Contracts for Program Services	92057046	$14,356.00	$0.00	$14,356.00
2021	102-500731	Contracts for Program Services	92057048	$42,133.00	$0.00	$42,133.00
2022	102-500731	Contracts for Program Services	92057048	$21,067.00	$0.00	$21,067.00
2022	074-500585	Grants for Pub Asst and Rel	92057046	$0.00	$49,203.00	$49,203.00
2023	074-500585	Grants for Pub Asst and Rel	92057048	$0.00	$16,401.00	$16,401.00
		Sub Total		*$200,300.00*	*$65,604.00*	*$265,904.00*

Vendor Name		Homestead Inn 1765 LLC		Vendor # 312235		
State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2020	102-500731	Contracts for Program Services	92057040	$85,500.00	$0.00	$85,500.00
2021	102-500731	Contracts for Program Services	92057040	$22,878.00	$0.00	$22,878.00
2021	102-500731	Contracts for Program Services	92057046	$25,411.00	$0.00	$25,411.00
2021	102-500731	Contracts for Program Services	92057048	$74,666.00	$0.00	$74,666.00
2022	102-500731	Contracts for Program Services	92057048	$37,333.00	$0.00	$37,333.00
2022	074-500585	Grants for Pub Asst and Rel	92057046	$0.00	$87,178.00	$87,178.00
2023	074-500585	Grants for Pub Asst and Rel	92057048	$0.00	$29,058.00	$29,058.00
		Sub Total		*$245,788.00*	*$116,234.00*	*$362,022.00*

Vendor Name		Olsmas Home of New Hampshire		Vendor # 280061		
State Fiscal Year	Class / Account	Class Title	Job Number	Current Amount	Increase (Decrease)	Revised Amount
2019	102-500731	Contracts for Program Services	92057040	$38,567.00	$0.00	$38,567.00
2020	102-500731	Contracts for Program Services	92057040	$49,146.00	$0.00	$49,146.00
2021	102-500731	Contracts for Program Services	92057040	$12,287.00	$0.00	$12,287.00
		Sub Total		*$100,000.00*	*$0.00*	*$100,000.00*

Overall Total	$908,045.00	$350,000.00	$1,258,045.00

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

Lori A. Shibinette
Commissioner

Katja S. Fox
Director

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

December 11, 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 in bold below for Recovery Housing services and supports to individuals with Opioid Use Disorder (OUD), by exercising renewal options by increasing the total price limitation by $294,950 from $613,095 to $908,045 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 original contracts were approved by Governor and Council as indicated in the table below.

Vendor Name	Vendor Code	Area Served	Current Amount	Increase (Decrease)	Revised Amount	G&C Approval
FIT/NHNH, Inc	#157730-B001	Manchester	$195,795	$166,162	$361,957	O: 6/19/19 #29B
Hope on Haven Hill	#275119-B001	Rochester	$200,300	$0	$200,300	O: 6/19/19 #29B
Homestead Inn 1765, LLC	#312235-B001	Boscawen	$117,000	$128,788	$245,788	O: 10/23/19 #18
Dismas Home of New Hampshire	#290061-B001	Manchester	$100,000	$0	$100,000	O: 6/19/19 #29B
		Total:	$613,095	$294,950	$908,045	

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.

Fiscal Detail Attached

EXPLANATION

This request is Retroactive because the Department could not have a lapse in services for individuals with a substance use disorder. Additionally, there was a delay by the Substance Abuse and Mental Health Services Administration (SAMHSA) in approving New Hampshire's requests for continued State Opioid Response Grant funding, which resulted in the efforts to add the state appropriations being delayed.

The purpose of this request is to continue providing Recovery Housing services and supports to individuals with Opioid Use Disorder who need housing in safe environment. New Hampshire has minimal capacity to serve individuals in need of recovery housing options. There are few options for specialty populations who have complex needs and/or gender-specific housing. Services provided through the contracts reduce the number of individuals who seek other types of services including hospital emergency rooms. This request will allow the contractors to continue providing recovery housing services, statewide, to service specific populations with Opioid Use Disorder, that include:

- A Recovery Residence for females only;
- A Recovery Residence for individuals who have complex criminal backgrounds that limit access to other publicly funded housing options; and
- Recovery Residences to serve the general population who are in need of housing in a supported and, safe, recovery environment.

Approximately 150 individuals will be served from September 30, 2020 to September 29, 2021.

The Contractors have increased capacity to provide respite beds for individuals in crisis situations. The individuals served benefit from having access to respite beds that enable them to be housed in a safe environment which gives them a more stable foundation on which to pursue treatment and recovery.

The Department will continue to monitor services through monthly reporting of de-identified aggregate data including:

- Number and demographics of clients served.
- Average time in shelter.
- Discharge reason and where the clients were discharged.
- Staffing changes.
- Reason for admission denials.
- Time between requests for shelter and admission.

As referenced in Exhibit C-1, Revisions to General Provisions, Section 3 of the original contracts, the parties have the option to extend the agreements for up to two (2) 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 one (1) of the two (2) years available.

Should the Governor and Executive Council not authorize this request, Recovery Housing services and supports for individuals with Opioid Use Disorder who need housing in a supported, safe recovery housing environment may not be available, which could impede individuals' recovery processes.

Area served: Statewide.

Source of Funds: CFDA #93.788, FAIN #H79TI081685 and H79TI083326

Respectfully submitted,

Lori A. Weaver

Lori A. Weaver
Deputy Director

05-95-92-920510-7040 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 H79TI081685 and H79TI083326						
FIT/NHNH, Inc (#157730-B001)						
State Fiscal Year	Class Title	Class Account	Activity Code	Current Budget	Increase (Decrease) Budget	Modified Budget
2019	Contracts for Prog Svs	102-500731	92057040	32,632.50	(29,662)	2,970.50
2020	Contracts for Prog Svs	102-500731	92057040	130,530	(2,975)	127,555
2021	Contracts for Prog Svs	102-500731	92057040	32,632.50	-0-	32,632.50
2021	Contracts for Prog Svs	102-500731	92057046	-0-	36,799	36,799
2021	Contracts for Prog Svs	102-500731	92057048	-0-	108,000	108,000
2022	Contracts for Prog Svs	102-500731	92057048	-0-	54,000	54,000
Subtotal				*195,795*	*166,162*	*361,957*
Homestead Inn 1765, LLC (#312235-B001)						
State Fiscal Year	Class Title	Class Account	Activity Code	Current Budget	Increase (Decrease) Budget	Modified Budget
2020	Contracts for Prog Svs	102-500731	92057040	94,122	(8,622)	85,500
2021	Contracts for Prog Svs	102-500731	92057040	22,878	-0-	22,878
2021	Contracts for Prog Svs	102-500731	92057046	-0-	25,411	25,411
2021	Contracts for Prog Svs	102-500731	92057048	-0-	74,666	74,666
2022	Contracts for Prog Svs	102-500731	92057048	-0-	37,333	37,333
Subtotal				*117,000*	*128,788*	*245,788*

Hope on Haven Hill (#275119-B001)						
State Fiscal Year	Class Title	Class Account	Activity Code	Current Budget	Increase (Decrease) Budget	Modified Budget
2019	Contracts for Prog Svs	102-500731	92057040	73,330	(37,998)	35,332
2020	Contracts for Prog Svs	102-500731	92057040	100,000	(39,558)	60,442
2021	Contracts for Prog Svs	102-500731	92057040	26,970	-0-	26,970
2021	Contracts for Prog Svs	102-500731	92057046	-0-	14,356	14,356
2021	Contracts for Prog Svs	102-500731	92057048	-0-	42,133	42,133
2022	Contracts for Prog Svs	102-500731	92057048	-0-	21,067	21,067
Subtotal				*200,300*	*-0-*	*200,300*
Dismas Home of New Hampshire (#290061-B001)						
State Fiscal Year	Class Title	Class Account	Activity Code	Current Budget	Increase (Decrease) Budget	Modified Budget
2019	Contracts for Prog Svs	102-500731	92057040	38,567	-0-	38,567
2020	Contracts for Prog Svs	102-500731	92057040	49,146	-0-	49,146
2021	Contracts for Prog Svs	102-500731	92057040	12,287	-0-	12,287
Subtotal				*100,000*	*-0-*	*100,000*
Total				613,095	294,950	908,045

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STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION FOR BEHAVORIAL HEALTH

Jeffrey A. Meyers
Commissioner

Katja S. Fox
Director

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

May 16, 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 Behavorial Health, to enter into agreements with the vendors listed below, in an amount not to exceed $496,096, to provide Recovery Housing services and supports to individuals with Opioid Use Disorder (OUD) effective upon Governor and Council approval, through September 29, 2020. 100% Federal Funds.

Vendor Name	Vendor Number	Location	Contract Amount
Dismas Home of New Hampshire	#290061-B001	102 Fourth Street Manchester, NH 03102	$100,001
Families In Transition	#157730-B001	122 Market Street Manchester, NH 03101	$195,795
Hope on Haven Hill	#275119-B001	326 Rochester Hill Road Rochester, NH 03867	$200,300
		Total:	$496,096

Funds are available in the following account for State Fiscal Year 2019, and are anticipated to be available in State Fiscal Year 2020 and 2021 upon the availability and continued appropriation of funds in the future operating budgets, with authority to adjust amounts within the price limitation and adjust encumbrances between State Fiscal Years through the Budget Office, if needed and justified.

05-95-92-920510-70400000 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
2019	102-500731	Contracts for Prog Svc	92057040	$144,529
2020	102-500731	Contracts for Prog Svc	92057040	$279,678
2021	102-500731	Contracts for Prog Svc	92057040	$71,889
			Total:	$496,096

EXPLANATION

The purpose of this request is to provide Recovery Housing services and supports to individuals with Opioid Use Disorder who need housing in a supported and safe recovery housing environment. New Hampshire has minimal capacity to serve individuals in need of recovery housing. There are few options for specialty populations who have complex needs and/or gender-specific housing. This request will fund recovery housing statewide to service specific populations with Opioid Use Disorder that includes

- A Recovery Residence for females only;
- A Recovery Residence for individuals who have complex criminal backgrounds that limit access to other publicly funded housing options; and
- Recovery Residences to serve the general population who are in need of housing in a supported, safe, recovery environment.

The State of New Hampshire received funding through the Substance Abuse and Mental Health Services Administration State Opioid Response grant opportunity. This grant is being used to make critical investments in the Substance Use Disorder system in order to reduce unmet treatment needs, reduce opioid overdose fatalities and increase access to Medication Assisted Treatment over the next two (2) years. The State is implementing evidence-based methods to expand treatment, recovery and prevention services to individuals with Opioid Use Disorder. These funds will strengthen established programs that have had a positive impact on the opioid crisis as well as expand the capacity for programs to assist individuals struggling with an Opioid Use Disorder.

The Department is contracting for these services for the first time. The Contractors are expected to serve a maximum of eighty-four (84) individuals on any given day. The Department will be closely monitoring the numbers actually served as well as the lengths of stay and the coordination of care for other health and social services.

The Doorways are responsible for providing comprehensive assessments at several time intervals, specifically at intake, three (3) months, six (6) months, and upon discharge; specifically data on client-related outcomes including, but not limited to 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 State Opioid Response-funded initiatives and to determine which programs are generating the best results for the clients served.

The three (3) vendors included in this requested action were selected for this project through a competitive bid process. This request represents three (3) of the selected four (4) vendors. The Department anticipates awarding one (1) additional contract that will be submitted to Governor and Executive Council for approval for the next scheduled meeting. A Request for Applications was posted on the Department of Health and Human Services' website from October 22, 2018 through November 13, 2018. In addition, on October 23, 2018 an email of notification of the RFA was distributed to stakeholders throughout the State. The Department received six (6) applications. The applications 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 applications. The Score Summary is attached.

As referenced in the Request for Applications 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, Recovery Housing services and supports to individuals with Opioid Use Disorder who need housing in a supported, safe recovery housing environment may not be available, which could result in individuals backsliding during their road to recovery, which would intensify the Opioid Crisis and lead to an increase in overdose deaths in NH.

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 TI081685)

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