

128 MLC



Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
25 Hall Street
Concord, N.H. 03301
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October 11, 2023

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

REQUESTED ACTION

Authorize the Department of Education, Bureau of Vocational Rehabilitation (VR) to enter into a **sole source** contract with Monadnock Family Services, Keene, NH, (vendor #177510), in an amount not to exceed \$80,000 to provide support services for VR customers, effective upon Governor and Council approval through June 30, 2024. 100% Federal Funds.

Funds to support this request are available in the accounts titled VR-Field Programs-Federal in FY 2024 as follows:

	<u>FY2024</u>
06-56-56-565010-25380000-102-500731	\$80,000
Contracts for Program Services	

EXPLANATION

This request is **sole source** because VR is providing this funding opportunity to all the mental health centers in New Hampshire to enhance the statewide capacity of work incentives counseling to individuals with disabilities. Each contract will be submitted to G&C separately as it is completed. No Request for Proposals was needed as all mental health centers are being offered this funding opportunity. Monadnock Family Services is a non-profit corporation with a mission to be a source of health and hope for people and the communities in which they live, particularly as it pertains to mental illness; they create services that heal, education that transforms, and advocacy that brings a just society for everyone. This enhanced service provision will increase the number of individuals employed because they will understand the impact of employment on their state and federal benefits.

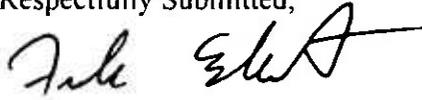
Monadnock Family Services will hire a Community Work Incentives Coordinator (CWIC), that will provide work incentives planning and assistance to beneficiaries who receive Social Security Disability Benefits. The CWIC is responsible for counseling and educating beneficiaries about

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

how employment will affect their current benefits (which may include public and private health insurance, federal, state, and/or local benefits received) so that individuals may make informed choices towards employment and self-sufficiency. Frequently, because individuals and families do not understand the impact of employment on benefits, they do not choose to engage in career exploration and employment. VR would like to change this concern by enhancing work incentives knowledge to change decision-making for individuals and families.

VR is pleased to partner and provide funding with local mental health centers around the state to enhance work incentives knowledge and to provide additional job development capacity. Employment is such an important aspect of life for individuals with disabilities. It means full inclusion in their community and in the state economy.

Respectfully Submitted,



Frank Edelblut
Commissioner of Education

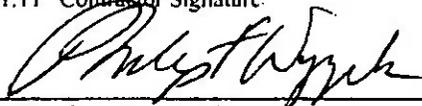
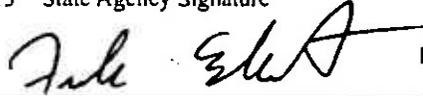
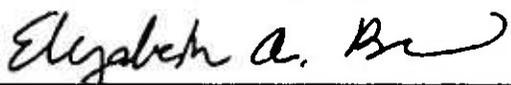
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name New Hampshire Department of Education (NHED)		1.2 State Agency Address 25 Hall Street Concord, NH 03301	
1.3 Contractor Name Monadnock Family Services		1.4 Contractor Address 64 Main St. Fl.2 Keene, NH 03431	
1.5 Contractor Phone Number	1.6 Account Unit and Class See Exhibit C	1.7 Completion Date June 30, 2024	1.8 Price Limitation \$80,000
1.9 Contracting Officer for State Agency Lisa Hinson- Hatz		1.10 State Agency Telephone Number 603-419-0086	
1.11 Contractor Signature  Date: 10/18/2023		1.12 Name and Title of Contractor Signatory Philip Wyzik, CEO	
1.13 State Agency Signature  Date: 10/24/23		1.14 Name and Title of State Agency Signatory Frank Edelblut, Commissioner	
1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  On: 10/24/2023			
1.17 Approval by the Governor and Executive Council (if applicable) G&C Item number: _____ G&C Meeting Date: _____			

Contractor Initials 
 Date 10/18/23

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

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

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

3.3 Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

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

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

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

5.2 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8. The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance

hereof, and shall be the only and the complete compensation to the Contractor for the Services.

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

5.4 The State's liability under this Agreement shall be limited to monetary damages not to exceed the total fees paid. The Contractor agrees that it has an adequate remedy at law for any breach of this Agreement by the State and hereby waives any right to specific performance or other equitable remedies against the State.

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

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws and the Governor's order on Respect and Civility in the Workplace, Executive order 2020-01. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of age, sex, sexual orientation, race, color, marital status, physical or mental disability, religious creed, national origin, gender identity, or gender expression, and will take affirmative action to prevent such discrimination, unless exempt by state or federal law. The Contractor shall ensure any subcontractors comply with these nondiscrimination requirements.

6.3 No payments or transfers of value by Contractor or its representatives in connection with this Agreement have or shall be made which have the purpose or effect of public or commercial bribery, or acceptance of or acquiescence in extortion, kickbacks, or other unlawful or improper means of obtaining business.

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

7. PERSONNEL.

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

7.2 The Contracting Officer specified in block 1.9, or any successor, shall be the State's point of contact pertaining to this Agreement.

Contractor Initials DFW
Date 10/11/22

8. EVENT OF DEFAULT/REMEDIES.

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

8.1.1 failure to perform the Services satisfactorily or on schedule;

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

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

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

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

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

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

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

9. TERMINATION.

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

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) calendar days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. In addition, at the State's discretion, the Contractor shall, within fifteen (15) calendar days of notice of early termination, develop and submit to the State a transition plan for Services under the Agreement.

10. PROPERTY OWNERSHIP/DISCLOSURE.

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

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

10.3 Disclosure of data, information and other records shall be governed by N.H. RSA chapter 91-A and/or other applicable law. Disclosure requires prior written approval of the State.

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

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS:

12.1 Contractor shall provide the State written notice at least fifteen (15) calendar days before any proposed assignment, delegation, or other transfer of any interest in this Agreement. No such assignment, delegation, or other transfer shall be effective without the written consent of the State.

12.2 For purposes of paragraph 12, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.3 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State.

12.4 The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. **INDEMNIFICATION.** The Contractor shall indemnify, defend, and hold harmless the State, its officers, and employees from and against all actions, claims, damages, demands, judgments, fines, liabilities, losses, and other expenses, including, without limitation, reasonable attorneys' fees, arising out of or relating to this Agreement directly or indirectly arising from death, personal injury, property damage, intellectual property infringement, or other claims asserted against the State, its officers, or employees caused by the acts or omissions of negligence, reckless or willful misconduct, or fraud by the Contractor, its employees, agents, or subcontractors. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the State's sovereign immunity, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

PFW
Date *10/18/23*

14. INSURANCE.

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

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

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

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

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or any successor, a certificate(s) of insurance for all insurance required under this Agreement. At the request of the Contracting Officer, or any successor, the Contractor shall provide certificate(s) of insurance for all renewal(s) of insurance required under this Agreement. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

15. WORKERS' COMPENSATION.

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

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

16. **WAIVER OF BREACH.** A State's failure to enforce its rights with respect to any single or continuing breach of this Agreement shall not act as a waiver of the right of the State to later enforce any such rights or to enforce any other or any subsequent breach.

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

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

19. CHOICE OF LAW AND FORUM.

19.1 This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire except where the Federal supremacy clause requires otherwise. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

19.2 Any actions arising out of this Agreement, including the breach or alleged breach thereof, may not be submitted to binding arbitration, but must, instead, be brought and maintained in the Merrimack County Superior Court of New Hampshire which shall have exclusive jurisdiction thereof.

20. **CONFLICTING TERMS.** In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and any other portion of this Agreement including any attachments thereto, the terms of the P-37 (as modified in EXHIBIT A) shall control.

21. **THIRD PARTIES.** This Agreement is being entered into for the sole benefit of the parties hereto, and nothing herein, express or implied, is intended to or will confer any legal or equitable right, benefit, or remedy of any nature upon any other person.

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

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

24. **FURTHER ASSURANCES.** The Contractor, along with its agents and affiliates, shall, at its own cost and expense, execute any additional documents and take such further actions as may be reasonably required to carry out the provisions of this Agreement and give effect to the transactions contemplated hereby.

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

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

EXHIBIT A
SPECIAL PROVISIONS

Additional exhibits D-G.

Federal Certification 2 CFR 200.415

Required certifications include: (a) To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official who is authorized to legally bind the non-Federal entity, which reads as follows:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Contractor Initials OPW
Date 10/18/22

EXHIBIT B

SCOPE OF SERVICES

Monadnock Family Services (MFS) will provide the following services for the New Hampshire Department of Education, Bureau of Vocational Rehabilitation (VR), effective upon Governor and Council approval through June 30, 2024.

The contractor, MFS will utilize VR funding to hire a full time individual to become a Certified Work Incentives Counselor (CWIC) to provide work incentives, planning, and assistance to beneficiaries who receive Social Security Disability Benefits. The CWIC is responsible for counseling and educating beneficiaries about how employment will affect their current benefits (which may include public and private health insurance, federal, state, and/or local benefits received) so that individuals may make informed choices towards employment and self-sufficiency. Staff hired will participate in the free, online Virginia Commonwealth University (VCU) training program to develop competencies, skills, and to become certified to provide the following services to individuals:

1. Determining eligibility for work incentive counseling services;
2. Providing information about and referrals to programs that support work;
3. Gathering information about the beneficiary and verifying their public benefits;
4. Providing individualized advisement, including a Benefits Summary & Analysis (BS&A) report;
5. Providing proactive ongoing work-related benefits support;
6. Share information on STABLE accounts (A STABLE Account is an investment account available to eligible individuals with disabilities). STABLE Accounts are made possible by the federal "Achieving a Better Life Experience" (ABLE) Act. The CWIC will show individuals how to create an account. STABLE accounts provide a tax-free savings plan for disability-related expenses and allows consumers to save and invest without losing Federal needs-based benefits.
7. Provide monthly and quarterly summaries of work completed with VR program staff and with the Local VR office and counselors; and
8. Tracks participant activity and progress data.

The CWIC's duties will also include the following:

- Assist and counsel beneficiaries with planning and action steps as they seek employment; ensure they have a greater understanding of the work incentives that are available.
- Screen and refer beneficiaries with disabilities eligible for Gateways Community Services to the appropriate Employment Networks (ENs) based on the beneficiary's expressed needs and types of impairments.
- Work in cooperation with Social Security Administration's Area Work Incentives Coordinators (AWICs), Federal, State, local and private agencies and other nonprofit organizations that serve beneficiaries with disabilities seeking employment.
- Connect individuals with Vocational Rehabilitation services.
- Provide general information on the adequacy of health benefits coverage that may be offered by an employer of a beneficiary with a disability; the extent to which other health benefits coverage may be available to that beneficiary in coordination with Medicare and/or Medicaid; and the availability of protection and advocacy services for beneficiaries with disabilities and how to access such services.
- Be knowledgeable about Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI) disability programs.
- Be knowledgeable about STABLE accounts.

EXHIBIT B CONTINUED

- Understand terminology used to describe certain disabilities and awareness of cultural and political issues pertaining to various populations and to various disabilities.
- Collect data on employment outcomes.

DELIVERABLES, REPORTING AND TIMELINE

MFS shall:

1. Hire an individual, within a month of the approval of the contract, to provide CWIC services and that individual shall report the following data on a monthly and quarterly basis:
 - a. The number of group benefits orientation presentations provided to individuals and families/guardians;
 - b. The number of individual benefits orientation presentations provided
 - c. The number of BS&A reports completed for individuals;
 - d. The number of individuals referred to VR during CWIC services;
 - e. The number of individuals who were referred to create a STABLE account;
 - f. The number of individuals referred for job development, placement, and support during/after CWIC services.
 - i. Part-time employment services
 - ii. Full-time employment services
 - g. The number of individuals changing employment status (no work to part-time work, part-time work to full-time work).
2. Ensure there are written releases/authorization, per individual, to communicate with VR staff with individuals referred for CWIC services.
3. Set up monthly meetings (regional level) and a quarterly meeting (state level) to share data and results of the partnership.

VR State Level Staff shall:

- A. Work in collaboration with MFS to gather data, reports and to share program outcomes.
- B. Identify a "point person" in each VR office who will serve as the contact person for the MFS/VR collaboration.
- C. Connect with Virginia Commonwealth University VCU via email or phone and other national technical assistance resources to assist in successful management of this partnership. VRNH Certified Work Incentive Counselor to support this action.
- D. Explore opportunities with the Social Security Administration to implement the "partnership plus" model for sharing program income from the Ticket to Work program to partially fund the positions once VR funding has completed.

VR Local Level Staff shall:

- A. Work in collaboration MFS to gather data, reports and to share program outcomes.
- B. Assign a point of contact to manage the partnership and receive referrals for VR services, when appropriate.

EXHIBIT C
METHOD OF PAYMENT

Estimated Budget	FY2024
Vocational Specialist Salary	\$46,000
Supervisor Salary	\$5,700
Benefits & Taxes	\$21,478
Indirect	\$6,822
Total	\$80,000

Limitation on Price: Upon mutual agreement between the state contracting officer and the contractor, line items in this budget may be adjusted one to another, but in no case shall the total budget exceed \$80,000.

Funding Source: Funds to support this request are available in the account titled VR-Field Programs-Federal in FY2024 as follows:

	<u>FY2024</u>
06-56-56-565010-25380000-102-500731	\$80,000
Contracts for Program Services	

Method of Payment: Payment will be made upon the submittal of monthly invoices that are received by the 10th day of the following month and are supported by a summary of activities/completed deliverables that have taken place in accordance with the terms of the contract, along with a detailed listing of expenses incurred. If otherwise correct and acceptable, payment will be made for 100% of the expenditures listed. A final invoice is due within 30 days of the end of this contract. Invoices and reports shall be submitted electronically to:

Bill Gaffney
William.G.Gaffney@doe.nh.gov
 Cc: Susan.S.Roma@doe.nh.gov
 Vocational Rehabilitation
 NH Department of Education
 21 S. Fruit Street, Suite 20
 Concord, NH 03301

Contractor Initials SGW
 Date 10/18/23

EXHIBIT D

Contractor Obligations

Contracts in excess of the simplified acquisition threshold (currently set at \$250,000) must address **administrative, contractual, or legal remedies** in instances where the contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. Reference: 2 C.F.R. § 200.326 and 2 C.F.R. 200, Appendix II, required contract clauses.

The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.

The Contractor, certifies and affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Breach

A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.

Fraud and False Statements

The Contractor understands that, if the project which is the subject of this Contract is financed in whole or in part by federal funds, that if the undersigned, the company that the Contractor represents, or any employee or agent thereof, knowingly makes any false statement, representation, report or claim as to the character, quality, quantity, or cost of material used or to be used, or quantity or quality work performed or to be performed, or makes any false statement or representation of a material fact in any statement, certificate, or report, the Contractor and any company that the Contractor represents may be subject to prosecution under the provision of 18 USC § 1001 and § 1020.

Environmental Protection

(This clause is applicable if this Contract exceeds \$150,000. It applies to Federal-aid contracts only.)

The Contractor is required to comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857 (h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency (EPA) regulations (40 CFR Part 15) which prohibit the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities. Violations shall be reported to the FHWA and to the U.S. EPA Assistant Administrator for Enforcement.

Procurement of Recovered Materials

In accordance with Section 6002 of the Solid Waste Disposal Act (42 U.S.C. § 6962), State agencies and agencies of a political subdivision of a state that are using appropriated Federal funds for procurement must procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired in the preceding fiscal year exceeded \$10,000; must procure solid waste management services in a manner that maximizes energy and resource recovery; and must have established an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Contractor Initials
Date

OPK
10/18/23

Exhibit E

Federal Debarment and Suspension

- a. By signature on this Contract, the Contractor certifies its compliance, and the compliance of its Sub-Contractors, present or future, by stating that any person associated therewith in the capacity of owner, partner, director, officer, principal investor, project director, manager, auditor, or any position of authority involving federal funds:
1. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal Agency;
 2. Does not have a proposed debarment pending;
 3. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal Agency within the past three (3) years; and
 4. Has not been indicted, convicted, or had a civil judgment rendered against the firm by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.
- b. Where the Contractor or its Sub-Contractor is unable to certify to the statement in Section a.1. above, the Contractor or its Sub-Contractor shall be declared ineligible to enter into Contract or participate in the project.
- c. Where the Contractor or Sub-Contractor is unable to certify to any of the statements as listed in Sections a.2., a.3., or a.4., above, the Contractor or its Sub-Contractor shall submit a written explanation to the DOE. The certification or explanation shall be considered in connection with the DOE's determination whether to enter into Contract.
- d. The Contractor shall provide immediate written notice to the DOE if, at any time, the Contractor or its Sub-Contractor, learn that its Debarment and Suspension certification has become erroneous by reason of changed circumstances.

Contractor Initials

Date

OPW
10/18/23

Exhibit F

Anti-Lobbying

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

The Contractor certifies, by signing and submitting this contract, to the best of his/her knowledge and belief, that:

- a. No federal appropriated funds have been paid or shall be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of any State or Federal Agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any Federal contract grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or shall be paid to any person for influencing or attempting to influence an officer or employee of any Federal Agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the "Disclosure of Lobbying Activities" form in accordance with its instructions (<http://www.whitehouse.gov/omb/grants/sfillin.pdf>).
- c. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making and entering into this transaction imposed by Section 1352, Title 31 and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- d. The Contractor also agrees, by signing this contract that it shall require that the language of this certification be included in subcontracts with all Sub-Contractor(s) and lower-tier Sub-Contractors which exceed \$100,000 and that all such Sub-Contractors and lower-tier Sub-Contractors shall certify and disclose accordingly.
- e. The DOE shall keep the firm's certification on file as part of its original contract. The Contractor shall keep individual certifications from all Sub-Contractors and lower-tier Sub-Contractors on file. Certification shall be retained for three (3) years following completion and acceptance of any given project.

Contractor Initials _____

Date _____

OPW
10/18/23

Exhibit G

Rights to Inventions Made Under a Contract, Copy Rights and Confidentiality

Rights to Inventions Made Under a Contract or Agreement

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the DOE.

Any discovery or invention that arises during the course of the contract shall be reported to the DOE. The Contractor is required to disclose inventions promptly to the contracting officer (within 2 months) after the inventor discloses it in writing to contractor personnel responsible for patent matters. The awarding agency shall determine how rights in the invention/discovery shall be allocated consistent with "Government Patent Policy" and Title 37 C.F.R. § 401.

Confidentiality

All Written and oral information and materials disclosed or provided by the DOE under this agreement constitutes Confidential Information, regardless of whether such information was provided before or after the date on this agreement or how it was provided.

The Contractor and representatives thereof, acknowledge that by making use of, acquiring or adding to information about matters and data related to this agreement, which are confidential to the DOE and its partners, must remain the exclusive property of the DOE.

Confidential information means all data and information related to the business and operation of the DOE, including but not limited to all school and student data contained in NH Title XV, Education, Chapters 186-200.

Confidential information includes but is not limited to, student and school district data, revenue and cost information, the source code for computer software and hardware products owned in part or in whole by the DOE, financial information, partner information (including the identity of DOE partners), Contractor and supplier information, (including the identity of DOE Contractors and suppliers), and any information that has been marked "confidential" or "proprietary", or with the like designation. During the term of this contract the Contractor agrees to abide by such rules as may be adopted from time to time by the DOE to maintain the security of all confidential information. The Contractor further agrees that it will always regard and preserve as confidential information/data received during the performance of this contract. The Contractor will not use, copy, make notes, or use excerpts of any confidential information, nor will it give, disclose, provide access to, or otherwise make available any confidential information to any person not employed or contracted by the DOE or subcontracted with the Contractor.

Ownership of Intellectual Property

The DOE shall retain ownership of all source data and other intellectual property of the DOE provided to the Contractor in order to complete the services of this agreement. As well the DOE will retain copyright ownership for any and all materials, patents and intellectual property produced, including, but not limited to, brochures, resource directories, protocols, guidelines, posters, or reports. The Contractor shall not reproduce any materials for purposes other than use for the terms under the contract without prior written approval from the DOE.

Contractor Initials

Date

JFW
10/11/23

Certificate of Authority

I, Laurie Appel, hereby certify that I am a duly appointed representative of

Monadnock Family Services. I hereby certify that Philip Wyzik, is

authorized to execute contracts on behalf of Monadnock Family Services and may bind the

organization thereby.

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

Dated: 10/15/2023

Attest: DocuSigned by:
Laurie Appel
2EBEDCE7CD99A7A

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 MONADNOCK FAMILY SERVICES is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on March 05, 1924. 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: 62930

Certificate Number: 0006195593



IN TESTIMONY WHEREOF,

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

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

David M. Scanlan
Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/01/2023

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 Brown & Brown of New Hampshire, Inc. 309 Daniel Webster Highway Merrimack NH 03054		CONTACT NAME: Laura MacDonald PHONE (A/C No. Ext.): (603) 424-9901 FAX (A/C. No.): (866) 848-1223 E-MAIL ADDRESS: Laura.MacDonald@BBrown.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Philadelphia Indemnity Insurance Company INSURER B: Technology Insurance Company, Inc. INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 18058 42376	

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

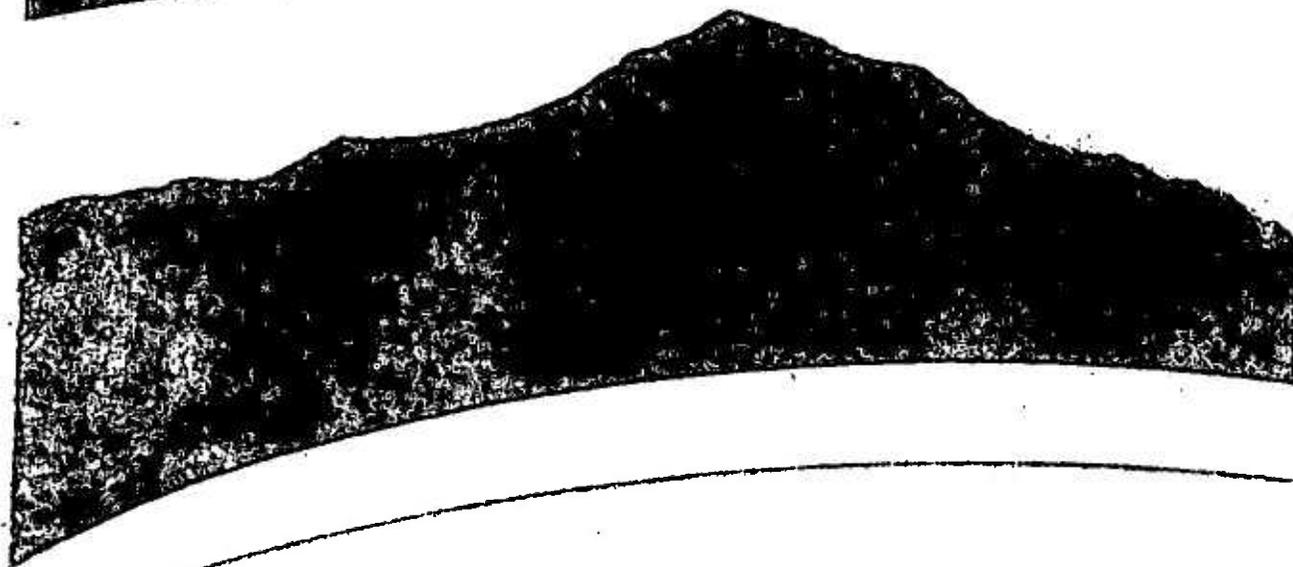
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:				09/01/2023	09/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/POP AGG \$ 3,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY				09/01/2023	09/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000				09/01/2023	09/01/2024	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A		09/01/2023	09/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER 3A State: NH E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Professional Liability				09/01/2023	09/01/2024	Each Prof. Incident \$1,000,000 Aggregate Limit \$3,000,000

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

CERTIFICATE HOLDER Department of Education 25 Hall Street Concord NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	---

Our Mission



Our mission is to be a source of health and hope for people and the communities in which they live, particularly as it pertains to mental illness. We create services that heal, education that transforms, and advocacy that brings a just society for everyone.



Financial Statements

MONADNOCK FAMILY SERVICES

**FOR THE YEARS ENDED JUNE 30, 2022 AND 2021
AND
INDEPENDENT AUDITORS' REPORT**

*Leone,
McDonnell
& Roberts*
PROFESSIONAL ASSOCIATION

CERTIFIED PUBLIC ACCOUNTANTS

MONADNOCK FAMILY SERVICES

JUNE 30, 2022 AND 2021

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Monadnock Family Services

Opinion

We have audited the accompanying financial statements of Monadnock Family Services (a New Hampshire nonprofit organization), which comprise the statements of financial position as of June 30, 2022 and 2021, and the related statements of cash flows, and the notes to the financial statements for the years then ended, and the related statements of activities and functional expenses for the year ended June 30, 2022.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Monadnock Family Services as of June 30, 2022 and 2021, and its cash flows for the years then ended, and the change in its net assets for the year ended June 30, 2022 in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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

Responsibilities of Management for the Financial Statements

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Monadnock Family Services' internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Monadnock Family Services' 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 Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of functional revenues on pages 21 - 23 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Report on Summarized Comparative Information

We have previously audited Monadnock Family Services' June 30, 2021 financial statements, and we expressed an unmodified opinion on those audited financial statements in our report dated October 14, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2021, is consistent, in all material respects, with the audited financial statements from which it has been derived.

*Leone McDowell Roberts,
Professional Association*

Wolfeboro, New Hampshire
December 1, 2022

MONADNOCK FAMILY SERVICES

**STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2022 AND 2021**

ASSETS

	<u>2022</u>	<u>2021</u>
CURRENT ASSETS		
Cash and cash equivalents	\$ 3,968,687	\$ 2,866,873
Accounts receivable:		
Client fees	181,477	208,052
Medicaid and Medicare	277,189	188,574
Insurance	192,776	182,817
Other	594,364	193,857
Allowance for doubtful accounts	(407,085)	(399,701)
Pledges receivable, current portion	267,548	-
Prepaid expenses	<u>107,683</u>	<u>179,640</u>
Total current assets	<u>5,182,639</u>	<u>3,420,112</u>
PROPERTY		
Furniture, fixtures and equipment	394,124	394,124
Vehicles	348,863	348,863
Building and leasehold improvements	<u>130,838</u>	<u>130,838</u>
Total	873,825	873,825
Less accumulated depreciation	<u>649,021</u>	<u>563,810</u>
Property, net	<u>224,804</u>	<u>310,015</u>
OTHER ASSETS		
Interest in net assets of Foundation	1,684,137	1,969,784
Pledges receivable, less current portion shown above	<u>225,091</u>	<u>-</u>
Total other assets	<u>1,909,228</u>	<u>1,969,784</u>
Total assets	<u>\$ 7,316,671</u>	<u>\$ 5,699,911</u>
	<u>LIABILITIES AND NET ASSETS</u>	
CURRENT LIABILITIES		
Accounts payable	\$ 137,576	\$ 75,567
Accrued salaries, wages, and related expenses	628,242	552,927
Refundable advance	513,726	205,021
Other current liabilities	132,859	126,826
Due to affiliates, net	<u>2,751,361</u>	<u>1,234,605</u>
Total liabilities	<u>4,163,764</u>	<u>2,194,946</u>
NET ASSETS		
Without donor restrictions	2,900,279	3,211,715
With donor restrictions	<u>252,628</u>	<u>293,250</u>
Total net assets	<u>3,152,907</u>	<u>3,504,965</u>
Total liabilities and net assets	<u>\$ 7,316,671</u>	<u>\$ 5,699,911</u>

See Notes to Financial Statements

MONADNOCK FAMILY SERVICES

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2022
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>2022 Total</u>	<u>2021 Total</u>
CHANGES IN NET ASSETS				
Revenues				
Program service fees	\$ 12,142,182	\$ -	\$ 12,142,182	\$ 11,964,220
Other public support	1,085,027	-	1,085,027	853,586
Federal funding	343,595	-	343,595	586,345
Donations	1,995,014	-	1,995,014	332,748
United Way	11,543	-	11,543	54,219
Local/County government	178,371	-	178,371	210,747
Program sales	141,255	-	141,255	76,258
Rental income	4,998	-	4,998	2,550
Net gain (loss) on beneficial interest in Foundation	(245,025)	(40,622)	(285,647)	233,375
Other income	2,756	-	2,756	22,042
Total revenues	<u>15,659,716</u>	<u>(40,622)</u>	<u>15,619,094</u>	<u>14,336,090</u>
Expenses				
Program services				
Children & adolescents	2,871,814	-	2,871,814	2,685,039
Multi-service team	2,058,981	-	2,058,981	2,017,489
Maintenance	1,148,434	-	1,148,434	1,144,573
ACT team	1,092,172	-	1,092,172	993,797
Other non-BBH	1,045,827	-	1,045,827	876,769
Emergency services/assessment	918,934	-	918,934	908,251
Older adult services	540,375	-	540,375	560,616
Community residence	513,655	-	513,655	493,887
Intake	323,816	-	323,816	297,367
Non-eligibles	278,484	-	278,484	416,259
Vocational services	238,170	-	238,170	137,351
Supportive living	162,188	-	162,188	178,952
Restorative partial hospital	35,971	-	35,971	33,737
Community education & training	6,314	-	6,314	10,438
Supporting activities				
Administration	4,736,017	-	4,736,017	2,679,517
Total expenses	<u>15,971,152</u>	<u>-</u>	<u>15,971,152</u>	<u>13,434,042</u>
CHANGES IN NET ASSETS	(311,436)	(40,622)	(352,058)	902,048
NET ASSETS, BEGINNING OF YEAR	<u>3,211,715</u>	<u>293,250</u>	<u>3,504,965</u>	<u>2,602,917</u>
NET ASSETS, END OF YEAR	<u>\$ 2,900,279</u>	<u>\$ 252,628</u>	<u>\$ 3,152,907</u>	<u>\$ 3,504,965</u>

See Notes to Financial Statements

MONADNOCK FAMILY SERVICES

Continued

**STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2022
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Maintenance</u>	<u>Children & Adolescents</u>	<u>Older Adult Services</u>	<u>Intake</u>	<u>Emergency Services/ Assessment</u>	<u>Restorative Partial Hospital</u>
PERSONNEL COSTS						
Salaries and wages	\$ 803,423	\$ 1,903,301	\$ 382,711	\$ 214,705	\$ 691,953	\$ 31,261
Employee benefits	143,354	468,816	73,425	55,674	79,704	664
Payroll taxes	61,766	145,703	29,161	16,667	53,740	2,548
PROFESSIONAL FEES						
Substitute staff	7,959	9,075	-	-	2,726	-
Audit fees	2,860	8,948	1,383	1,040	2,047	148
Legal fees	941	4,747	842	73	250	79
Other professional fees	388	2,135	164	174	94	91
STAFF DEVELOPMENT AND TRAINING						
Journals and publications	46	469	27	4	26	-
Conferences and conventions	8,136	11,572	766	184	635	-
Other staff development	946	3,618	240	98	158	13
OCCUPANCY COSTS						
Rent	68,714	150,915	22,637	21,839	49,184	28
Repairs and maintenance	263	143	59	42	378	2
Other occupancy costs	10,029	22,535	3,574	2,496	4,822	183
CONSUMABLE SUPPLIES						
Office supplies and equipment	2,635	4,927	1,465	621	2,998	42
Building and household	2,150	3,735	596	450	861	118
Educational and training	-	1,381	-	-	-	-
Food	1	3,008	126	-	-	-
Medical supplies	3,131	997	6,031	16	2,912	2
Other consumable supplies	4,174	8,667	1,287	596	3,156	108
DEPRECIATION	875	1,931	164	211	47	-
EQUIPMENT RENTAL	3,552	7,733	567	821	-	-
EQUIPMENT MAINTENANCE	754	3,129	446	316	385	26
ADVERTISING	141	592	50	44	60	4
PRINTING	208	892	38	20	190	3
TELEPHONE	12,599	34,297	8,412	4,671	11,760	377
POSTAGE	449	1,374	175	139	156	2
TRANSPORTATION						
Staff	959	19,926	2,617	955	1,826	-
Clients	(544)	1,687	24	-	3,313	-
ASSISTANCE TO INDIVIDUALS						
Client services	1,344	7,362	-	50	-	-
INSURANCE						
Malpractice and bonding	4,316	28,300	2,005	870	3,506	124
Vehicles	-	-	-	-	-	-
Comprehensive property and liability	2,625	8,212	1,269	955	1,879	136
MEMBERSHIP DUES	-	-	-	-	-	-
INTEREST EXPENSE	-	-	-	-	-	-
CONTRIBUTION EXPENSE	-	-	-	-	-	-
OTHER	240	1,687	114	85	168	12
TOTAL FUNCTIONAL EXPENSES	<u>\$ 1,148,434</u>	<u>\$ 2,871,814</u>	<u>\$ 540,375</u>	<u>\$ 323,816</u>	<u>\$ 918,934</u>	<u>\$ 35,971</u>

See Notes to Financial Statements

MONADNOCK FAMILY SERVICES

Continued

**STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2022
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Vocational Services</u>	<u>Non-Eligibles</u>	<u>Multi-Service Team</u>	<u>ACT Team</u>	<u>Community Residence</u>	<u>Supportive Living</u>
PERSONNEL COSTS						
Salaries and wages	\$ 154,953	\$ 91,449	\$ 1,327,211	\$ 617,474	\$ 361,465	\$ 7,090
Employee benefits	22,408	11,932	299,008	63,157	65,031	1,749
Payroll taxes	12,084	7,172	100,794	45,793	28,206	544
PROFESSIONAL FEES						
Substitute staff	583	-	13,841	19	416	150,924
Audit fees	341	475	5,082	2,610	1,416	29
Legal fees	125	160	2,469	1,470	698	600
Other professional fees	43	205	616	260	33	27
STAFF DEVELOPMENT AND TRAINING						
Journals and publications	5	2	103	61	324	-
Conferences and conventions	2,235	715	7,272	1,624	1,599	1
Other staff development	47	81	1,767	639	279	141
OCCUPANCY COSTS						
Rent	35,209	13,234	173,729	80,568	7,368	313
Repairs and maintenance	164	66	950	912	1,105	-
Other occupancy costs	1,411	1,074	11,706	15,151	400	64
CONSUMABLE SUPPLIES						
Office supplies and equipment	2,169	1,382	8,051	1,740	1,765	45
Building and household	235	792	2,626	19,429	6,822	9
Educational and training	-	-	-	-	-	-
Food	9	-	193	69	23,560	-
Medical supplies	622	6	9,386	522	748	-
Other consumable supplies	500	688	9,072	2,818	1,714	404
DEPRECIATION						
	6	118	1,012	78	2	1
EQUIPMENT RENTAL						
	-	472	3,891	-	-	-
EQUIPMENT MAINTENANCE						
	65	88	1,016	827	446	6
ADVERTISING						
	10	22	211	76	41	1
PRINTING						
	42	46	467	93	43	16
TELEPHONE						
	2,394	2,425	30,685	17,468	4,045	148
POSTAGE						
	20	119	711	306	59	21
TRANSPORTATION						
Staff	1,460	928	11,807	8,267	488	-
Clients	20	37	1,310	983	120	-
ASSISTANCE TO INDIVIDUALS						
Client services	-	143,922	18,747	8,187	1,175	-
INSURANCE						
Malpractice and bonding	669	398	10,046	2,195	1,459	24
Vehicles	-	-	-	-	1,401	-
Comprehensive property and liability	313	437	4,664	2,395	1,300	27
MEMBERSHIP DUES						
	-	-	-	-	-	-
INTEREST EXPENSE						
	-	-	-	-	-	-
CONTRIBUTION EXPENSE						
	-	-	-	-	-	-
OTHER						
	<u>28</u>	<u>39</u>	<u>538</u>	<u>196,981</u>	<u>127</u>	<u>4</u>
TOTAL FUNCTIONAL EXPENSES	<u>\$ 238,170</u>	<u>\$ 278,484</u>	<u>\$ 2,058,981</u>	<u>\$ 1,092,172</u>	<u>\$ 513,655</u>	<u>\$ 162,188</u>

See Notes to Financial Statements

MONADNOCK FAMILY SERVICES

**STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2022
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	Community Education & Training	Other Non-BBH	Total Programs	Administration	2022 Totals	2021 Totals
PERSONNEL COSTS						
Salaries and wages	\$ 3,967	\$ 597,557	\$ 7,188,520	\$ 1,013,570	\$ 8,202,090	\$ 7,555,451
Employee benefits	245	88,037	1,373,204	234,711	1,607,915	1,772,279
Payroll taxes	346	46,811	551,335	76,800	628,135	573,749
PROFESSIONAL FEES						
Substitute staff	-	-	185,543	-	185,543	175,814
Audit fees	87	2,184	28,650	4,225	32,875	33,700
Legal fees	-	529	12,983	9,398	22,381	7,870
Other professional fees	-	12,482	16,712	139,387	156,099	161,092
STAFF DEVELOPMENT AND TRAINING						
Journals and publications	-	610	1,677	504	2,181	2,377
Conferences and conventions	-	326	35,065	20	35,085	13,854
Other staff development	182	1,263	9,472	1,000	10,472	14,999
OCCUPANCY COSTS						
Rent	1	105,367	729,106	89,741	818,847	715,250
Repairs and maintenance	1	663	4,748	32	4,780	20,379
Other occupancy costs	190	4,668	78,303	28,450	106,753	84,372
CONSUMABLE SUPPLIES						
Office supplies and equipment	11	5,374	33,225	9,453	42,678	24,191
Building and household	20	5,957	43,800	1,042	44,842	24,221
Educational and training	247	-	1,628	-	1,628	500
Food	-	20,011	46,977	147	47,124	23,434
Medical supplies	1	728	25,102	488	25,590	7,730
Other consumable supplies	37	8,509	41,730	53,471	95,201	74,726
DEPRECIATION	-	44,206	48,651	36,560	85,211	65,266
EQUIPMENT RENTAL	-	-	17,036	1,934	18,970	20,733
EQUIPMENT MAINTENANCE	17	2,625	10,146	27,383	37,529	33,524
ADVERTISING	2	16,994	18,248	9,571	27,819	13,040
PRINTING	1	13,354	15,413	895	16,308	5,650
TELEPHONE	10	8,840	138,131	19,075	157,206	164,796
POSTAGE	-	2,723	6,254	10,452	16,706	18,095
TRANSPORTATION						
Staff	-	1,005	50,238	2,172	52,410	38,589
Clients	-	26,473	33,423	1,377	34,800	35,522
ASSISTANCE TO INDIVIDUALS						
Client services	-	2,385	183,172	-	183,172	328,200
INSURANCE						
Malpractice and bonding	73	1,827	55,812	1,963	57,775	41,722
Vehicles	-	4,202	5,603	-	5,603	5,523
Comprehensive property and liability	80	2,485	26,777	2,270	29,047	45,468
MEMBERSHIP DUES	789	300	1,089	2,510	3,599	3,389
INTEREST EXPENSE	-	-	-	95	95	71
CONTRIBUTION EXPENSE	-	-	-	2,866,081	2,866,081	1,300,000
OTHER	7	17,332	217,362	91,240	308,602	28,466
TOTAL FUNCTIONAL EXPENSES	\$ 6,314	\$ 1,045,827	\$ 11,235,135	\$ 4,736,017	\$ 15,971,152	\$ 13,434,042

See Notes to Financial Statements

MONADNOCK FAMILY SERVICES
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

	<u>2022</u>	<u>2021</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ (352,058)	\$ 902,048
Adjustments to reconcile change in net assets to net cash from operating activities:		
Depreciation	85,211	65,266
Change in allowance for doubtful accounts	7,384	19,144
(Gain) loss on beneficial interest in Foundation	285,647	(233,375)
(Increase) decrease in assets:		
Accounts receivable	(472,506)	436,777
Prepaid expenses	71,957	(104,513)
Pledges receivable	(492,639)	-
Increase (decrease) in liabilities:		
Accounts payable	62,009	(157,373)
Accrued salaries, wages and related expenses	75,315	18,687
Refundable advance	308,705	(110,343)
Other current liabilities	6,033	20,113
	<u>(414,942)</u>	<u>856,431</u>
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
CASH FLOWS FROM INVESTING ACTIVITIES		
Increase in due to affiliates, net	1,516,756	580,739
Property and equipment additions	<u>-</u>	<u>(175,268)</u>
NET CASH PROVIDED BY INVESTING ACTIVITIES	<u>1,516,756</u>	<u>405,471</u>
NET INCREASE IN CASH AND CASH EQUIVALENTS	1,101,814	1,261,902
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>2,866,873</u>	<u>1,604,971</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 3,968,687</u>	<u>\$ 2,866,873</u>
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:		
Cash paid for interest	<u>\$ 95</u>	<u>\$ 71</u>

See Notes to Financial Statements

MONADNOCK FAMILY SERVICES

NOTES TO FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

1. ORGANIZATION OF THE CORPORATION

Monadnock Family Services (the Organization) is a nonprofit corporation, organized under New Hampshire law to provide services in the areas of mental health, and related non-mental health programs.

The Organization operates in the Monadnock region of the State of New Hampshire.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The financial statements of Monadnock Family Services have been prepared on the accrual basis of accounting.

Basis of Presentation

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

Net assets without donor restrictions – 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 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 passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

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

Accounting Estimates

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

Cash Equivalents

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

MONADNOCK FAMILY SERVICES

NOTES TO FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

Accounts Receivable

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts through a charge to activities and a credit to a valuation allowance based on historical account write-off patterns by the payor, adjusted as necessary to reflect current conditions. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. The Organization has no policy for charging interest on overdue accounts nor are its accounts receivable pledged as collateral, except as disclosed in Note 6.

Property and Depreciation

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

Furniture, fixtures and equipment	3 - 10 Years
Vehicles	5 - 10 Years
Building and leasehold improvements	5 - 40 Years

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

Depreciation expense was \$85,211 and \$65,266 for the years ended June 30, 2022 and 2021, respectively.

Accrued Earned Time

At June 30, 2022 and 2021 the Organization has accrued a liability for future compensated leave time in the amount of \$323,594 and \$323,594, respectively, that its employees have earned and which is vested with the employee.

Refundable Advances

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

Revenue Recognition

In May of 2014, the FASB issued Accounting Standards Update (ASU) 2014-09, *Revenue from Contracts with Customers (Topic 606)*. This ASU is a comprehensive revenue recognition model that requires an organization to recognize revenue to depict the transfer of goods or services to a customer at an amount that reflects the consideration it expects to receive in exchange for those goods or services. Contracts and transactions with customers predominantly contain a single performance obligation.

MONADNOCK FAMILY SERVICES

NOTES TO FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

The Organization records the following exchange transaction revenue in its statements of activities for the years ended June 30, 2022 and 2021:

Mental Health Services – The Organization provides a variety of mental health services to its patients. All mental health services revenue recognized upon completion of the service provided.

Contract Balances

Contract balances as a result of contracts and transactions with customers primarily consist of receivables included in accounts receivable in the Organization's statements of financial position. The Organization's receivables from transactions with customers amounted to \$285,028 and \$236,958 for the years ended June 30, 2022 and 2021, respectively.

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

A significant portion of patient revenue is derived from services to patients insured by third-party payors. The Organization receives reimbursement from Medicare, Medicaid and private third-party payors at defined rates for services rendered to patients covered by these programs. The difference between established billing rates and the actual rate of reimbursement is recorded as an allowance when received. A provision for estimated contractual allowances is provided on outstanding patient receivables at the statement of financial position date.

Contributions

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

Advertising

The Organization expenses advertising costs as incurred.

Summarized Financial Information

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended June 30, 2021, from which the summarized information was derived.

MONADNOCK FAMILY SERVICES

NOTES TO FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

Functional Allocation of Expenses

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

The expenses that are allocated include the following:

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

Fair Value of Financial Instruments

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

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

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

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

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

MONADNOCK FAMILY SERVICES

NOTES TO FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

Management has determined the beneficial interest in net assets held by Monadnock Regional Foundation for Family Services, Inc. to be in Level 2 of the fair value hierarchy as defined above (also see Note 5).

Income Taxes

The Organization is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. In addition, the Organization qualifies for the charitable contribution deduction under Section 170(b)(1)(a) and has been classified as an Organization that is not a private foundation under Section 509(a)(2). Accordingly, no provision for income taxes has been recorded in the accompanying financial statements.

Management has evaluated the Organization's tax positions and concluded that the Organization has maintained its tax-exempt status and has taken no uncertain tax positions that would require adjustment to the financial statements.

New Accounting Pronouncement

As of July 1, 2021, the Organization adopted the provisions of the Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2020-07, Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets (Topic 958), as amended. ASU 2020-07 applied to the presentation and disclosure of nonfinancial assets received by not-for-profit organizations and increases transparency of such contributions. Results for reporting the years June 30, 2022 and 2021 are presented under FASB ASC Topic 958. The ASU has been applied retrospectively to all periods presented, with no material effect on previously issued financial statements.

Other Events

The Organization's activities could be impacted should the disruptions from the novel coronavirus (COVID-19) lead to changes in consumer behavior. The COVID-19 impact on the capital markets could also impact the Organization's cost of borrowing. There are certain limitations on the Organization's ability to mitigate the adverse financial impact of these items. COVID-19 also makes it more challenging for management to estimate future performance of the Organization, particularly over the near to medium term.

During the year ended June 30, 2021, the Managed Care Organizations that Monadnock Family Services contracts with to provide services, had forgiven their maintenance of effort requirements due to the hardships COVID-19 presented. As a result, the Organization recognized approximately an additional \$532,000 for the year ended June 30, 2021 in revenue. If these requirements were not relaxed, the Organization would have recorded this amount as a refundable advance liability at June 30, 2021, and would have been required to be returned to the Managed Care Organizations.

MONADNOCK FAMILY SERVICES

NOTES TO FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

During the year ended June 30, 2022, the Managed Care Organizations that Monadnock Family Services contracts with to provide services, had forgiven 50% of their maintenance of effort requirements due to the hardships COVID-19 presented. As a result, the Organization recognized approximately an additional \$215,000 for the year ended June 30, 2022 in revenue. If these requirements were not relaxed, the Organization would have recorded this amount as a refundable advance liability at June 30, 2022, and would have been required to be returned to the Managed Care Organizations.

3. LIQUIDITY AND AVAILABILITY

The following represents the Organization's financial assets as of June 30, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Cash and cash equivalents	\$ 3,968,687	\$ 2,866,873
Accounts receivable, net	838,721	373,599
Pledges receivable, net	492,639	-
Beneficial interest in Foundation	<u>1,684,137</u>	<u>1,969,784</u>
 Total financial assets	 <u>\$ 6,984,184</u>	 <u>\$ 5,210,256</u>
 Less amounts not available to be used within one year:		
Net assets with donor restrictions	\$ 252,628	\$ 293,250
Long-term pledges receivable, net	225,091	-
Beneficial interest in Foundation	<u>1,684,137</u>	<u>1,969,784</u>
 Amounts not available within one year	 <u>2,161,856</u>	 <u>2,263,034</u>
 Financial assets available to meet general expenditures over the next twelve months	 <u>\$ 4,822,328</u>	 <u>\$ 2,947,222</u>

The Organization's goal is generally to maintain financial assets to meet 45 days of operating expenses (approximately \$1.70 million and \$1.65 million for the years ended June 30, 2022 and 2021, respectively). As part of its liquidity plan, excess cash is invested in short-term investments, including money market accounts.

MONADNOCK FAMILY SERVICES

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

4. PLEDGES RECEIVABLE

Pledges receivable as of June 30, 2022 and 2021 consisted of the following:

	<u>2022</u>	<u>2021</u>
Due in less than one year	\$ 267,548	\$ -
Due in one to five years	<u>232,369</u>	<u>-</u>
Gross pledges receivable	499,917	-
Less:		
Discount to present value	<u>7,278</u>	<u>-</u>
Pledges receivable, net	<u>\$ 492,639</u>	<u>\$ -</u>

Pledges receivable expected to be collected in longer than one year are discounted using the rate of return on the five year U.S. Treasury Note of 3.10% as of June 30, 2022.

5. INTEREST IN NET ASSETS OF FOUNDATION

The Organization is the sole beneficiary of assets held by Monadnock Regional Foundation for Family Services, Inc. The Organization and the Foundation are considered financially interrelated Organizations under FASB ASC Topic No. 958-605, *Not-for-Profit Entities - Transfers of Assets to a Nonprofit Organization or Charitable Trust That Raises or Holds Contributions for Others*. The fair value of the Foundation's assets, which approximates the present value of future benefits expected to be received, was \$1,774,682 and \$2,025,549 at June 30, 2022 and 2021, respectively. The cost basis of the Foundation's assets was \$1,950,228 and \$1,690,006 at June 30, 2022 and 2021, respectively.

6. DEMAND NOTE PAYABLE

Demand note payable with a bank, subject to bank renewal on June 30, 2023. The maximum amount available at June 30, 2022 and 2021 was \$250,000. At June 30, 2022 and 2021 the interest rate was stated at 5.50% and 4.00%, respectively. The note is renewable annually, collateralized by all the business assets of the Organization and guaranteed by a related nonprofit organization (see Note 11). There was no balance outstanding at June 30, 2022 and 2021.

MONADNOCK FAMILY SERVICES

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

7. NET ASSETS

Net assets with donor restrictions were as follows for the years ended June 30, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Special Purpose Restrictions:		
Beneficial interest in Foundation	\$ 171,414	\$ 212,036
Restricted in Perpetuity:		
Beneficial interest in Foundation	<u>81,214</u>	<u>81,214</u>
Total net assets with donor restrictions	<u>\$ 252,628</u>	<u>\$ 293,250</u>

8. RETIREMENT PLAN

The Organization maintains a retirement plan for all eligible employees. Under the plan employees can make voluntary contributions to the plan of up to approximately 15% of gross wages. All full-time employees are eligible to participate when hired, and are eligible to receive employer contributions after one year of employment. The Organization's matching contributions to the plan for the years ended June 30, 2022 and 2021 were \$65,326 and \$183,591, respectively.

9. CONCENTRATION OF RISK

For the years ended June 30, 2022 and 2021 approximately 71% and 76%, respectively of the total revenue was derived from Medicaid. The future existence of the Organization, in its current form, is dependent upon continued support from Medicaid.

Medicaid receivables comprise approximately 19% and 28% of the total accounts receivable balances at June 30, 2022 and 2021, respectively. The Organization has no policy for charging interest on past due accounts, nor are its accounts receivable pledged as collateral, except as discussed in Note 6.

10. OPERATING LEASE OBLIGATIONS

The Organization has entered into various operating lease agreements to rent certain facilities and office equipment. The terms of these leases range from month-to-month to 60 months. Rent expense under these agreements aggregated \$837,818 and \$735,981 for the years ended June 30, 2022 and 2021, respectively.

MONADNOCK FAMILY SERVICES

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2022 AND 2021**

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

<u>Year Ending</u> <u>June 30</u>	<u>Amount</u>
2023	\$ 69,144
2024	69,144
2025	69,144
2026	69,144
2027	<u>63,382</u>
Total	<u>\$ 339,958</u>

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

11. RELATED PARTY TRANSACTIONS

Monadnock Family Services is related to the following nonprofit corporations as a result of their articles of incorporation and common board membership.

<u>Related Party</u>	<u>Function</u>
Monadnock Community Service Center, Inc.	Provides real estate services and property management assistance
Monadnock Regional Foundation for Family Services, Inc.	Endowment for the benefit of Monadnock Family Services

Monadnock Family Services has transactions with the above related parties during its normal course of operations. The significant related party transactions are as follows:

Due to/from Affiliate

At June 30, 2022 and 2021, the Organization had a payable due to Monadnock Community Service Center, Inc. in the amount of \$2,841,906 and \$1,290,370, respectively.

At June 30, 2022 and 2021, the Organization had a receivable due from Monadnock Regional Foundation for Family Services, Inc. in the amount of \$ 90,545 and \$55,765, respectively.

Rental Expense

The Organization leases office space from Monadnock Community Service Center, Inc. under the terms of tenant at will agreements. Monadnock Family Services has the perpetual right to extend the leases. Total rental expense paid under the terms of the leases was \$789,608 and \$696,329 for the years ended June 30, 2022 and 2021, respectively.

MONADNOCK FAMILY SERVICES

NOTES TO FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

Contributions

During the year ended the June 30, 2022 and 2021, the Organization made contributions to Monadnock Community Service Center, Inc. in the amount of \$2,866,081 and \$1,300,000, respectively.

During the year ended the June 30, 2022 and 2021, the Organization made contributions to Monadnock Regional Foundation for Family Services, Inc. in the amounts of \$75,893 and \$12,369, respectively. The contributions consisted of financial securities.

Distributions

Monadnock Regional Foundation for Family Services, Inc. can elect to distribute (on an annual basis) a percentage of its investment account (based upon a 24-month rolling average of the investment value) to Monadnock Family Services. The Foundation distributed \$73,379 and \$12,403 during the years ended June 30, 2022 and 2021, respectively.

Management Fee

The Organization charges Monadnock Community Service Center, Inc. for administrative expenses incurred on its behalf. Management fee revenue aggregated \$141,255 and \$76,258 for the years ended June 30, 2022 and 2021, respectively.

Guarantee

One of the Organization's demand note payable is guaranteed by Monadnock Community Service Center, Inc.

Co-obligation

The Organization is co-obligated on certain mortgage notes and tax-exempt bonds payable of Monadnock Community Service Center, Inc.

12. CONTINGENCIES

Grant Compliance

The Organization receives funds under various state grants and from Federal sources. Under the terms of these agreements, the Organization is required to use the funds within a certain period and for purposes specified by the governing laws and regulations. If expenditures were found not to have been made in compliance with the laws and regulations, the Organization might be required to repay the funds. No provisions have been made for this contingency because specific amounts, if any, have not been determined or assessed by government audits as of June 30, 2022.

MONADNOCK FAMILY SERVICES

NOTES TO FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2022 AND 2021

13. CONCENTRATION OF CREDIT RISK

The Organization maintains cash balances that, at times may exceed federally insured limits. The balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 at June 30, 2022 and 2021. The Organization has not experienced any losses in such accounts and believes it is not exposed to any significant risk with these accounts. At June 30, 2022 and 2021, cash balances in excess of FDIC coverage aggregated \$3,238,922 and \$2,112,167, respectively.

14. CAPITAL CAMPAIGN

During the year ended June 30, 2022, the Organization launched a capital campaign. The Organization's goal was to purchase a larger facility in Keene, NH with a fundraising target of \$1,000,000. As of June 30, 2022, the campaign had received pledges and one-time gifts of more than \$1,500,000. The capital campaign was completed during the year ended June 30, 2022.

15. RECLASSIFICATIONS

Certain reclassifications have been made to the prior years' financial statements to conform to the current year presentation. These classifications had no effect on the previously reported results of operations or retained earnings.

16. SUBSEQUENT EVENTS

Subsequent events are events or transactions that occur after the statement of financial position date, but before the financial statements are available to be issued. Recognized subsequent events are events or transactions that provide additional evidence about conditions that existed at the statement of financial position date, including the estimates inherent in the process of preparing financial statements. Non-recognized subsequent events are events that provide evidence about conditions that did not exist at the statement of financial position date, but arose after that date. Management has evaluated subsequent events through December 1, 2022, the date when the June 30, 2022 financial statements were available for issuance.

MONADNOCK FAMILY SERVICES

Continued

**SCHEDULE OF FUNCTIONAL REVENUES
FOR THE YEAR ENDED JUNE 30, 2022
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Maintenance</u>	<u>Children & Adolescents</u>	<u>Older Adult Services</u>	<u>Intake</u>	<u>Emergency Services/ Assessment</u>	<u>Restorative Partial Hospital</u>
Program fees:						
Net client fees	\$ 13,714	\$ 37,781	\$ 10,049	\$ 4,241	\$ 22,215	\$ 100
Medicaid	636,861	4,629,170	689,791	33,482	233,129	48,303
Medicare	174,969	3,288	2,815	406	17,677	-
Other insurance	180,228	175,021	2,177	9,128	30,078	13,208
Other program fees	-	120	-	-	-	-
Program sales:						
Service and production	-	150	-	-	-	-
Public support:						
United Way	-	11,543	-	-	-	-
Local/county government	(16,692)	69,612	-	126,781	(2,500)	-
Donations	150	1,650	-	-	400	-
Other public support	13,664	(7,301)	4,480	-	12,746	-
Div. for Children, Youth & Families	-	922	-	-	-	-
DHHS - State	250	4,735	-	-	128,421	-
Federal funding:						
Other federal grants	127,793	47,178	-	-	-	-
PATH	-	-	-	-	33,300	-
DHHS - Federal	-	-	-	-	-	-
Rental income						
Net gain on beneficial interest in Foundation						
Other	(262)	(213)	-	-	(6)	-
TOTAL FUNCTIONAL REVENUES	\$ 1,130,675	\$ 4,973,656	\$ 709,312	\$ 174,038	\$ 475,460	\$ 61,611

MONADNOCK FAMILY SERVICES

Continued

**SCHEDULE OF FUNCTIONAL REVENUES
FOR THE YEAR ENDED JUNE 30, 2022
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	<u>Vocational Services</u>	<u>Non-Eligibles</u>	<u>Multi-Service Team</u>	<u>ACT Team</u>	<u>Community Residence</u>	<u>Supportive Living</u>
Program fees:						
Net client fees	\$ 242	\$ 708	\$ 4,483	\$ 6,961	\$ 943	\$ 1,194
Medicaid	85,753	7,129	2,981,067	381,644	797,768	389,546
Medicare	2,358	838	32,525	17,790	1,448	-
Other insurance	2,069	3,443	53,546	14,809	1,476	-
Other program fees	-	-	670	-	37,518	-
Program sales:						
Service and production	-	-	-	-	-	-
Public support:						
United Way	-	-	-	-	-	-
Local/county government	-	-	-	1,170	-	-
Donations	-	-	14,170	-	-	-
Other public support	2,727	280,678	142,776	227,284	1,946	-
Div. for Children, Youth & Families	-	-	-	-	-	-
DHHS - State	-	-	(211)	247,098	-	-
Federal funding:						
Other federal grants	-	-	-	-	-	-
PATH	-	-	-	-	-	-
DHHS - Federal	-	-	-	-	-	-
Rental income	-	-	-	2,448	-	-
Net gain on beneficial interest in Foundation	-	-	-	-	-	-
Other	(4)	1	(53)	-	(3)	-
TOTAL FUNCTIONAL REVENUES	<u>\$ 93,145</u>	<u>\$ 292,797</u>	<u>\$ 3,228,973</u>	<u>\$ 899,204</u>	<u>\$ 841,096</u>	<u>\$ 390,740</u>

MONADNOCK FAMILY SERVICES

**SCHEDULE OF FUNCTIONAL REVENUES
FOR THE YEAR ENDED JUNE 30, 2022
WITH PRIOR YEAR SUMMARIZED COMPARATIVE INFORMATION**

	Community Education & Training	Other Non-BBH	Total Programs	Administration	2022 Totals	2021 Totals
Program fees:						
Net client fees	\$ -	\$ 107,438	\$ 210,069	\$ -	\$ 210,069	\$ 174,117
Medicaid	-	139,125	11,052,768	-	11,052,768	10,925,673
Medicare	-	-	254,114	-	254,114	311,213
Other insurance	-	91,105	576,288	-	576,288	511,782
Other program fees	10,635	-	48,943	-	48,943	41,435
Program sales:						
Service and production	-	-	150	141,105	141,255	76,258
Public support:						
United Way	-	-	11,543	-	11,543	54,219
Local/county government	-	-	178,371	-	178,371	210,747
Donations	-	459,311	475,681	1,519,333	1,995,014	332,748
Other public support	-	-	679,000	-	679,000	495,996
Div. for Children, Youth & Families	-	-	922	-	922	-
DHHS - State	-	8,599	388,892	16,213	405,105	357,590
Federal funding:						
Other federal grants	-	92,584	267,555	42,740	310,295	550,893
PATH	-	-	33,300	-	33,300	40,110
DHHS - Federal	-	-	-	-	-	(4,658)
Rental income	-	2,550	4,998	-	4,998	2,550
Net gain on beneficial interest in Foundation	-	-	-	(285,647)	(285,647)	233,375
Other	-	-	(540)	3,296	2,756	22,042
TOTAL FUNCTIONAL REVENUES	\$ 10,635	\$ 900,712	\$14,182,054	\$ 1,437,040	\$15,619,094	\$14,336,090

MONADNOCK FAMILY SERVICES
BOARD OF DIRECTORS
TERMS

CHAIR

Brian Donovan

2ND TERM FY 2020-2023
 1ST TERM FY 2017-2020

Glenn Galloway

1ST TERM FY 2021-2024

VICE CHAIR

Alfred John Santos

2ND TERM FY 2021-2024
 1ST TERM FY 2018-2021

Julie Green

2ND TERM FY 2021-2024
 1ST TERM FY 2018-2021

2nd time on BOD

TREASURER

John Round

3RD TERM FY 2021-2022
 2ND TERM FY 2018-2021
 1ST TERM FY 2015-2018

Christine Houston

2ND TERM FY 2021-2024
 1ST TERM FY 2018-2021

Karen Johnson

1ST TERM FY 2022-2025

ASST SECRETARY

Sharman Howe

2ND TERM FY 2021-2024
 1ST TERM FY 2018-2021

Bill Nickey

1ST TERM 2021 - 2024

Laurie Appel

2ND TERM FY 2022-2024
 1ST TERM FY 2019-2022

Andrew Parsley

1ST TERM FY 2021 - 2024

Reba Clough

1ST TERM FY 2020-2023

Joe Schapiro

1ST TERM FY 2020-2023

Lisa Foote

1ST TERM FY 2022-2025

Chris Sprague

1ST TERM FY 2022-2025

Contractor Name
Key Personnel

Name	Job Title	Salary Amount Paid from this Contract
Sharmon Perham	CWIC	38,147
Julie Chapin	Supervisor	5,442

Julie M. Chapin-Cordima

EDUCATION: Community College of Vermont, Rutland, Vermont
Associates Degree Science, 2004

Johnson State College, Johnson, Vermont
Bachelor Degree in Psychology, 2007

PROFESSIONAL EXPERIENCE:

Monadnock Family Services, Keene NH

(603) 357-5270

Wellness & Employment Supervisor (InShape, Supported Employment Program, C-WIC, Supported Employment & Education)

August 2012 - Current Supervisor, Jessica Howard

Develop and implement programming of treatment, wellness and services through individual service plan; as they relate to individual programs. Oversee staff of 8 and four programs (adults and children). Assume responsibility for a small caseload. Participate in the delivery of care options including wellness agenda and group mental health wellness services for client individually, throughout agency and in the community. Provide ongoing direct training of new staff. Maintain all administrative and supervisory duties. Active participant in agency committees: Wellness Committee, Safety Committee, United Way Committee.

West Central Behavioral Health, Claremont NH

(603) 542-2578

Mental Health Case Manager, 2008-June 2012

Supervisor, Kim Southworth

Provided case management and required services to assigned caseload of (26,) both in office and community sites. Assisted clients with managing stressors, symptoms and developing ADL structure through education. Coordinated services with other community resources and agencies; provided assistance around managing medical benefits. Developing and implementing treatment planning. Maintain agency documentation. Provided crisis intervention. Attended and participated in staff supervision regularly. Co-Facilitated Groups: Illness Management and Recovery and Coping with Anger and Building Self-Esteem.

JPM's Tuxedo, Keene, NH & Claremont, NH

Co-Owner/Partner, 2009-2014

Oversee all management and office duties along with daily operations of JPM's in both locations (Keene and Claremont.) Directly managed all hiring/terminations, scheduling, and training of employees. Performed and managed primary tasks related to bookkeeping, marketing, and advertising, payroll, managing vendors, store inventory and all business related paperwork.

Elliott, Jasper, Auten, Shklar @ Wellman-Ally, LLP, Newport, NH

(603) 863-4105

Cleaning Services, 2008- Current

Supervisor/Attorney Bruce Jasper

Legal Administrative Assistant, 2006-2008

Prepare legal administrative correspondence and documentation, maintain legal files, prepare client invoices, and perform tasks associated with opening/closing legal cases, direct communication with opposing counsel, Courts and legal agencies. Cleaning services: Maintain weekly office cleaning duties.

SKILLS, KNOWLEDGE, AND CERTIFICATIONS:

Illness Management and Recovery Certification

Mental Health First Aid Certification, May 2015

Motivational Interviewing Certification

CPI (Crisis Prevention Intervention) Certification

Strong organizational, planning, problem-solving skills

Excellent management and leadership abilities

Strong interpersonal and organizational skills

AFAA Certified Personal Trainer

Ability to coordinate projects and work independently, as well as being a good team player.

References Available Upon Request

SHARMON PERHAM

Dedicated, driven professional with over 20 years of office management and retail supervisory experience. Consistently deliver exemplary customer service. 6 years' experience working with clients and their teams in the mental health field to provide benefits counseling while encouraging financial independence in order to reduce dependence on Federal and State benefit systems.

EXPERIENCE

AUGUST 2021 TO CURRENT

CERTIFIED WORKPLACE INCENTIVE COUNSELOR (CWIC)

Assist individuals who have Federal SSA benefits navigate their benefits as they enter the workforce.

Work with SSA, DHH, and KHA to obtain information about client's benefits.

Create Benefits Summary Analysis statements so clients and their teams understand how working will affect their federal, state, and housing benefits.

Work with an individual's team in order to provide the person/team with a complete overview of their situation in order to continue to move forward in their journey to health, wellness, and employment.

Refer individuals to appropriate resources to further work and educational experience and financial independence and reduce dependence on Federal and State benefits.

AUGUST 2017 – AUGUST 2021

CLIENT BENEFITS SUPERVISOR, MONADNOCK FAMILY SERVICES

Assisted clients with DHH benefits.

Worked directly with clients, their team members, and DHHS to apply for and resolve any issues with their DHH Benefits to ensure their insurance is active. Assisted clients with their redeterminations every 6 months to 1 year.

Created a system to track all redeterminations of all clients in the agency in order to be proactive and allow team members to be prepared for the upcoming redeterminations.

Improved the system the agency uses to track NH DHHS releases in order to keep all releases up to date reducing time spent on getting releases signed by clients.

Worked with Supported Employment to help determine the number of hours clients can work each month to stay in SSA guidelines in order to keep their benefits while maximizing their earnings potential.

Night-time Children's receptionist checking in patients, collecting payments, and was responsible for closing the agency building at night.

OCTOBER 1997 – DECEMBER 2016

OFFICE MANAGER, GERKEN'S INC

All aspects of office management and bookkeeping. AR/AP, Business and customer account reconciliation, scheduling client appointments and service calls/deliveries, Invoicing, ordering, sales, hiring, receiving shipments/trucks, set up floor displays, overseeing between 1 to 6 employees and Customer Service. I was also responsible for writing and recording the radio ads for business.

EDUCATION

CWIC TRAINING AT CORNELL UNIVERSITY

ASSOCIATES OF ACCOUNTING, FRANKLIN PIERCE UNIVERSITY

SKILLS

- Able to use Microsoft office proficiently.
- Skilled in the use of NH EASY to assist clients with applications and redeterminations
- Ability to work under pressure and deadlines.
- 5+ years of experience with Essentia Electronic Medical Records systems program